





GUIDE FOR INCOMING STAFF AND STUDENTS EUROPEAN UNIVERSITY OF TIRANA

PROFESSIONAL DIPLOMAS / BACHELOR / PROFESSIONAL MASTER / EXECUTIVE MASTER / INTEGRATED PROGRAMES / DOCTORAL DEGREE

accounting management tourism finance business management law international relations political science sociology applied design and fashion psychology communication visible arts philosophy history literature linguistics stage arts art of music preschool education physical education and sports informatics applications mechatronics information technology industrial engineering or vivil engineering nursing physicherapy imaging

FACULTY OF ECONOMICS, BUSINESS AND DEVELOPMENT FACULTY OF LAW, POLITICAL SCIENCE AND INTERNATIONAL RELATIONS FACULTY OF HUMANITIES, EDUCATION AND LIBERAL ARTS FACULTY OF ENGINEERING, INFORMATICS AND ARCHITECTURE

GODINA A

Conservices European 1

> FACULTY OF TECHNICAL MEDICAL SCIENCES

Address: Rr. Xhanfize Keko, Nr. 56, Tirana, Albania, Phone: 068 20 16 616, info@uet.edu.al, www.uet.edu.al

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WELCOME TO THE EUROPEAN UNIVERSITY OF TIRANA (EUT)

Dear International Staff / Student, We are happy to welcome you to EUT!

The European University of Tirana is a leading private university in Albania. Since its establishment in 2006. UET has not stopped its efforts to reform, structure and increase its standards, as well as to undertake processes and initiatives that ensure the highest quality graduates. UET is also very active in the social discourse, providing ideas, initiatives, publications, projects, and labor market connections. This is enough to complete the profile of a university entirely at the service of its public mission - preparing students, specialists, citizens; of a university as the center of the living forces of society. UET builds bridges of cooperation with other institutions of higher education in and outside the country, as well as with other actors of civil society, public and private sector, to create different opportunities for students and the academic staff. In addition, UET concentrates particularly on internationalization and networking with leading universities in the region and Europe. The Office for Project Development and Internationalization facilitates the development of projects, aiming the inclusion of the academic staff, new researchers, and students of UET in capacity development projects, scientific research, policy-oriented and other initiatives that are closely related to higher education. The Office for Project Development and Internationalization is an integral structure within UET and at the same time it collaborates with a broad network of partners at the national, regional, and international level, including the Erasmus+ programme of the European Union. We hope that your time at EUT is a memorable experience and wish you all the best for your stay!

Best regards,

The Office for Project Development and Internationalization at EUT







TRAVEL INFORMATION

TIRANA INTERNATIONAL AIRPORT "NËNË TEREZA"

Get to Tirana from Tirana International Airport by Bus:

Rinas Express operates 12 hours (6 am to 6 pm) as an hourly bus service between the Airport and the National Museum in the center of Tirana. The single fare is 250 Albanian Lek. (www.tirana-airport.com/l/4/16/getting-here-parking/bus)

Get to Tirana from Tirana International Airport by Taxi:

You can pick a taxi in front of the airport which can take you in your destination in Tirana. It costs around $15 \in$.





ON FOOT

The city center is small enough to be explored by walking. However, be aware that sidewalks frequently end abruptly and are very narrow. Street names are subject to change, so locals rarely know them. It is advised to learn to navigate via landmarks instead of addresses or street names. You can orient yourself using the Lana River and "Deshmoret e Kombit" street, which roughly bisects the central part of Tirana into four sections. At this intersection of the Lana River and Deshmoret e Kombit, "Piramida" and "Taiwan Center" are very recognizable.

BY BICYCLE

Tirana is not known as a bicycle-friendly city, but currently the city is committed to improving the cycling infrastructure and bicycle lanes are being improved on main streets. The "Ecovolis Bicycle Sharing" programme launched in 2011, with a number of rental locations, including Rinia Park (near the Taiwan Center) and along Deshmoret e Kombit Boulevard. A full day ride costs 100 lek (less



GETTING AROUND IN TIRANA

than 1 Euro). Bicycles should be returned to the station of origin. Ecovolis also offers bikes for longer 24/7 rents at the shop. For all other bike equipment or repair, Rruga "Qemal Stafa" is Tirana's unofficial "bike street" with lots of little, inexpensive bike shops.

BY TAXI

Recommended taxis that use taximeter are: *Merr Taxi*, which offers online and authorized taxi reservation. Toll free phone: 0800 5555

Speed Taxi has a list with fare prices inside the vehicle. During the day, flag-fall starts at 250 Lek.

Most informal taxies do not use the taximeter. You can negotiate the price before entering the cab, or ask them to use the taximeter and save money. To calculate your fare in advance you can use the online taxi fare calculator for Tirana.





The European University of Tirana is located at Rr. Xhanfize Keko, Nr. 56, Tirana, Albania







ENTERTAINMENT IN TIRANA

"Ish-Blloku" or commonly known as "Blloku" is an area in Tirana widely known as an entertainment and shopping destination with its many boutiques, shops, restaurants, trendy bars, pubs, and cafes. The New Bazaar, is a hotspot for both locals and



ENTERTAINMENT IN TIRANA

tourists offering countless bars and restaurants serving freshly brewed beers and local cuisine. Castle of Tirana, a new public space in the capital, with traditional and modern shops in one of the most visited areas of Tirana, known as Pedonale.







LIBRARY

The library is located at UET's campus premises, between building A and B. With a surface area of 300 m2, the Library has a capacity of about 170 study seats and provides optimal conditions for readers. The Library is rich in literature for all programs in all three levels of study: Bachelor, Master, and PhD. Library employees guide students in selecting the basic and complementary literature, as well as online materials (books and scientific articles), through digital libraries like SAGE, Jstor, Ebrary, EBSCO, via UET's library subscription. Incoming students can borrow books in English, upon their registration at the library. Most of the literature in English is available in electronic version.

Opening hours: Monday - Friday 9:00 - 20:00; Saturday 9:00 -17:00 During the exam season, the library operates with extended hours.

Contact Person: Head of Library, Arta Tarifa arta.tarifa@uet.edu.al





BOOKSTORE

The bookstore is located on the right side of the main entrance of UET. Opened since 2006 in the early days when the university was founded, its goal was to support and facilitate the work of the academic staff in providing students with the appropriate literature. With the increasing number of university's publications and its academic activity, the bookstore expanded its space. It also added titles and collections and what is most important, grew professionally, becoming thus an information and service center, thanks also to the dedication and commitment of its staff. Most books are in Albanian, however publications in English can be available for incoming students.





IT LABORATORY

The IT laboratory provides you access to software programs, websites creation and social networks developments. Incoming students can easily access these facilities, during their studies at UET. The IT Laboratory is situated in the third floor of Building A and you can contact the IT Team at: gersi.mirashi@uet.edu.al





INTERNATIONAL RELATIONS OFFICE

The International Relations office (IRO), a structure under the supervision of the Office for Project Development and Internationalization, coordinates the international activities of the staff and students of UET, promotes the Erasmus + Programme within the university, promotes and administers staff and student mobilities, assists outgoing and incoming students and staff through the whole process before-during-after mobility. Frequently, the IRO provides students and staff information on international mobility opportunities. Dr. Ketrina Cabiri, Head of Office for Project Development & Partnerships

DR. KETRINA CABIRI MIJO,

Head of Office for Project Development and Internationalization

E-mail: ketrina.cabiri@uet.edu.al

SECRETARY-GENERAL

The Secretary-General supervises the process of student transfers, student mobility, student interruption and resume of studies in accordance to UET's regulation. The general secretary administers all student requests/complaints that relate to administrative and academic aspects and forwards them with necessary explanations to the relevant authority bodies. Secretary General is responsible for academic records of incoming students and for issuing the official Transcript of Records, upon completions of their mobility.

ODETA CACAJ Secretary-General

E-mail: odeta.cacaj@uet.edu.al



DEAN OF STUDENTS AND STUDENTS' SERVICES

The Dean of Students and her team help students with their personal, social, and academic development, enabling a better studying experience. In collaboration with faculties, students and the administrative staff of the university they develop, offer and manage programs and services which help students with orientation and counseling. The Dean of Students offers support for the student government, activities and clubs. The Office also provides incoming students with housing support and social integration at UET.

DR. ELSIDA SINAJ Dean of Students

E-mail: elsida.sinaj@uet.edu.al

CAREER COUNSELING

The Career Office performs a variety of functions closely associated with providing opportunities for students, during the time of their studies, so that they are able to build their own network of knowledge for easy integration in the labor market, but also following their alumni life. It follows and organizes students' career issues, as well as provides students advice and guidance regarding professional career orientation and development. The office maintains communication with the Labor Market Boards to attract ideas on degrees' compliance with the labor market, and to facilitate the internship placements. It is responsible for organizing job fairs, to maintain ongoing relations with associations or other alumni organizations. UET Alumni are periodically contacted by the office, to keep track of their professional development. The office also assists current students with internship possibilities. Incoming students can benefit from this service as well.



1. GRADING SYSTEM OF UET

EUROPEAN UNIVERSITY OF TIRANA

Points	Grade	Letter
96 – 100 10 A	10	Α
91 – 95	10	A-
86 – 90	9	B+
81 – 85	9	В
76 – 80	8	B-
71 – 75	8	C+
66 – 70	7	C
61 – 65	7	C-
56 - 60	6	D+
51 – 55	6	D
46 – 50	5	D-
41 – 45	5	E
1 - 40	4	F

(www.uet.edu.al/index.php/en/services/academic-secretary)



2. VISA / RESIDENCE PERMIT

INSTITUTION	 Foreign citizens need to apply
European University of Tirana	for residence permit if their
Ministry of Foreign Affairs	stay exceeds 90 days.
CONTACT DETAILS	 In such case, the application
Betim Shkupi	must be submitted within 30
Head of Legal Office	days from the entry stamp at
betim.shkupi@uet.edu.al	the border.
WEBSITE FOR INFORMATION For visa : Ministry of Foreign Affairs www.asp.gov.al/index.php/en/ thelegislation/411-residence- permitapplicationform-annex-8	UET fully supports incoming students throughout this process.



3. HEALTH INSURANCE

WEBSITE FOR INFORMATION

www.uet.edu.al/index.php/en/ services/academic-secretary

EXTERNAL WEBSITES OF RECOMMENDED COMPANIES

www.sigal.com.al www.insig.com.al www.intersig.al www.albsig.com.al Health insurance companies that operate in Albania can offer a wide range of policies. It is however recommended to use the basic policies. Price range varies from 50-80 EUR, based on the company and the policy.

 Some of these companies are: Sigal Insig Intersig AlbSig



4. HOUSING

CONTACT DETAILS

Elsida Sinaj

Dean of Student elsida.sinaj@uet.edu.a

EXTERNAL WEBSITE FOR INFORMATION

www.celesi.com www.homesinalbania.com/en www.tiranarent.com We highly recommend to search for accommodation options in the neighborhoods close to the university. The university address is: Rr. Xhanfize Keko, Nr. 56, Tirana, Albania

 Some other interesting areas near the city center are: Myslym Shyri Tirana e Re 21 Dhjetori Komuna e Parisit



STUDENT GOVERNMENT

The Student Government is democratically elected by students, each academic year and it represents students' interests. Incoming students can request individual meetings with the representatives of this body and discuss common interests.





STUDENT CLUBS

UET student clubs conduct various social, artistic, cultural and even academic activities to enrich student life, but also as an opportunity for hands-on application of the knowledge they've gained and showcasing their talents.





THE SPORTS CLUB

The Sports Club pays special attention to various sporting activities that enrich students' life in UET. The club includes all students who are fond of sports such as: Yoga, soccer, volleyball as well as basketball.



THE DEBATE AND PHILOSOPHY CLUB

"Bertrand Russell" conducts text or paper readings by renowned philosophers. It also conducts organized discussion groups on certain theses of philosophers or even on various documentaries that promote philosophical thought. The club organizes trainings and debates, as well as review debates with the relevant literature to improve debating skills among students.





THE ECONOMICUS CLUB

The Economicus Club was established by students of the Faculty of Economy and Information Technology. The activity of the club is to not only visit, but also interact with Albanian businesses. The club organizes debates and roundtables to develop discussions on business making, with the participation of lecturers, students, and business representatives.



THE INFORMATICS CLUB

The Informatics club brings together mainly IT students, but also students who have interests in software programs, websites creation, social networks developments and mobile applications.



THE "KADARE" BOOK CLUB

The "Kadare" book club organizes critical discussions on various books, trying to increase interest in old and new publications. The books recommended in the club are not necessarily academic books, but also other literary genres, such as historical, fiction, contemporary, inspirational, romance, etc.



UET BAR & CANTEEN

European University of Tirana possesses two different bars inside of the building and also a canteen, where staff and students can have their drinks and meals. Opening hours:

Monday to Friday: 08:00-20:00 / Saturday: 08:20-19:00





LANGUAGE

Albanian language forms an independent branch of the Indo-European language family. It is the official language of Albania and Kosovo. The language is spoken by over five million people primarily in Albania, Kosovo, North Macedonia but also in other areas of Southern Europe in which there is an Albanian population, including Montenegro and the Preshevo Valley of southern Serbia.

Practicalities:	
Yes	Ро
No	Jo
Thank you	Faleminderit
Please	Ju lutem
Excuse me/ Sorry	Më falni/ Ndjesë
How much does it cost?	Sa kushton?

Greetings: Hello Përshëndetje Good morning Mirëdita Good afternoon Mirëmbrëma Good evening Good night Natën e mirë Goodbye Mirupafshim How are you? Si jeni? Welcome! Mirë se vini! Out and about: When? Kur? Who? Kush?

 Why?
 Pse?

 Come in
 Urdhëroni

 Jerit
 Open

 Hapur
 Closed

 Mbyllur

 Closed
 Mbyllur

 Yodjesë
 Food shop

 Market

 on?
 Bus stop

 Stacion autobuzi

 University
 Universitet





"At UET I met excellent professors."

GIORGIO SAIBENE University of Milan (Italy) PhD exchange student

At UET I met excellent Professors enlightening my academic path and first of all an academic environment helping me to achieve my scientific purposes and getting in touch with firms and institutions. Such brilliant Professors and collaborative students make UET an outstanding place where to learn, probably the best University in the country. Furthermore, UET has strong ties with national and international institutions, and it is easy to see first-hand examples of protagonists.





"Albania is an adventure!"

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KAROLINA JANKOWSKA University of Warsaw (Poland) MA exchange student

Albania is definitely underestimated. It is undiscovered part of Europe, kind of wild, in a sense that you never know what to expect. Albania is an adventure! The tutor system was just ideal! My tutor was very helpful, adaptive, patient and cooperative. First time in my academic life I had such a frequent and direct contact with my leading professor. I'm really grateful for such a friendly cooperation. SIGMA Agile program offered me the opportunity to experience Albanian life. I will never forget it!





Applying to the European University of Tirana (UET) as a PhD visiting student is one of the best decisions of my life. UET has stimulated my intellectual curiosity and provided me with the tools, in terms of academics and social immersion. I am learning a lot in this period, and being part of the academic and social community, such as going on regular lunches with professors to talk about all matters of life, is an amazing and unique experience. I love almost every day this beautiful city, which is a prime geographic location that provides you with the opportunity to travel all over Balkans.







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"...the locals are surprisingly helpful, which I never experienced anywhere before."

MARTIN GILLICH Obuda Univeristy (Hungary) MA exchange student

I felt myself really good during the mobility, the country is beautiful, the locals are surprisingly helpful, which never experienced anywhere before, the foods are unbelievably delicious and there are some things what I cannot express. And these are the things why it is really worthy to visit Albania. And these are the things what the Albanians really know and they have to save and defend. These things mean the difference and these things give the reason why I am sure that I will go back to Albania. I feel a huge gratitude because of my professors. They helped me a lot during the mobility. And I feel myself really lucky why I could meet with them. I could learn a lot of new things thanks to them. So I am very happy that I chose the European University of Tirana.



ERASMUS+ SOCIAL LIFE @UET

Incoming students can interact via Facebook group *"Incoming and Outgoing students in Tirana":* (www.facebook.com/groups/661236314028022) UET supports the ESN Tirana candidate section. Shall you be interested in ESN activities contact: esntirana.candidate@gmail.com Incoming students can benefit from the *Buddy Programme* implemented by the European University of Tirana.





○ 500 / THE BUSINESS PARTNERS

The 500+ EUT program aims to deepen and materialize business and labor market collaboration by providing all these companies with a range of services, processes related to the nature of the institution, and the goals of these businesses. This project involves the 500 largest companies in the country and is an extensive 5-year cooperation project aims deepening and materializing the cooperation with the business in the country. Also, this cooperation aims to evaluate the performance of study programs at EUT, as well as to cooperation with these companies by having them priors for the integration of students into internships until their employment.





PROGRAMS IN ENGLISH LANGUAGE

UET offers these study programs in English language:

- Bachelor in Finance
- Bachelor in Business Informatics
- Bachelor in Informatics Engineering

 Master of Science in Political Science -Integration and Governance (PoSIG) Fees for each program-3500 Euro/ Scholarship included-3000 Euro Course's fee-100 Euro

PARTNERSHIPS WITH FOREIGN UNIVERSITIES

University of South Carolina-Upstate

E-Campus

Normal Capital University

Southern Cross University

IMS Geneva

London South Bank University

Malardalen University

POSIG

Ludgwigshafen University





maiora premunt / great things are coming

CEV CONTACTS

Dr. Ketrina Çabiri

Director, Office for Project Development and Partnership ketrina.cabiri@uet.edu.al

European University of Tirana - UET