

FACULTY OF BUSINESS ADMINISTRATION
REGULATIONS OF THE PROGRAM
PROFESIONAL MASTER IN "BUSINESS ADMINISTRATION"
60 ECTS

CHAPTER I
GENERAL PRINCIPLES

Article 1
Legal framework

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 Study Programs and Teaching Process.

Article 2
Object

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

Any other aspect not covered under this Regulation will be presented in the Regulation on Study Programs and Teaching Process.

CHAPTER II
CURRICULUM ELEMENTS

Article 3
Purpose and objectives

The program sets to prepare in a short time, professionals in the field of management and accounting-finance who will be able to take over management positions in various business entities as well as in other sectors, such as the public sector and the non-profit sector.

The objectives of the program are:

- To provide the students with highly specialized theoretical and practical knowledge in the field of business administration, who will be capable of critical analysis of the knowledge obtained.
- To provide students with advanced and contemporary knowledge and enable them through training to get involved in management, accounting and finance profiles, as well as get expertise in business law, necessary for a sound business management.
- To provide the students with specialized skills to solve various problems encountered during the administration of a private business activity, or in the public sector and further beyond.

- To have the ability to solve problems related to research, development or innovation; to support new business operations, as well as gain market share.
- To be competent to carry out substantial transformations in job positions; to provide direction to unpredictable situations by finding strategic solutions for entities where performing professional practice or when they are employed.
- The main objective of TBU is assist the students that attend this study program to start properly their career before graduation.

Article 4

Study Program

- a) Professional Master Study Program in Business Administration, for both profiles, is a program of second cycle with a normal duration of 1 academic year and 60 credits (ECTS). It is a full time study program.
- b) The program is expected to be completed in 1,500 hours; 420 hours out of which are study hours in auditorium and practice and 1,080 are individual study hours.
- c) The teaching process is organized within in 1 academic year, during which the student earns 60 credits (ECTS). The academic year lasts 30 teaching weeks and up to 4 weeks provided for normal sessions of exams. The student performs professional internship or work in his/her study profile in a period of time no less than 5 weeks.
- d) The time of the beginning, the end, the exam sessions, and the official holidays are well defined in the academic calendar approved by the Academic Senate at the beginning of each academic year.

Article 5

Curriculum structure

The student attending this study program must obtain at least 60 credits; of which 6 ECTS in the category of general education disciplines (A); 24 ECTS in the category of characterizing disciplines (B); 12 ECTS in the category of interdisciplinary / integrative disciplines/ program profiling (C); 6 ECTS in professional practice / project management in the category of supplementary subjects (D); and 12 ECTS in the category of closing obligations (E).

This study program has two profiles: Management and Accounting - Finance. In the following tables is presented the structure of the formative activities of each profile.

1. Profile Management

MASTER PROFESSIONAL TRAINING ACTIVITIES BUSINESS ADMINISTRATION, PROFILE MANAGEMENT, 60 ECTS				
Category	Type of Teaching Component		Courses	ECTS
A	Basic Courses (5-10%) (3-6 ECTS)	1	Organizational Behavior and Leadership	6
			Total ECTS	6
B*	Characterizing Courses of the Professional Mater in AB (30-40%) (18 -24 ECTS)	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
			Total ECTS	24
C**	Interdisciplinary Courses/ Integrative / Profiling (20-30%) (12 - 18 ECTS) Profile Management	1	Personal Development and Interpersonal Communication (LZ)	6
		2	International Business (LZ)	6
		3	Strategic Marketing Management	6
		4	Customer Relationship Management (LZ)	6
		5	Strategic Brand Management (LZ)	6
		6	Quality Management (LZ)	6
		7	Business Communication (LZ)	6
		8	International Trade and Sales Chain Management (LZ)	6
		9	International Marketing (LZ)	6

			Total ECTS	12
D	Suplimentary Course (10%) (6 ECTS)	1	Professional Practice	6
			Total ECTS	6
E	Final Obligations (10-20%) (6 - 12 ECTS)	1	Professional Experience/ Project Management Report	6
		2	Diploma Thesis/ Final General Exam	6
			Total ECTS	12
In Total 7 Courses		Profile Management		Total ECTS 60
<p>* The courses listed in this group are courses that characterize the master programs in Business Administration. Of all the courses listed, students will do 4 of them, depending on the courses developed by them in previous studies.</p>				
<p>** Courses listed as LZ are courses that distinguish the management profile, from which the student will choose only 2 of them.</p>				

2. Accounting - Finance Profile

MASTER PROFESSIONAL FORMING ACTIVITIES AB, ACCOUNTING-FINANCE PROFILE, 60 ECTS				
Category	Type of Teaching Component		Courses	ECTS
A	Basic Courses (5-10%) (3-6 ECTS)	1	Organizational Behavior and Leadership	6
			Total ECTS	6
B*	Characterizing Courses of the Professional Mater in AB (30-40%) (18 -24 ECTS)	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
				Total ECTS
C**	Interdisciplinary Courses/ Integrative / Profiling (20-30%) (12 - 18 ECTS)	1	Personal Development and Interpersonal Communication (LZ)	6
		2	Advanced Financial Accounting (LZ)	6
		3	Audit (LZ)	6
		4	Financial Risk Management (LZ)	6
		5	Banking Accounting (LZ)	6
		6	Markets and Financial Institutions (LZ)	6
		7	Banking and Financial Law (LZ)	6

	Profile Accounting Finance	8	Monetary Economy (LZ)	6
		9	Financial Analysis (LZ)	6
		10	Fiscal and Comparative Law (LZ)	6
		Total ECTS		
D	Supplementary Course	1	Professional Practice	6
	(10%) (6 ECTS)		Total ECTS	6
E	Final Obligations (10-20%) (6 - 12 ECTS)	1	Professional Experience/ Project Management Report	6
		2	Diploma Thesis/ Final General Exam	6
			Total ECTS	12
In Total 7 courses		Profile Accounting - Finance		Total ECTS 60
<p>* The courses listed in this group are courses that characterize the master programs in Business Administration. Of all the courses listed, students will do 4 of them, depending on the courses developed by them in previous studies.</p>				
<p>** The courses listed as LZ are courses that distinguish the accounting-finance profile, from which the student will choose only 2 of them.</p>				

Article 6

Basic and elective courses

- a) The number of training activities are 7 subjects, where 7 exams are provided, as well as professional internships, professional experience/project management report, as well as the diploma thesis/ final general exam.
- b) The courses are split into four main groups: (A) basic courses - 1 course; (B) characteristic courses of program - 4 subjects; (C) interdisciplinary / integration and profile courses - 2 courses; (D) practice professional; (E) closing obligations, and submission and protection of the Experience Report professional / project management and Diploma Thesis / Final general exam.

Article 7

Curriculum

The indicative curriculum that reflects the time period of organization of each discipline and activity training program; their workload in ECTS; the hours in the auditorium and individual working hours divided into semesters, is provided in Annex A for each profile of this study program.

Article 8

Flexibility of Structure and lesson plans

The curricula presented in the above Article 7 can be adapted each academic year in full 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 Process Instructional.

Article 9

Teaching practices

The organization and the development of practical training is done according to the procedures set out in the Regulation on Study Programs and Teaching Process and Regulation for Teaching Practice.

Article 10

Knowledge control and evaluation system

The rules for the development of the learning process, knowledge control and assessment system are set out in detail in Articles 14-23 of the Regulation on Study Programs and the Teaching Process

CHAPTER III

STUDENT ADMISSION AND STUDY DEADLINES

Article 11

Student Admission Criteria and Procedure

a) Study program of the second cycle Professional Master in Business Administration, profile Management, is available to all those students who hold a Bachelor 's degree accompanied by the diploma supplement, Albanian or foreign, according to the standards and rules set by MASR, as well as for transfer students.

b) Before the beginning of the enrollment of each academic year, the Dean of the Faculty determines the criteria special which are approved by the Rector of TBU.

Article 12

Term of studies

a) Normal duration of studies in the Professional Master in Business Administration study program is 1 academic year.

b) In any case, the student cannot extend the studies beyond twice the amount of the official term of program of study, unless he has suspended his studies as defined in the Regulation on Study Programs and Learning Process.

CHAPTER IV

CREDIT ASSESSMENT

Article 13

Credit and its calculation

The credits for each module determine the workload in the classroom, as well as individual work to be performed by the student for the fulfillment of all the obligations provided by the program. The table below gives the division into hours in the auditorium and individual working hours, which is used as rule for each one credit for this study program.

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

CHAPTER V

PROGRAM QUALITY ASSESSMENT

Article 14

Quality assurance and evaluation

- The results and the qualitative level of the activities developed in the second cycle study program Professional Master in “Business Administration”, are evaluated annually, according to the modalities determined by the Internal Assessment Quality Unit.
- The evaluation serves as a basis for the continuation of the study program and its improvement along the years.

- c) Internal evaluation group in cooperation with the internal quality assurance unit collects all 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 new developments and tasks that takes over the Professional Master program in Business Administration, 60 ECTS.
- b) The Dean of the Faculty of Business Administration has the right to interpret this Regulation, as well as the TBU Rector.

