

FACULTY OF BUSINESS ADMINISTRATION

PROGRAM REGULATIONS

PROFESSIONAL MASTER IN “ADVANCED BUSINESS ADMINISTRATION” 120 ECTS

CHAPTER I

GENERAL PRINCIPLES

Article 1

Legal basis

The regulation of the Professional Master in Advanced Business Administration study program 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 the Teaching Process.

Article 2

Object

This regulation provides the framework regarding the organization of the Professional Master study program in Advanced Business Administration for all the three Profiles: Management, Accounting-Finance and Business Law, by respecting the existing legislation, the academic freedom, the rights and obligations of the academic staff and finally of the students.

Any other aspect not covered in this Regulation shall be properly introduced in the Regulation on Study Programs and Teaching Process.

CHAPTER II

CURRICULUM ELEMENTS

Article 3

Purpose and objectives

The purpose of this program is to prepare professional administrators in the field of management, accounting-finance and business law; able to take over management responsibilities in various business entities, but also in other sectors, such as the public sector and the non-profit sector.

The objectives of the program are:

- To prepare the students with highly specialized theoretical and practical knowledge, at advanced and up to date levels in the field of business administration; capable of analysis and with a critical edge on the knowledge obtained.
- To provide the students with all the advance and contemporary knowledge necessary to turn them into sound business managers.

- To prepare the students with specialized skills to solve various problems that they will encounter during the administration of a private business; or in the public sector and further beyond.
- To have the competence 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 the job positions where they work; to provide guidance to different unpredictable situations by finding the strategic solutions in the environments where they perform their professional practice or where they are employed.
- The main TBU objective for the students of this study program is to push them one step higher in their career before graduation.

Article 4

Study Program

- a) The Professional Master Study Program in Advanced Business Administration, which consists of three profiles is a second cycle program with a normal duration of 2 academic years of 120 credits (ECTS). The study form is full time one.
- b) The curriculum is expected to be completed in 3,000 hours; out of which 840 hours are auditorium study hours and the remaining 2,160 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 the season exams. The student conducts professional work or internship in his / her study profile. This period lasts 6 weeks.
- d) The time and structure of the beginning, the end, the exam seasons and the official holidays are detailed 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 120 credits; of which 6 ECTS in the category of general education disciplines (A); 42 ECTS in the category of characterizing disciplines (B); 36 ECTS in the category of interdisciplinary / integrative disciplines/ program profiling (C); 12 ECTS in the category of supplementary disciplines (D); 24 ECTS concluding liabilities (E).

This study program has three profiles, Management, Accounting - Finance and Business Law. The tables below provide the structure of every profile.

Profile Management

PROFESSIONAL MASTER TRAINING ACTIVITIES IN ADMINISTRATION ADVANCED BUSINESS, 120 ECTS, PROFILE MANAGEMENT				
Category	Type of Teaching Component		Courses	ECTS
A	Basic Courses (5-10%) (6-12 ECTS)	1	Organizational Behavior and Leadership	6
			Total ECTS	6
B*	Characterizing Courses of the Professional Master in AB (30-40%) (36 -48 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	42
C**	Interdisciplinary Courses/ Integrative / Profiling, elective (20-30%) (24 - 36 ECTS) Profile Management	1	Personal Development and Interpersonal Communication	6
		2	A subject from: Banking and Financial Law; Fiscal and Comparative Law; Business Law	6
		3	International Business (LZ)	6
		4	Strategic Marketing Management (LZ)	6
		5	Customer Relationship Management (LZ)	6
		6	Strategic Brand Management (LZ)	6
		7	Quality Management (LZ)	6

		8	Communication in Business (LZ)	6
		9	International Trade and Sales Chain Management (LZ)	6
		10	International Marketing (LZ)	6
			Total ECTS	36
D	Supplementary Course (10%) (12 ECTS)	1	Professional Practice	12
				Total ECTS
E	Final Obligations (10-20%) (12 - 24 ECTS)	1	Report of the Professional Experience / Project Management	10
		2	Diploma Thesis/ Final General Exam	14
			Total ECTS	24
In Total 14 Courses		Profile Management		Total ECTS
				120
<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 7 of them, depending on the courses developed by them in previous studies.</p>				
<p>** The first two subjects listed in this group are interdisciplinary subjects. While the subjects listed as LZ are subjects that distinguish the management profile, from which the student will choose only 4 of them.</p>				

Profile Accounting-Finance

PROFESSIONAL MASTER TRAINING ACTIVITIES IN ADMINISTRATION ADVANCED BUSINESS, 120 ECTS				
PROFILE ACCOUNTING – FINANCE				
Category	Type of Teaching Component		Courses	ECTS
A	Basic Courses (5-10%) (6-12 ECTS)	1	Organizational Behavior and Leadership	6
			Total ECTS	6
B*	Characterizing Courses of the Professional Master in AB (30-40%) (36 -48 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	42
C**	Interdisciplinary Courses/ Integrative / Profiling, elective (20-30%) (24 - 36 ECTS) Profile Accounting-Finance	1	Personal Development and Interpersonal Communication	6
		2	A subject from: Business Law, Bankruptcy Law	6
		3	Information Systems Management	6
		4	Financial Accounting (LZ)	6
		5	Advanced Audit (LZ)	6
		6	Financial Risk Management (LZ)	6
		7	Banking Accounting (LZ)	6
		8	Markets and Financial Institutions (LZ)	6

		9	Banking and Financial Law (LZ)	6
		10	Monetary Economy (LZ)	6
		11	Financial Analysis (LZ)	6
		12	Fiscal and Comparative Law (LZ)	6
			Total ECTS	36
D	Supplementary Course (10%) (12 ECTS)	1	Professional Practice	12
			Total ECTS	12
E	Final Obligations (10-20%) (12 - 24 ECTS)	1	Report of the Professional Experience / Project Management	10
		2	Diploma Thesis/ Final General Exam	14
			Total ECTS	24
In Total 14 Courses		Profile Finance-Accounting		Total ECTS
120				
<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. While the subjects listed as LZ are subjects that distinguish the profile Accounting-Finance, from which the student will choose only 4 of them.</p>				

Profile Business Law

MASTER PROFESSIONAL FORMING ACTIVITIES AB, RIGHT BUSINESS PROFILE, 120 ECTS				
Category	Type of Teaching Component		Courses	ECTS
A	Basic Courses (5-10%) (6-12 ECTS)	1	Organizational Behavior and Leadership	6
			Total ECTS	6
B*	Characterizing Courses of the Professional Master in AB (30-40%) (36 -48 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, elective (20-30%) (24 - 36 ECTS) Profile Business Law	1	Personal Development and Interpersonal Communication	6
		2	Business Regulatory Environment	6
		3	International Marketing	6
		4	International Trade and Sales Chain Management	6
		5	Business Law (LZ)	6
		6	Bankruptcy Law (LZ)	6
		7	Fiscal and Comparative Law (LZ)	6
		8	Company Law (LZ)	6

		9	Competition Law and Antitrust (LZ)	6	
		10	The right to work (LZ)	6	
		11	European Private Law (LZ)	6	
		12	Banking and Financial Law (LZ)	6	
		13	Advanced and Comparative Administrative Law (LZ)	6	
		14	Project Evaluation (LZ)	6	
		15	Civil Law and Contracts (LZ)	6	
			Total ECTS	36	
D	Supplementary Course (10%) (12 ECTS)	1	Professional Practice	12	
				Total ECTS	12
E	Final Obligations (10-20%) (12 - 24 ECTS)	1	Report of the Professional Experience / Project Management	10	
		2	Diploma Thesis/ Final General Exam	14	
			Total ECTS	24	
In Total 14 Courses		Profile Business Law		Total ECTS	120
<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 7 of them, depending on the courses developed by them in previous studies.</p>					
<p>** The first two subjects listed in this group are interdisciplinary subjects. While the subjects listed as LZ are subjects that distinguish the Right Business profile, from which the student will choose only 5 of them.</p>					

Article 6

Courses and other training activities

- a) The number of training activities are 14 subjects where 14 exams are provided; as well as professional internships, professional experience/project management report as well as the Diploma topic/ Final General Exam.
- b) The courses are divided into four main groups: (A) basic course - 1 course; (B) characteristic courses - 7 subjects; (C) interdisciplinary / integration and profile courses - 6 courses; (D) professional practice; (E) closing obligations and submission and presentation of the Professional Experience Report / project management and Diploma Thesis / Final General Exam.

Article 7

Curriculum

The indicative curriculum that reflects the period of time of the organization of each discipline and activity training program; their workload in ECTS; the hours in the auditorium and individual working hours that are divided into semesters, is presented in Annex A of 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 every academic year complemented with the proposals of the respective basic units and approved by the TBU Rector. Also, these curricula are applied in accordance with Articles 6, 7, 12 and 32 of the Regulation on the Study Programs and the Teaching Process.

Article 9

Teaching practices

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

Article 10

Knowledge control and evaluation system

The rules regarding the learning process, the 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 Professional Master in Advanced Business Administration, is opened to all those students who hold a Bachelor's degree, complemented with a diploma supplement, Albanian or foreign, according to the standards and rules set out by MASR, as well as for transfer students.
- b) Before the enrollment process, every academic year the Basic Units responsible for the Study Program also defines the special criteria which are approved by the TBU Rector.

Article 12

Term of studies

- a) The studies in the Professional Master in Administration study program last for 2 academic years.
- b) The student cannot extend the studies beyond the double amount of time of the official term of the study program, unless he has suspended his studies as defined in Regulation on Study Programs and Learning Process.

CHAPTER IV

CREDIT ASSESSMENT

Article 13

Credit and its calculation

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

- a) The results and the qualitative level of all the activities covered during the study program of the second "Professional Master in Advanced Business Administration" are evaluated every year at the end of the program, by the Internal Quality Assurance Unit.
- b) The evaluation constitutes a solid foundation not only for the continuation of the study program, but for its improvement along the years.
- c) The Internal Evaluation Unit group in cooperation with the Internal Quality Assessment Unit collects all information needed for the preparation of the internal evaluation report.

CHAPTER VI

FINAL PROVISIONS

Article 15

- a) a) This regulation can be perfected and corrected in accordance with the new developments and tasks that undertakes the Professional Master program in Advanced Business Administration.

- b) b) The Dean of the Faculty of Business Administration has the right to interpret this Regulation, as well as the Rector.

