

**FACULTY OF BUSINESS ADMINISTRATION**  
**STUDY PROGRAM REGULATIONS**  
**MASTER OF SCIENCE IN “BUSINESS ADMINISTRATION”**

**CHAPTER I**  
**GENERAL PRINCIPLES**

**Article 1**

**Legal basis**

The regulation of the Professional Master in Business Administration study program, 60 ECTS, is based upon the Law no. 80/2015 dated 22.07.2015 “On Higher Education and Scientific Research in Institutions of Higher Education in the Republic of Albania”, the TBU Development Strategy, the Statute and Regulation on the Study Programs and Teaching Process.

**Article 2**

**Object**

This regulation provides the organization of the study program Professional Master in Business Administration for both its Profiles, Management and Accounting-Finance, respecting the existing legislation, the academic freedom, the rights and obligations of the academic staff and students.

**CHAPTER II**  
**CURRICULUM ELEMENTS**

**Article 3**

**Mission and objectives**

The purpose of this program is to provide in depth studies for all the students; to prepare them as professional administrators capable of taking over the management and direction of various business entities, but also in other sectors, such as the public sector and the non-profit sector; as well as capable of conducting advanced researches.

The objectives of the program are:

- To prepare the students with highly specialized theoretical and practical knowledge, at an advanced level in the field of business administration; able to provide critical analysis of the acquired knowledge as well as to undertake scientific researches based on contemporary methods.
- To provide the students with advanced and contemporary knowledge and to enable them to be able to independently conduct a research on behalf of business enterprises, or any public institution.
- To prepare the students with specialized skills to solve various problems encountered during the administration of a private business, or in the public sector and further beyond.
- To have the ability to research and to solve innovation related problems that come up during the new business operations, as well as to gain market share.

- To be able to advance with doctoral studies, and become part of the academic environment.
- To be competent to carry out substantial transformations in the job positions where they work; to provide direction and guidance to unpredictable situations by finding strategic solutions for the activities where they currently perform professional practice/internship or are employed.
- The main objective of TBU for the students of this study program is to ascend them to a higher career level before completing their College studies.

#### **Article 4**

##### **Study Program**

- a) The study program Master of Science in Business Administration, is a second cycle program, with a normal duration of 2 academic years and 120 credits (ECTS). The study form is a full time one.
- b) The curriculum is expected to be completed in 3,000 hours; out of which 840 hours are study hours in the auditorium and the remaining 2160 are individual study hours.
- c) The teaching process is organized in 2 academic years, during which the student earns 120 credits (ECTS). The academic year lasts 30 teaching weeks and up to 4 weeks are provided for normal exam.
- d) The time of the beginning, ending, exam sessions and of the official holidays are detailed in the academic calendar approved by the Academic Senate at the beginning of every academic year.

#### **Article 5**

##### **Curriculum structure**

The student attending this study program must obtain at least 120 credits; of which 6 ECTS in the category of general education disciplines (A); 66 ECTS in the category of characterizing disciplines (B); 18 ECTS in the category of program interdisciplinary / integrative / profiling disciplines (C); 12 ECTS in the category of supplementary disciplines (D); 18 ECTS closing obligations (E)

The following table provides the structure of the formative activities of this study program:

FORMATIVE ACTIVITIES MASTER OF SCIENCE IN BUSINESS ADMINISTRATION					
Category	Type of teaching component		Courses	ECTS	
A	Basic Courses (5 - 10%) (6-12 ECTS)	1	Organizational Behavior and Leadership	6	
		<b>Total ECTS</b>			<b>6</b>
B*	Characterizing Courses (50 - 60%) (60-72 ECTS)	<b>Total ECTS</b>			<b>66</b>
		1	Advanced Managerial Accounting	6	
	2	Advanced Financial Direction	6		
	3	Project Management	6		
	4	Operations Management	6		
	5	Strategic Management	6		
	6	Administration of Banks and Financial Institutions	6		
	7	Corporate Governance	6		
	8	Business Taxation	6		
	9	Project Evaluation	6		
	10	Advanced Human Resources Management	6		
	11	Information Systems Management	6		
	<b>Total ECTS</b>			<b>42</b>	
	B2 - Characteristic courses of the MS Program	1	Business Research Methods I	10	
2		Business Research Methods II	8		
3		Managerial Economics	6		
<b>Total ECTS</b>			<b>24</b>		
C**	Lëndë	1	Personal Development and Interpersonal Communication	6	
	Interdisciplinary/Integrative (12 - 20%)	2	<b>A course from:</b> Banking and Financial Law; Fiscal and Comparative Law; Business Law; Right of Work	6	

	<b>(14.4 -24 ECTS)</b>	3	International Trade and Sales Chain Management (LZ)	6
		4	Strategic Marketing Management (LZ)	6
		5	International Business (LZ)	6
		6	Strategic Brand Management (LZ)	6
		7	International Marketing (LZ)	6
		8	Financial Risk Management (LZ)	6
		9	Financial Analysis (LZ)	6
		10	Markets and Financial Institutions (LZ)	6
		11	Monetary Economy (LZ)	6
		12	Audit (LZ)	6
		13	Customer Relationship Management (LZ)	6
			<b>Total ECTS</b>	<b>18</b>
<b>D</b>	<b>Supplementary Courses (10%) ( 12 ECTS)</b>	1	Professional Practice & Professional Experience Report	<b>12</b>
			<b>Total ECTS</b>	<b>12</b>
<b>E</b>	<b>Closing Obligations (10 - 15%) (12 - 18 ECTS)</b>		<b>Diploma Thesis</b>	<b>18</b>
<b>In Total 14 Courses</b>		<b>Total ECTS</b>		<b>120</b>
<p>* The courses listed in this group are courses that characterize the master programs in Business Administration. Of all the subjects listed, students will do 7 of them, depending on the subjects developed by them in previous studies.</p>				
<p>** The first two subjects listed in this group are interdisciplinary subjects. From the subjects listed as LZ the student will choose only 1 of them. He also has the opportunity to choose from the group of courses with choices of other master programs.</p>				

## **Article 6**

### **Courses and other training activities**

- a) The number of the training activities are 14 courses, where 14 exams are provided, as well as the professional practice and the report on the professional experience/project management, as well as the diploma topic.
- b) The courses fall into four main groups: (A) basic courses - 1 course; (B) program characterization courses - 10 courses; (C) interdisciplinary / integrative and elective courses - 3 courses; (D) professional practice; (E) closing obligations, submission and presentation of the Diploma Thesis. Characteristic courses, category B, are divided into characteristic courses of the Business Administration program, and the characteristic courses of the Scientific Program. This division is evident in the structure of the formative activities.

## **Article 7**

### **Curriculum**

The indicative curriculum that reflects the period of time of the organization of each discipline and the formative activities of the program; their workload in ECTS; hours in the auditorium and the individual working hours divided into semesters, is presented in Annex A.

## **Article 8**

### **Flexibility of Structure and lesson plans**

The curricula presented in the above Article 7, can be adapted every academic year in accordance with the proposals of the basic units and approved by the Rector. These curricula are also adapted in accordance with Articles 6, 7, 12 and 32 of the Regulation on Study Programs and Learning Process.

## **Article 9**

### **Teaching Practices**

The organization and development of the practical training is done in accordance with the procedures defined in the Regulation on Study Programs and Teaching Process and the Regulation on Teaching Practice.

## **Article 10**

### **Knowledge control and evaluation system**

The rules for the development of the learning process; knowledge control and the assessment system are detailed in Articles 14 - 23 of the Regulation on Study Programs and the Learning Process.

## **CHAPTER III**

### **STUDENT ADMISSION AND STUDY DEADLINES**

## **Article 11**

### **Student Admission Criteria and Procedure**

- a) The study program of the second cycle Master of Science in Business Administration (MH), is a program open to all the students who hold a Bachelor's degree accompanied by a diploma supplement, Albanian or foreign, according to the standards and established rules from MASR, as well as for transfer students.
- b) Before the beginning of the enrollment of each academic year, the Basic Units responsible for the Study Program provides the special criteria which are approved by the TBU Rector.

## Article 12

### Term of studies

- a) The normal duration of studies of the Master of Science in Business Administration (MSc) is 2 academic years.
- b) The maximum term of completion of full studies is 4 academic years. In any case, the student may not extend the studies beyond twice the official term of the study program, except when he/she has suspended his studies according to the Regulation on Study Programs and Teaching Process.

## CHAPTER IV

### CREDIT ASSESSMENT

## Article 13

### Credit and its calculation

Credits for every module determine the workload in the classroom as well as the individual work to be performed by the student to meet all the obligations provided by the program. The table below shows the division into hours in the auditorium and individual working hours, which is used as a rule for each credit for this study program.

1 credit (ECTS) = 25 hours of work in total
Hours in the auditorium = 10 hours
Individual working hours = 15 hours (Homework, Group work, Partial exams, Final exam)

Exception to the above division of hours in the auditorium and hours of individual work do only two characteristic courses for the Master of Science Program, Business Research Methods I and II. The Curriculum presents in more detail this division, where more weight is given to the individual working hours due to the specifics of these two subjects.

## CHAPTER V

### PROGRAM QUALITY ASSESSMENT

## Article 14

### Quality assurance and evaluation

- a) The results and the quality level of the training activities developed in the study program of the second cycle "Master of Science in Business Administration" are evaluated every year at the end of the program, according to the modalities that will be determined by the Internal Quality Assurance Unit.
- b) The evaluation serves as a basis for the continuation of the study program and its improvement over the years.
- c) The internal evaluation team in cooperation with the Internal Quality Assurance Unit collects all the information for the preparation of the internal evaluation report.

## **CHAPTER VI**

### **FINAL PROVISIONS**

#### **Article 15**

- a) This regulation can be perfected and corrected in accordance with the new developments and tasks undertaken by the Master of Science in Business Administration program.
- b) The right to interpret this Regulation belongs to the Dean of the Faculty of Business Administration and the Rector.

