

Decision of the FIBAA Accreditation and Certification Committee



14th Meeting on June 14, 2024

PROGRAMME ACCREDITATION

Project Number:	22/140
Higher Education Institution:	Higher Education Institution Nehemiah Gateway
Location:	Pogradec, Albania
Study programme:	Economy and Businesses (B.A.)
Type of accreditation:	re-accreditation

The FIBAA Accreditation and Certification Committee has taken the following decision:

According to § 7 (6) in conjunction with § 9 (1) in conjunction with § 10 (2) of the FIBAA General Terms and Conditions within the framework of procedures for the award of the FIBAA Quality Seal for Programmes from January 1, 2021, the study programme is re-accredited with one condition.

Condition:

Condition 1 (see chapter 3.2): HEI Nehemiah Gateway assigns ECTS credits to practical training 6 and displays the adaption in official documents.

Proof of meeting this condition is to be supplied by March 13, 2025.

Period of Accreditation: September 30, 2023 until September 29, 2030

The FIBAA Quality Seal is awarded.



Assessment Report

Higher Education Institution:

Higher Education Institution Nehemiah Gateway, Albania

Bachelor programme:

Economy and Businesses

Qualification awarded on completion:

Bachelor of Arts (B.A.)

General information on the study programme

Brief description of the study programme:

The programme prepares students for business and economics careers by providing a theoretical foundation, while emphasising practical applications and implementation. It equips them with the necessary academic and practical skills to launch their business careers and assume leadership and support roles, particularly in small and medium-sized enterprises or non-profit organizations.

Type of study programme:

Bachelor programme

Projected study time and number of ECTS credits / national credits assigned to the study programme:

3 years, 180 ECTS credits

Mode of study:

full-time, dual

Didactic approach:

Study programme with obligatory class attendance

Double/Joint Degree programme:

no

Scope (planned number of parallel classes) and enrolment capacity:

25 students per year

Programme cycle starts in:

winter semester

Initial start of the programme:

January 5, 2010

Type of accreditation:

re-accreditation

last accreditation period:

February 2016 to September 2023
(provisionally extended until June 30, 2024)

Procedure

A contract for the re-accreditation of the Economy and Businesses (B.A.) was made between FIBAA and Higher Education Institution Nehemiah Gateway on December 12, 2022. On January 23, 2024, the HEI submitted a self-evaluation report, which included a detailed description of the programme and further documents in order to prove that the criteria for programme accreditation are met.

At the same time, FIBAA appointed a review panel¹. The HEI has agreed with the chosen experts. The panel consisted of:

Prof. Dr. Reinhard Bachmann

University of London, Department of Financial and Management Studies
Professor for International Management (Business Administration, General Management, International Management, Strategic Management, Marketing)

Dennis Boelcke

Julius-Maximilians-University of Würzburg, Germany
Student of Business Management and Economics (B.Sc.)

Prof. Dr. Olgun Cicek

Yödak, Nicosia, Northern Cyprus
Executive Board member of YÖDAK (Business Administration, Management, Tourism, Hospitality, Hotelmanagement, Aviation & Airline Management, Cross Cultural Studies, Marketing, Human Resources)

Dr. Julian Rossig

Capgemini Invent
Director of Capgemini Invent (Business administration with a focus on marketing, management, strategy development, supply chain / logistics, real estate, European law, data protection law, copyright law, sustainability, circular economy)

Prof. Dr. Lutz Stührenberg

Nordic Sky Business School
Professor for Organization & Management
Managing Director of Nordic Business School (Personal Management, Organization & Management, Corporate Management, International Management)

FIBAA project manager:
Maya Köhler

The assessment is based on the self-evaluation report, amended by further documents, as requested by the panel, and an on-site visit. The on-site visit took place on March 20 to 21, 2024 at

¹ The panel is presented in alphabetical order.

the HEI's premises in Pogradec, Albania. At the end of the on-site visit, the panel has given a short feedback on its first impressions to representatives of the HEI.

The assessment report based on this was delivered to the HEI for comment on May 27, 2024. The statement on the report was given up on June 03, 2024. It has been taken into account in the report at hand.

Summary

For Bachelor programmes

The Economy and Businesses (B.A.) offered by Higher Education Institution Nehemiah Gateway fulfils with few exceptions the FIBAA quality requirements for bachelor programmes and can be re-accredited by the Foundation for International Business Administration Accreditation (FIBAA) for seven years starting on September 30, 2023 and finishing on September 29, 2030, under one condition. The programme is in accordance with the national and the European Qualification Frameworks and the European Standards and Guidelines in their applicable version valid as of the time of the opening of the procedure, and in accordance with the Bologna Declaration.

The panel members identified need for improvement regarding the following aspects²: The assignments of ECTS credits and plausibility of the workload calculation for the practical trainings (chapter 3.2). They recommend the accreditation on condition of meeting the following requirement:

- **Condition** (see chapter 3.2): HEI Nehemiah Gateway assigns ECTS credits to practical training 6 and displays the adaption in official documents.

Proof of meeting this condition is to be submitted by March 13, 2025.

Furthermore, the quality requirements that have not been fulfilled – Evaluation by students (chapter 5.2.1) and External evaluation by alumni, employers and third parties (chapter 5.2.3) – are not asterisk criteria and therefore do not lead to a condition. The measures the HEI takes to solve the identified problems are to be considered during the re-accreditation.

The panel members also identified several areas where the programme could be further developed: The panel recommends

- renaming the module (e.g. “Strategic Marketing”) or to reformulate the content. (see chapter 3.1.1).
- increasing the topic of taxes in the curriculum. (see chapter 3.1.1).
- implementing the measures of further qualification more systematically. (see chapters 4.1.2 and 4.1.3).
- using the HEIs cooperations to increase the student numbers (e.g. recruiting international students). (see chapter 4.3.1).
- including external stakeholders systematically and formalised in the quality assurance. (see chapter 5.1).
- implementing a systematic student evaluation of the practical partners (from the internships). (see chapter 5.2.1).
- implementing the feedback of the faculty more systematically. (see chapter 5.2.2).
- expanding the external evaluations to other cooperation aspects. (see chapter 5.2.3).

² These aspects are asterisk criteria which means that they are essential for the study programme.

The measures that the HEI takes in order to implement the recommendations of the panel members will have to be considered during the re-accreditation.

There are criteria in which the programme exceeds the quality requirements:

- Positioning of the study programme on the job market for graduates („Employability“) (see chapter 1.3.2)
- Counselling for prospective students (see chapter 2.2)
- Transparency and documentation of admission procedure and decision (see chapter 2.6)
- Integration of theory and practice (see chapter 3.1.3)
- Ethical aspects (see chapter 3.1.5)
- Guest lecturers (see chapter 3.3.3)
- International contents and intercultural aspects (see chapter 3.4.1)
- Internationality of faculty (see chapter 3.4.3)
- Foreign language contents (see chapter 3.4.4)
- Skills for employment / Employability (see chapter 3.6)
- Student support by the faculty (see chapter 4.1.6)
- Process organisation and administrative support for students and faculty (see chapter 4.2.2)

For the overall assessment of the programme, please refer to the quality profile at the end of this report.

Information

Information on the Institution

Higher Education Institution Nehemiah Gateway (hereinafter “HEI Nehemiah Gateway”) is a private institution of higher education (HEI) located in Bucimas, in the District of Pogradec, Albania.

The new Law on Higher Education in Albania, which came into force with the political changes of 2015, changed the types of higher education institutions, the forms of study and the internal organisational structures of the institutions as well as the university committees. The new Law on Higher Education establishes different types of HEIs, categorising them by Universities, University Colleges, Academies and Higher Vocational Colleges. The HEI Nehemiah Gateway was licensed pursuant to Decision no. 830 of June 04, 2008 of the Council of Ministers of the Republic of Albania in accordance with Articles 57 and 100 of the Albanian Constitution and Law no. 9741 of May 21, 2007, “On Higher Education in the Republic of Albania”, (Law on Higher Education) as amended. Based on the Order No. 424, date July 14, 2022, of the Ministry of Education and Sports, HEI Nehemiah Gateway (former university) is reorganized in an Academy (herein used Higher Education Institution).

HEI Nehemiah Gateway has currently one faculty: Faculty of Business and Management with three basic units. It is offering two study programmes. The Bachelor programme in "Economy and Businesses" is offered by the Department of Business, whilst the Master of Science in “Management with Specialization in Business” is offered by the Department of Management. The other basic unit is the Scientific-Research Center.

The HEI Nehemiah Gateway is part of the global work of Nehemiah Gateway Team (“NG Team”) with its headquarters in Nuremberg, Germany. The concept of studies at the HEI Nehemiah Gateway is based partly on the German “Dual System” of education, where the aim of the institution is to bridge theoretical scientific work with practical training within an industry/company or HEI. In Albania, the NG Team is represented by the Nehemiah Gateway Albania Foundation (“NG Albania”), which has been operational in Albania since 1992. Thus, the HEI Nehemiah Gateway is financed by the NG Team through the operations of the NG Albania. From a legal perspective, it is a higher education institution of NG Albania and thus part of its legal and organisational structure.

The *raison d'être* of the HEI Nehemiah Gateway is the fulfilment of the strategy, aims and objectives of the NG Team. The founding of the HEI Nehemiah Gateway came out of the realization that to sustain the work achieved by NG Albania Foundation in the field of education through the experience gained in its elementary and secondary schools, a long-term investment in qualitative education in a holistic concept based on values is needed. Therefore, the purpose of HEI Nehemiah Gateway was not only to replicate the success achieved in the Nehemia Schools but was also to offer an opportunity to the graduating students for further education both locally and in Europe as well as globally. HEI Nehemiah Gateway closes the cycle of education from Kindergarten to University but also opens possibilities for the pupils and students to achieve their full potential.

The focus of the HEI Nehemiah Gateway is the development of the local region through the exposure of students to international business practices and experience, i.e. the qualification of leaders according to the example of West Europe, particularly Germany, the possibility of research and multiplication of education results. Furthermore, the idea of establishing an institution of higher learning or university according to the model of “Made in Germany” had a great acceptance and support. It is the ambition of the founders of the HEI Nehemiah Gateway to contribute to the socioeconomic development of the Ohrid Lake Region of Albania through the programmes offered. HEI Nehemiah Gateway benefits from the global operations and networks of the NG Team in Europe, Africa, and Latin America, in addition to the pool of local and international scholars for the development of a middle and long-term research work (NG Forum) both nationally and internationally.

Albania serves as a fitting location for the HEI Nehemiah Gateway because of the experience of the country from transforming itself from a developing nation within a decade to an emerging economy with EU Membership ambitions. Furthermore, Albania is a competitive market in terms of cost. This fits well with the global strategy of the NG Team where the University will be the training ground for Nehemiah Gateway Partner Organisations in Africa, South America, and Europe. The concept of blended learning will be a key component of the University’s future development.

Further development of the programme, implementation of recommendations from previous accreditation, statistical data, and evaluation results

HEI Nehemiah Gateway has implemented the recommendations from the previous re-accreditation by the Foundation for International Business Administration Accreditation (FIBAA), of February 26th, 2016.

Following are given the measurements taken by HEI Nehemiah Gateway:

- HEI Nehemiah Gateway revised the wording of the learning outcomes in accordance with the module specific learning outcomes. For each subject, the Blooms Taxonomy was considered.
- At the end of each module, students fill out a module survey. The survey seeks to ascertain the amount of learning and student involvement during the individual modules. Students are given an opportunity to evaluate the process and organisation of the module. The results of the survey are sent quarterly from the quality management to the Head of Department and Head of Faculty with recommendations for improvements as needed. The Head of Department typically uses the results to communicate strengths or weaknesses to individual faculty members, and to review the overall effectiveness of modules.
- As part of its student advising and support effort, HEI Nehemiah has initiated, for example, a programme of lecturing tutors. A lecturing tutor is normally a young faculty member (doctoral candidate in business) providing individual academic support. Currently there is no need in employing lecturing tutors.
- HEI Nehemiah Gateway has increased the faculty staff by 42 % since the previous accreditation period. There are twelve full-time faculty for the whole institution, and eight of them are involved in the programme. The current teaching staff-student ratio is

approximately 1:4. Modules are scheduled on block courses to further enable the faculty to meet the course load required to fulfil the purpose of the institution. Even though, HEI Nehemiah Gateway increased its full-time faculty, guest lecturers (adjunct) are needed and important to improve the breadth of specialties.

- The Alumni Association organises activities in coordination with Student Service Centre. The Alumni office keeps communication lines open regarding vacancies, scholarships, and other advancement opportunities.
- HEI Nehemiah Gateway implemented 2018 the web-based college management software Populi as a Learning Management system. It provides tools and functionalities to manage the communication, publication, grading, and administrative operations. Students receive official information regarding the module/course such as schedules, assignments, materials, and examinations, and other information. Professors also inform the students through E-Mail and other correspondence through the Populi platform. HEI Nehemiah Gateway also uses a corporate level Zoom platform and Microsoft Teams for all virtual meetings to communicate with the guest lecturers and other educational experts and committee representatives. HEI organises individual meetings between the Head of Department and the guest lecturer to discuss teaching schedules and other updates. Besides these individual meetings, HEI Nehemiah Gateway also organises meetings quarterly with all guest lecturers for preparing the coming academic year.
- The plans to provide an elevator/accessibility in the main university building are still pending. However, in case with students with special accessibility needs the classes will be held in the “Alfred Wenig” Hall where a lift (elevator) is available.
- The HEI developed an assessment plan, which organises the process of the internal quality assurance within educational programmes, staff evaluation, student performance and outcomes as well as graduates and alumni success. Faculty and administrative staff are included in the assessment process of the study programmes as well as in the issuing of statistics for all students. The Head of Quality Management is responsible for collecting and analysing the data, and to forward the results to the faculty and to the appropriate committee / responsible units.

Statistics

	1. Cohort	2. Cohort	3. Cohort	4. Cohort	5. Cohort	6. Cohort	7. Cohort	8. Cohort	9. Cohort	10. Cohort	11. Cohort	12. Cohort
# Study Places offered by HEI	10	12	15	20	20	30	42	42	42	55	55	55
# Applicants	Σ	14	18	14	22	39	37	8	19	28	23	24
	f	6	8	4	11	23	16	5	6	21	8	14
	m	8	10	10	11	16	21	3	13	7	15	10
Application rate	140%	150%	93%	110%	195%	123%	19%	45%	67%	42%	47%	44%
# First-Year Students (accepted applicants)	Σ	8	11	14	20	25	23	7	10	14	9	8
	f	6	6	4	11	13	12	5	6	11	4	7
	m	2	5	10	9	12	11	2	4	3	5	1
Rate of female students	75%	55%	29%	55%	52%	52%	71%	60%	79%	44%	50%	88%
# Foreign Students	Σ	0	0	6	9	3	4	4	4	4	1	0
	f	0	0	0	4	0	1	3	2	4	0	0
	m	0	0	6	5	3	3	1	2	0	1	0
Rate of foreign students	0%	0%	43%	45%	12%	17%	57%	40%	29%	11%	8%	0%
Percentage of occupied study places	80%	92%	93%	100%	125%	77%	17%	24%	33%	16%	22%	15%
# Graduates	Σ	7	7	9	13	13	13	4	6	6	5	
	f	6	4	2	7	6	8	3	5	6	3	
	m	1	3	7	6	7	5	1	1	0	2	
Success rate (students who finished their studies)	88%	64%	64%	65%	57%	45%	67%	50%	43%	56%		
Dropout rate (students who dropped their studies)	12%	36%	28%	30%	21%	38%	34%	42%	29%	12%		
Average duration of study	3	3	3,1	3,07	3,5	3,38	3	3	3,33	3		
Average grade of final degree	8,12	7,16	8,12	7,97	7,52	8,02	8,16	8,75	8,74	7,87		

Appraisal

HEI Nehemiah Gateway took the recommendation of the last accreditation into consideration and took satisfactory actions. This includes the implementation of module evaluations, an increase in the educational staff and the new learning platform Populi.

The number of applicants shows a steady number of interested student in the bachelor programme, while the number of students slightly decreased in the last cohorts. During the site visit, HEI Nehemiah Gateway showed clear intention to increase the student numbers in the future. The rate of female students points to a balanced gender distribution with an increasingly upward trend to a higher number of female students in some cohorts. The dropout rate is at a mediocre level. There are some foreign fulltime students.

Programme Description and Appraisal in Detail

1. Objectives

1.1 Objectives of the study programme (Asterisk Criterion)

The mission statement of the HEI Nehemiah Gateway is: “Helping and empowering people to sustainably shape and determine their own lives in dignity and independence”.

HEI Nehemiah Gateway aims to educate and empower students and other stakeholders through academic programmes with integrated practical and/or professional training for successful service in their chosen fields and for the positive transformation of their communities.

The programme aims to the education and qualification through subject related, methodical, and social competences of future business leaders, who act entrepreneurial and responsible in a global economy. Students get prepared for business and economics careers. They acquire a theoretical foundation, with a focus on practical applications and implementation. Additionally, they develop the essential academic and practical skills needed to launch a business career and assume leadership and support roles, particularly in small and medium-sized enterprises or non-profit organisations.

The students study business from a European and international perspective, while analysing the Albanian economic environment. Students are equipped with business skills of entrepreneurship, innovation, and creative thinking. The objectives of the study programme are among others:

- To provide a solid foundation on business management and on the critical thinking needed to make effective business decisions.
- To prepare students understanding the concept of entrepreneurship more deeply and allow them to gain knowledge, skills, and attitudes of an entrepreneur.
- To prepare students implementing business concepts and theories to project implementation and decision-making.
- To provide a solid foundation for proficiency in human resources management, operations management, marketing, accounting, statistics, economics, finance, and business law.
- To enable students developing business skills in communication, technology, quantitative reasoning, and teamwork.
- To provide students with professional role models and potential mentors who can provide guidance, feedback, and support.
- To enable students developing and maintaining a sustainable work ethic and professional attitude.

Appraisal:

The qualification objectives of the programme are explained and convincingly presented in relation to the target group, targeted professional field, and societal context of the discipline. They embrace academic proficiency, comprehensive employability, as well as the development of the individual student’s personality.

The qualification objectives and skills to be acquired correspond with the aspired level at graduation. They consider the requirements of the national qualification framework.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
1.1* Objectives of the study programme (Asterisk Criterion)			X		

1.2 International orientation of the study programme design (Asterisk Criterion)

The international nature of the institution is given by its integration into NG Team and is part of the institution's identity. As an international aid organisation, NG Team has partner organisations in Europe, Africa and South America. HEI Nehemiah Gateway strives to expand its international network between institutions of higher education, especially in countries where the projects of NG Team are focused on. The HEI has several cooperations in the educational context (see chapter 4.3).

The current study programme is held in English language. 75 % of the guest lecturers are from outside Albania (see chapters 3.3 and 3.4). The lecturers from Albania have graduated abroad or have experiences at HEIs outside Albania. There are international students enrolled in the study programme.

Appraisal:

The programme design appropriately considers the required international aspects, with respect, too, to its graduates' employability. The study programme is taught in English, includes international (guest) lecturers and the HEI cooperates with foreign HEIs.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
1.2* International orientation of the study programme design (Asterisk Criterion)			X		

1.3 Positioning of the study programme

Educational market

Until the early 90s, the Albanian education system has been politicized in the service of the former communist ideology. During the transition, the educational market was liberalized and now several private universities have emerged. Currently, there are 40 HEI in Albania.³ Among them universities offer qualitative educational programmes, but many of them suffer under the bad reputation of corruption and lack of professionalism and quality.

³ <https://www.ascal.al/en/hei-list> (as of September 2023)

Since education in Albania traditionally has a theoretical orientation and uses frontal teaching, there is a need for practical and interactive orientation within study programmes. With the dual study programme, HEI Nehemiah Gateway shows a highly practical approach that is unique in Albania.⁴ There are no other dual-study programs offered in the field of Economy and Businesses. The classes also include combinations of various teaching methods and techniques (see chapter 3.3).

Furthermore, during and after communism, learning was and still is a process of reproducing knowledge, even at higher education level. Aspects of critical and abstract thinking were excluded from the curricula. In the bachelor programme, modules of Introduction to Research Methods, Business & Social Research Methods are key subjects to enable students to do scientific work. In the Albanian educational context these abilities are not explicitly required, especially at university level.

Job market („Employability“)

The employment sector in Albania has a growing demand for well-trained management staff, particularly men and women trained with hands-on practice. Professionalism and an excellent qualification according to German standards are key requirements on the Albanian labour market.⁵ Albanian companies show interest in contacts to German companies, especially in identifying framework conditions for the good quality of products and work. The HEI Nehemiah Gateway as an HEI with German standards on study quality offers opportunities for potential investors as well as for international companies. There are no reliable possibilities for Albanian employers to verify the professional abilities of graduates and jobseekers. As a result, hire-and-fire is the main practise in Albanian companies, which affects the high labour turnover in the labour market. HEI Nehemiah Gateway strives to play a key role in changing this situation for companies and graduates. Through the dual study programme, the companies can follow up the development of the students and to support them individually. In this way, the needs of the company are being considered and at the same time, the students are being coached according to the job requirements. Thereby, graduates have a chance to be employed by the company.

Market research is used to collect information about the market needs (employability criteria). For this purpose, national and international vacancies (defined by the strategic orientation and operations of NG Team) on the labour market will be collected and analysed, in order to acquire information about the needs of different organizations (profit or non-profit oriented) and qualification requirements for the appropriate positions. The market research is to be done every three years by the Head of Department in cooperation with the Head of Quality Management. In addition to the programme and curriculum comparisons with similar study contents, national and international job advertisements for the field of management from several organisation types are examined every three to five years as part of the programme review. This includes information about enrolment, retention rate, program comparability, library resources, learning outcomes, SWOT analysis and strategic recommendations for changes for the study programme.

⁴ See self-evaluation report p. 16.

⁵ See self-evaluation report p. 17.

Furthermore, HEI Nehemiah Gateway offers internships in Germany, Latin America, or East-African countries for the bachelor students. The international experiences gathered by the students during their internships offers the opportunity to develop intercultural skills and to see the market from different point of views.

HEI's overall strategic concept

The study programme is offered by the Faculty of Business and Management included in the Department of Business. The following specific educational objectives proceeds from the NG Team mission statement:

- To educate and empower local and international learners through academic excellence, theory and practice, to discover, develop and realize their potential as individuals and responsible members of society, contributing to the sustainable economic growth.
- To equip learners at a level commensurate with their ability, to foster success in life, business, social sciences, education and entrepreneurial spirit leading to sustainable business ideas.
- To provide high quality training that meets national and international academic standards as well as professional competency standards, based on a broad range of transferable skills and knowledge, further enhanced through cooperation with partner firms and institution.
- To function in a learning environment with a global perspective where students develop their academic, research and social skills and apply critical thinking to broaden their worldview and life perspectives.

The bachelor programme aims for education and qualification through subject related, methodical, and social competences of future business leaders, able to act in an entrepreneurial and responsible way in a global economy. It is a strongly practice-oriented study programme, where the student is encouraged and motivated to implement theoretical knowledge under an expert during the practice labs and under the supervision and support of a personal mentor or coach in a real business environment. The study programme supports young talented people to assume responsibilities in the business realm as well as in the society. To build bridges between different thinking patterns, perspectives, and cultures, by acting in an ethical and value-oriented way.

Appraisal:

The reasons given for the positioning in the educational market of this study programme are plausible. HEI Nehemiah Gateway distinguishes itself by the dual system and the combination of teaching methods.

The arguments in support of graduate employability based on the stated qualification objectives are convincingly presented. Through the dual study concept students are equipped with practical experience, while the needs of the company are being considered. The future fields of employment for graduates are plausibly set forth. Graduates also have a chance to be employed by the company of their internship. The HEI has thoroughly analysed the job market for graduates and has comprehensively incorporated the results in the study programme.

The study programme is convincingly integrated into the HEI's overall strategic concept. The study programme's qualification goals are in line with the HEI's mission and strategic planning.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
1.3	Positioning of the study programme					
1.3.1	Positioning of the study programme in the educational market			X		
1.3.2	Positioning of the study programme on the job market for graduates („Employability“)		X			
1.3.3	Positioning of the study programme within the HEI's overall strategic concept			X		

2. Admission

Admission requirements

The admission requirements for study programmes in Albania, whether in state or private HEIs, are partly drawn up by the Albanian Ministry of Education (MOE) (MASR) and partly by the institutions.

Admission requirements for Bachelor Programme: Albanian Applicants

1. Albanian applicants must apply through the U-Albania Portal⁶ of MoE. HEI Nehemiah Gateway does not carry any responsibility regarding the availability or security of the abovementioned portal.
2. Applications through the U-Albania Portal are possible only during the timeframes defined by the MoE. The official website of MoE contains more specific information on application deadlines.
3. In order to apply for the Bachelor study programme, students select the relevant programme on the HEI Nehemiah Gateway information page⁷.
4. The pre-selection of the applicants is done automatically through the application portal. HEI Nehemiah Gateway has no influence on the preselection process.
5. Upon receipt of the list with the pre-selected applicants, HEI Nehemiah Gateway will publish it on its official website⁸ and inform pre-selected applicants personally, where contact details are available.
6. Pre-selected applicants must submit the application documents. The list of required documents to be submitted can be downloaded from the official website of HEI Nehemiah Gateway under
7. The applicants that meet the minimum admission criteria as specified in the U-Albania Portal
 - State Mature average grade: at least seven
 - Preferably English language skills: at least B1 Level certificate
 - Mathematics average grade: at least sevenhave been pre-selected by the Portal and will be invited for the final admission interview. The minimum admission criteria are revised yearly by HEI Nehemiah Gateway.

Admission Procedures for Bachelor Programme: International Applicants

1. International applicants must apply through the HEI Nehemiah Gateway online application form⁹.
2. With the application form, the applicant must also submit all required documents.
3. Applications from international applicants can be submitted any time. Upon submission of a complete application, the AdCom will inform the applicant about the admission criteria and / or other necessary steps that need to be completed by the applicant to continue with the admission process.
4. The same admission procedures specified above shall apply also for international applicants.

⁶ <https://ualbania.arsimi.gov.al/>

⁷ <https://ualbania.arsimi.gov.al/Universitet/Info/38>

⁸ www.ng.university (last access 10.04.2024)

⁹ [International BA Applicant :: NG University \(ng-university.org\)](https://www.ng.university/en/international-ba-applicant) (last access 10.04.2024)

Counselling for prospective students

The information related to the application procedure and the academic requirements to study the Bachelor programme is included in the catalogue of the institution and on the website. The contact details of the institution are published on the website and are accessible to the public.

HEI Nehemiah Gateway has employed a Recruitment & Enrolment Manager, who guides and advises prospective students. The Recruitment Manager provides information such as:

- curricula of the study programme,
- info-package,
- scholarship flyer,
- admission criteria,
- application calendar based on the Ministry of Education and Sports Instruction.

For each step of the application procedure, there are contact persons available for prospective students. During the application process the applicants have been contacted via email or phone, where further documents were required, or they received letter confirming the receipt of their application.

In the first weeks of studies, the HEI staff and NG Albania do informative and advisory meetings for different issues such as:

- information about the HEI Nehemiah Gateway and NG Albania,
- statues and catalogue of the institution,
- module description,
- academic and practical time regulation and instructions, etc.

The official opening hours of the institution are from 8:00 a.m. – 5:00 p.m. In addition, the Student Service Centre (SSC) of the institution is available for prospective students and guests. SSC implements the strategy and plan of the Recruitment activities in support and coordination with the admissions office and in close cooperation with the Marketing Department at Nehemiah Gateway Albania. In this regard, the main task is to engage potential students and inform them about

- the study criteria,
- scholarship system,
- application materials,
- assistance in completing the online student portal, and
- other similar support services.

Selection procedure

The admission interview is conducted by the AdCom, in English language and the applicants are evaluated on the following areas:

- **General:** Personal presentation and appearance of the applicant, presentation skills, CV, previous study or work experience, etc.
- **Specific knowledge:** Previous knowledge of the subject of study, specific scientific and practical fields of interest, knowledge of the differences between practical and theoretical studies.

- **Motivation:** Why HEI Nehemiah Gateway; what is the applicant's expectation after completing the study programme, personal professional and further education perspectives, etc.
- **Language skills:** Proficiency in business or academic English language, English language certificates, other foreign languages.
- **Communication skills:** How does the applicant communicate his/her ideas and thoughts, logical reasoning, clarity, and structure.
- The evaluation areas of the admission interview carry the following weight in the interview evaluation:

The ranking of candidates for admission purposes is based on the formula:

- State Matura average grade 15 %
- Mathematics average grade 7.5 %
- English language skills 7.5 %
- Admission interview 70 %

The position of an applicant in the ranking list and the overall number of students that can be admitted (based on the students' quotas as approved by MoE) will determine whether an applicant can be admitted.

The AdCom will inform the applicant about the final admission results. Admission can also be conditional subject to the applicant submitting further documents or meeting additional requirements as specified by the AdCom. The results are published on the official website of HEI Nehemiah Gateway.

Successfully admitted applicants must contact HEI Nehemiah Gateway to complete the enrolment process by signing the Study Contract with HEI Nehemiah Gateway and paying, when applicable, the enrolment and tuition fee(s).

During the interview, the AdCom can fill in the form FO Admission Interview Minutes. After the interview, the members of the AdCom discuss the performance of the applicant and each member gives a written assessment. Based on the written assessment the chair of AdCom takes a final decision, which is sent to the applicant by means of a written notification. One copy of each written notification sent to the applicants is filed in the applicant's folder, which can be shown to the evaluation team during the on-site visit.

Selection procedures for Bachelor Program: International Applicants

The above-mentioned points for Albanian Applicants remain the same.

The position of an applicant in the ranking list and the overall number of international students that can be admitted (based on the students' quotas as approved by Ministry of Education) will determine whether or not an applicant can be admitted.

Where the Admission Commission decides on a conditional admission (e.g. subject to the recognition by the Albanian authorities of previously earned degrees, evidence of sufficient financial means to cover tuition fees, etc.), the applicant must fulfil the condition(s) before he or she can enrol at HEI Nehemiah Gateway.

Foreign language proficiency

HEI Nehemiah Gateway is an international educational institution. The official language of the institution is Albanian and English. The teaching language for the bachelor study programme is English.

In accordance with the requirements of the bachelor programme, students pursuing the studies must obtain English language proficiency skills that are equivalent to the Level B1 (Common European Framework of References for Languages). In addition to the English language certificate, that each applicant must submit, HEI Nehemiah Gateway makes sure that the required English Level is proved through the personal interview.

In addition, the Ministry of Education and Sports in Albania has issued a regulation, where all students enrolled at graduate level at the end of their studies must obtain English language proficiency skills at B1 level. Pursuant to the Albanian legislation on higher education, internationally recognized tests of English language proficiency are the following: Cambridge, IELTS, TOEFL, TOEIC, GESE, APTIS.

HEI Nehemiah Gateway acknowledges the tests cited above and will recognize each certificate that proves the competition of one or more of the tests above. Since these tests are very expensive by Albanian standards, for the first step of admission other equivalent certificates can be accepted.

Transparency and documentation of admission procedure and decision

The application and enrolment process at HEI Nehemiah Gateway is included in the Catalogue, which is published on the website of HEI Nehemiah Gateway. The application and admission process are described in detail and is accessible to the public or interested individuals. The Admission Committee is responsible for the admission procedure at HEI Nehemiah Gateway.

- The meetings of the Committee are called and led by the Head of Admissions. The Committee meets regularly, and any time needed for admission purposes.
- Decisions of the Admission Committee are normally taken unanimously. When this is not possible and to ensure a normal functioning of the HEI's key activities, the decisions are taken by the majority of the votes of the members present in the meeting. All members of the Committee need to be present in the meeting.
- The minutes of the meeting constitute the basic proof for the decisions made. The minutes are signed by the Head of Admissions calling and leading the meeting.

The prospective students are informed about each step of the application. Rejection and confirmation letters have been issued only in cases of inadequate high school grades or lack of language skills. The entry requirements are known from all applicants. In the personal counselling meetings, the procedure and entry requirements are spoken about with the applicants individually. Each decision was discussed with the respective candidates and discussed on an individual basis. In the written reply to the applicants the reason(s) of acceptance / rejection and the results of the test are clearly mentioned.

After enrolment all the names of the new students are sent to the Educational Service Center¹⁰.

¹⁰ This Agency is under the Ministry of Education and Sports and is responsible among others to assign matriculation numbers for private and public HEI.

Appraisal:

The admission requirements are defined and comprehensible. The requirements are partly set by the Albanian Ministry of Education and partly by HEI Nehemiah Gateway. The admission requirements include the procedure for Albanian and international students.

Applicants can directly turn to the Recruitment & Enrolment Manager, for clarification of specific questions, of personal aptitude, of career perspectives etc. Personal dialogue between applicants and the HEI is provided by defined office hours, by telephone and via e-mail.

The HEI ensures a constant availability for prospective students and reacts quickly to incoming enquiries. The counselling options are based on the target group's needs.

The selection procedure is transparent and ensures that qualified students are admitted.

The admission requirements (required language proficiency level of B2) ensure that students can successfully complete the study programme (courses, additional literature, utilisation of counselling services and extracurricular activities).

The admission procedure is described, documented, and accessible for interested parties over the website of HEI Nehemiah Gateway. In each step of the application, the prospective students are informed what will come next. The admission decision is based on transparent criteria, is communicated in writing and contains detailed information on the results of the admission procedure. In the written reply to the applicants the reason(s) of acceptance / rejection and the results of the test are clearly mentioned.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
2.1*	Admission requirements (Asterisk Criterion)			X		
2.2	Counselling for prospective students		X			
2.3*	Selection procedure (if relevant)			X		
2.4(*)	Professional experience (if relevant; Asterisk Criterion for master programmes that require professional experience)					X
2.5*	Ensuring foreign language proficiency (Asterisk Criterion)			X		
2.6*	Transparency and documentation of admission procedure and decision (Asterisk Criterion)		X			

3. Contents, structure and didactical concept of the programme

3.1 Contents

Logic and conceptual coherence

The bachelor programme is a dual course of study based on the German model. Thereby, students spent their semester first in the HEI taking classes and then in companies for their practical trainings.

The curriculum leads students from the general to the specific knowledge, to achieve the learning outcomes defined at the programme level.

Students take courses in the following areas:

- General business administration (20 ECTS credits)
- Special business administration I (15 ECTS credits)
- Special business administration II (10 ECTS credits)
- Economics (15 ECTS credits)
- Law (ten ECTS credits)
- Accounting (20 ECTS credits)
- Mathematics and statistics (five ECTS credits)
- Information technology (five ECTS credits)
- Language (five ECTS credits)
- Profile subject (strategic management) (15 ECTS credits)
- Practical training (30 ECTS credits)
- Methodology and social skills (15 ECTS credits)
- Colloquium and thesis (ten ECTS credits)

Curriculum Overview: B.A. "Economy and Businesses"

Modul Nr.	Modul	Credit Points in Semester												Workload			Method of teaching i.e. lecture course, seminar	Form of Examination and list duration	Weight of exam related to final grade	
		Semester 1		Semester 2		Semester 3		Semester 4		Semester 5		Semester 6		Hours in Class	Hours Self-Study	Teaching hours per week				
		1.T	1.P	2.T	2.P	3.T	3.P	4.T	4.P	5.T	5.P	6.T	6.P							
General Business Administration 20 ECTS																				
L**770	Introduction to Business Administration	x												5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**773	Marketing I and Sales		x											5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**787	HR Management and Organization						x							5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**789	Leadership											x		5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
Special Business Administration I 15 ECTS																				
L**771	Material Management I	x												5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**772	Material Management II		x											5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**816	Marketing II and Sales						x							5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
Special Business Administration II 10 ECTS																				
L**883	Entrepreneurship I									x				5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**884	Entrepreneurship II											x		5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
Economics 15 ECTS																				
L**822	Microeconomics				x									5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**823	Macroeconomics						x							5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**824	Economic Policy								x					5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
Law 10 ECTS																				
L**825	Contract Law		x											5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**826	Company and Labor Law				x									5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
Accounting 20 ECTS																				
L**767	Industrial Accounting						x							5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**774	Financial Accounting				x									5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**885	Management Accounting								x					5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**818	Cost and Budgeting				x									5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**820	Corporate Finance										x			5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
Mathematics and Statistics 5 ECTS																				
L**765	Mathematics and Statistics			x										5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
Information Technology 5 ECTS																				
L**764	Basic of Information	x												5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
Language 5 ECTS																				
L**749	Business English	x												5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
Profile Subject 15 ECTS																				
L**830	Strategic Management I				x									5 ECTS	65	85	32.5 h/w	combined	Term paper	2,90%
L**831	Strategic Management II						x							5 ECTS	65	85	32.5 h/w	combined	Term paper	2,90%
L**832	Strategic Management III											x		5 ECTS	65	85	32.5 h/w	combined	Term paper	2,90%
Practical Training 30 ECTS																				
L**880	Practical Training 1		x											5 ECTS	65	85	5.4 h/w	Training in job	Practical Training Report & Presentation	2,90%
	Practical Training 2			x										5 ECTS	65	85	5.4 h/w	Training in job	Practical Training Report & Presentation	2,90%
L**881	Practical Training 3					x								5 ECTS	65	85	5.4 h/w	Training in job	Practical Training Report & Presentation	2,90%
	Practical Training 4							x						5 ECTS	65	85	5.4 h/w	Training in job	Practical Training Report & Presentation	2,90%
L**882	Practical Training 5									x				5 ECTS	65	85	5.4 h/w	Training in job	Thesis Proposal & Presentation	2,90%
	Practical Training 6											x		5 ECTS	65	85	5.4 h/w	Training in job	Practical Training Report & Presentation	2,90%
Methodology and social skills 15 ECTS																				
L**763	Introduction to Research Methods	x												5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**780	Intercultural Communication, Presentation and Project Management								x					5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
L**817	Business and Social Research Methods			x										5 ECTS	65	85	32.5 h/w	combined	Exam (2 hours)	2,90%
Colloquium and Bachelor Thesis 10 ECTS																				
	Bachelor Thesis												x	10 ECTS	90	210	7.5 h/w	Individual Supervision	Thesis & Thesis Defence	5,00%
Sum of the Credit Points: 180 ECTS		25	5	25	5	25	5	25	5	20	5	20	15							

Rationale for degree and programme name

Since 2013, the name of the study programme is “Economy and Businesses”, based on the recommendation from the evaluation panel of FIBAA in August 2012.

Due to the content of the study programme, the degree title “Bachelor of Arts (B.A.)” was determined in accordance with the applicable national regulations.

Integration of theory and practice

Students complete three months of theory and three months of practice within a semester. The practical trainings are combined with the content/subjects taught in the theoretical part and the tasks for these internships are clearly defined per each internship term respectively. Each practical training is worth five ECTS credits. For one academic year, there are two practical trainings, and the entire practical training comprises 30 ECTS credits.

Following a practice-oriented approach, the nature and profile of research activities are supposed to be of high practical relevance and orientation. This implies an emphasis of knowledge and skills that are directed towards professional practice and research priorities that aim at practical applications of knowledge. Students are encouraged to choose out of the research themes provided by the Research Centre and to include those themes in their bachelor studies.

Interdisciplinary thinking

The interdisciplinarity is shown in the composition of the modules:

- Contract Law as well as Company and Labour Law,
- Human Resource and Organisation Management, Strategic Management,
- Business and Social Research Methods,
- Intercultural Communication,
- Presentation and Project Management.

Subjects of interculturalism, intercultural communication and conflict resolution or professional ethics are included in the different subjects.

Academic supervisors, mentors and lecturers come from the area of public services or various universities or companies. This also helps to include interdisciplinary thinking.

Ethical aspects

Ethical aspects are key aspects for the Albanian historical context (especially for the entrepreneurial context).¹¹ After the collapse of the communist regime, Albania/ the Albanian society needed to develop a health system and modern infrastructures, and it still needs to establish a systematic approach to tackling corruption that is widespread in its economy.

HEI Nehemiah Gateway is committed to be a living example regarding the ethical and moral standard for life. As stated in the statute of the institution, students and professors are encouraged to follow the ethical values of HEI Nehemiah Gateway. As stated in the statute, student’s handbook, in the catalogue and on the website of the institution the values of the institution are as follows:

- Forgiveness
- Respect
- Integrity

¹¹ See self-evaluation report p. 33.

- Honesty
- Compassion
- Inspiration

Professors oblige themselves to comply with the following Code of Ethics, guided by a deep conviction of the special responsibilities placed upon them, devote their energies to developing and improving their teaching skills and scholarly competence. In all classroom and professional activities, HEI Nehemiah Gateway professors practice intellectual honesty. Professors are expected to encourage the pursuit of learning in their students and hold before them the best scholarly and ethical standards of their discipline. They make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. As employees, professors respect the Institutional Academic Freedom of HEI Nehemiah Gateway and its privilege to pursue its distinctive mission. Upon initial employment, professors agree in writing to respect the Institutional Identity and values of HEI Nehemiah Gateway and to observe stated University regulations.

Furthermore, HEI Nehemiah Gateway has issued a Code of Honor for students. During the orientation week a thorough introduction is offered for first semester students. The aim of this week is to give students a better understanding of the study programme and all services of the HEI. In addition to the organisational matters, the orientation week is also about familiarizing students with their rights and obligations as well as with the Students Code of Honor. At the end of this event, students are asked to sign the Students Code of Honor and afterwards this commitment is celebrated together with the faculty members.

The statements are published in the official publications and included in the Catalogue, Faculty Handbook, Student Handbook, and at the website of HEI Nehemiah Gateway.

The core values are implemented in the educational programmes in specific modules:

- Marketing II and Sales,
- Entrepreneurship I,
- Entrepreneurship II,
- Microeconomics,
- Economic Policy,
- Strategic Management III and
- Material Management II.

The exploration/analysis of values is not only theoretical, but the consequences of ethical or unethical behaviour from the personal to the organisational and societal level are discussed and reflected upon.

Methods and scientific practice

The module "Introduction to the Research Methods" is held in the first semester of the studies, to transmit the basics of scientific work. Students deepen and apply their knowledge in research methods especially while writing the project work.

The module "Business and Social Research Methods" prepares students for their bachelor thesis and is held in the fifth semester. Here, students learn how to define and motivate research topics

and how to design an adequate methodology that properly addresses that research topic. Furthermore, they learn how to analyse and interpret data and overall, how to present an entire research project. In addition, HEI Nehemiah Gateway offers individual coaching between students and guest lecturers or its staff.

In addition, HEI Nehemiah Gateway has increased the number of books related to the topic of research methods, in providing the framework conditions for our students to develop their scientific skills.

Examination and final thesis

Examinations may be in any of the following possible formats:

- Written exam (including computer-based)
- Oral exam (can be done via telecommunication)
- Seminar paper
- Oral presentation (including the use of telecommunication)
- Combination of two or more exams (i.e.: when more than one person teaches the course)
- Term paper
- Internship report and presentation
- Final thesis

Assignments and essays are considered with a high percentage compared to participation in class and presentations, to give students, the opportunity to deepen their writing skills, especially while writing the project work. The assessment criteria for each course are given to the students in written form from the guest lecturer at the beginning of the course.

The Scientific-Research Centre of HEI Nehemiah Gateway has developed a “Guide for writing a Bachelor or Master Thesis”, which gives a clear guideline for students in their writing process.

The evaluation criteria for the bachelor thesis are the following:

- a) Written thesis
 - Research question and its solution
 - Logic, structure
 - Argumentation and argumentative balance
 - Research methods
 - Ability to draw conclusions
 - Effective use of appropriate grammar and vocabulary
 - Form
 - Appropriate use of charts and illustrations
- b) Final oral presentation
 - Appearance
 - Concise summaries of the text
 - Clear explanations
 - Ability to ask pertinent questions and to provide well-argued answers
 - Persuasive power

These and other information related to the exam procedure is included in the Academic Regulation, which is uploaded to the populi, and published on the website.

Appraisal:

The curriculum adequately reflects the qualification objectives of the study programme. The contents of the modules are well-balanced, logically connected and oriented towards the intended learning outcomes. Only the name of the module “Strategic Management III” does not fit the content. The panel **recommends** renaming the module (e.g. “Strategic Marketing”) or to reformulate the content. Furthermore, the topic of taxes is only touched upon so far in the module “Corporate Finance”. However, business education needs a larger share. The panel **recommends** increasing the topic of taxes in the curriculum.

The degree and programme name correspond to the contents of the curriculum and the programme objectives.

Through the dual study system, that includes 30 ECTS credits of practical training, theory and practice are systematically interrelated throughout the curriculum. Theoretical discourse and practical application complement each other in developing the students’ qualification profile.

Through the composition of modules of interdisciplinary fields, there is evidence that the programme qualifies for interdisciplinary thinking.

The identification and reflection of ethical aspects are strongly promoted and considered key competences and an integral part of the study programme’s qualification objectives. This not only includes ethical aspects in various modules, but also implementing code of ethics for lecturers and students.

Students acquire methodological competences and are enabled to do scientific work on the required level through research modules.

All exams, as they are defined for the modules, are suited in format and content to ascertain the intended learning outcomes. The requirements are in accordance with the desired qualification level. The exams are characterised by a wide variety of test formats, including written and oral exams, together with term/seminar papers.

The final theses are evaluated based on previously published and coherently applied criteria, rules, and procedures that are defined in the “Guide for writing a Bachelor or Master Thesis”.

The students prove, especially in their thesis, their ability to do scientific work and the achievement of the study programme’s qualification objectives.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.1	Contents				
3.1.1*	Logic and conceptual coherence (Asterisk Criterion)		X		
3.1.2*	Rationale for degree and programme name (Asterisk Criterion)		X		
3.1.3*	Integration of theory and practice (Asterisk Criterion)		X		
3.1.4	Interdisciplinary thinking		X		
3.1.5	Ethical aspects		X		
3.1.6*	Methods and scientific practice (Asterisk Criterion)		X		
3.1.7*	Examination and final thesis (Asterisk Criterion)		X		

3.2 Structure

Projected study time	3 years (6 semesters)
Number of credits (national credits and ECTS credits)	180 ECTS credits
Workload per credit	25-30 hours
Number of modules/courses	29 modules incl. thesis (150 ECTS credits) + 6 internships (30 ECTS credits)
Time required for processing the final thesis/project and awarded credits	3 months, 10 ECTS credits

Modular structure

The modules in the programme are credited with five¹² ECTS credits.¹³ A course with five ECTS credits equates to approximately 150 work hours, which break down as follows:

- 65 classroom hours: No distinction between lectures, seminars, etc.
- 85 outside-the-classroom work hours: Consistent with the NG teaching philosophy, each classroom session will end with the student being assigned "homework" (reading, projects, papers, presentations, problems, etc.) that must be completed by the next class session, by the end of the week, or by an exact date.

All modules are described in the module descriptions. The descriptions contain information on the following:

- ECTS credits
- contact hours and self-study hours

¹² At the time of the conference, practical training 5 has ten ECTS credits assigned and students do not require ECTS credits in the practical training 6. In the aftermath, HEI Nehemiah Gateway expressed the plan to assign practical training 5 and 6 five ECTS credits each once the Curriculum Committee agrees with the change.

¹³ Exception is the thesis with ten ECTS credits assigned.

- lecturer(s)
- teaching language
- objectives
- content
- learning outcomes
- information about the teaching methodology
- assessment of the module, and
- literature.

Extracurricular opportunities are offered at NG Albania in the field of intercultural communication, team building, presentation skills and research methods. No ECTS credits are awarded for these extracurricular offers.

Study and exam regulations

HEI Nehemiah Gateway defines the regulations of the study programme in an “Academic Regulation” (e.g. grading system, examinations, retaking examinations, final thesis, proofs of achievement). Furthermore, parts of the regulation are included in the catalogue and the student handbook (e.g. mission, ethical values and standards, statement of non-discrimination). Aspects regarding the practical training is regulated in the “Practical Training Programme Framework and Policy” (e.g. objective, process, responsibilities).

Albania has ratified and abides by the requirements of the Lisbon Recognition Convention. The Academic Regulation of HEI Nehemiah Gateway contains in the section A, point 8 instructions regarding the recognition of qualifications of higher education (incl. ECTS credits) obtained by applicants at another institution of higher education, based on the instructions of the Albanian Ministry of Education and Sports as well as on the requirements of the Lisbon Convention. However, a case-by-case analysis will take place in case students from other institutions would like to be transferred to HEI Nehemiah Gateway.

The diploma supplement includes a grade distribution table.

Feasibility of study workload

For each academic year the students gain 60 ECTS credits.

Each module of two weeks with a (guest) lecturer and a mentor has five ECTS credits. This equates to approximately 125 to 140 work hours, which breaks down as follows.

- 12 hours preparation summarised in an essay, presentation etc. on the subjects supervised by the mentor.
- 54 hours classroom hours (Mo – Fr, Mo – Th, 6h/d - 8x45min - x 9d)
- 48 outside-the-classroom work hours. Approximately 4 hours of homework will be assigned daily. In addition, students work twelve hours on weekends.
- 8 hours for the final exam
- 12 hours applied science on the subject implementation during the practical training, supervised by the mentor.

Each module has 85 hours of self-study times:

- 12 hours preparation summarised in an essay, presentation etc.
- + 4 h x 9 days = 36 hours for homework
- + 12 hours on weekend
- + 8 hours for final exam

This results in 68 hours from 85 hours. 17 hours are used for assignments during assignment weeks. The 85 hours of self-study time are calculated as an estimated upper limit based on the equivalency of a maximum 30 hours per ECTS credit. However, the self-study workload might be lower depending on the individual student's effort, in line with one ECTS credit lies in the range of 25-30 hours.

Students complete six practical trainings. HEI Nehemiah Gateway calculates the workload as follows:

- Students work 40 hours per week for three months (totalling 480 hours) in a company.
- Within the 480 hours, students attend
 - 65 contact hours for mentoring by the course leader and the company coach (if necessary, coaching by a specialist, and specific instructions (visit, class mentoring, Zoom, specialist offices, etc.))
 - 85 self-study hours (fulfilling course requirements according to the internship course syllabus).

The contact hours and self-study times add up to 150 hours. For this workload students receive five ECTS credits. The remaining 330 hours are part of the practical training and aim to provide students with professional experience.

Equality of opportunity

HEI Nehemiah Gateway does not discriminate based on race, colour, religion, national or ethnic origin, sex and sexual orientation, disability, or age, or on any other grounds as specified in Article 1 of the Albanian Law No.10221 of 04.02.2010 "On Protection against Discrimination". This includes all programmes, activities, academic or non-academic services, policies, or procedures of the HEI, including employment and admissions. Complaints regarding discrimination claims shall be filed with the Office for Complaints Resolution at the Human Resource Manager Office. A regulation¹⁴ provides staff and students with instructions on the operation and timescales for each stage of the procedure.

In the Academic Regulation students with disabilities are considered: They may request equivalent examinations in a different format, and/or for an extended timeframe for completing the examination. Students with disabilities should direct their request for special accommodation to the Head of the Faculty.

Nehemiah Gateway Services supports students through three different scholarships programmes:

- "Mitrush Kuteli" Scholarship,
- Amaro Tan Scholarship and
- NG Startup Scholarship.

¹⁴ See "Regulation on Student Complaints and Academic Appeals Procedures".

The aim is to fulfil the mission of HEI Nehemiah Gateway by “helping and empowering people to sustainably shape and determine their lives in dignity and independence.”¹⁵ More detailed information for each category of above-mentioned scholarships is given on the website¹⁶ of HEI Nehemiah Gateway.

HEI Nehemiah Gateway believes, everyone has a right to receive assistance and support. According to the Nehemiah Gateway philosophy, orphans and especially girls in the partner schools (for example Tanzania, Uganda, South Sudan) should be provided access to education. Based on this approach, HEI Nehemiah Gateway supports pupils of Nehemia and Amaro Tan school (a school for Roma- and Street children and children from low-income families in Albania).

The statistical data of the study programme shows that more than half of the students enrolled are women.

Appraisal:

The programme structure supports the smooth implementation of the curriculum and helps students to reach the defined learning outcomes. The programme consists of modules and assigns credits per module based on the necessary student workload. While the practical trainings 1-5 have ECTS credits assigned, students do not yet require ECTS credits in the practical training 6. HEI Nehemiah Gateway expressed the plan to assign practical training 6 ECTS credits once the Curriculum Committee agrees with the change. Chapter 3.1 displays the updated curriculum overview with assigned credits. The HEI also adapted the change already in their module descriptions. However, the adaption must be final and displayed in the official documents of the programme, e.g. the Catalogue of Higher Education Institution Nehemiah Gateway. The panel recommends the following **condition**:

- HEI Nehemiah Gateway assigns ECTS credits to practical training 6 and displays the adaption in official documents.

The module descriptions provide detailed descriptions of intended learning outcomes and the information defined in the ECTS Users’ Guide.

There are legally binding study and exam regulations which contain all necessary rules and procedures and consider, where applicable, national requirements. The study programme is designed so that students can study for a certain time at other HEIs or do internships without any extension of their overall study time. Practical trainings are included into the curriculum. The recognition of degrees and periods of study at other HEIs is regulated in accordance with the Lisbon Recognition Convention. The final grade is supplied with an ECTS grading table.

The feasibility of the study programme’s workload is ensured by a suitable curriculum design, by an overall plausible calculation of workload, by an adequate number and frequency of examinations, by appropriate support services as well as academic and general student

¹⁵ See self-evaluation report p. 49.

¹⁶ <https://www.ng-university.org/en/ba/scholarships> (last access on April 23, 2024).

counselling. When reviewing the workload, the HEI also considers evaluation findings, including student feedback and the programme’s success rate.

The HEI ensures gender equality and non-discrimination in line with Article 1 of the Albanian Law No.10221 of 04.02.2010 and their Student Handbook. Students with disabilities are provided with affirmative actions concerning time and formal standards/requirements throughout the programme and examinations. The regulations are defined in the Academic Regulations. Students in special circumstances, such as single parents, foreign students, students with a migration background and/or from so-called non-academic backgrounds, are particularly assisted. The HEI offers, for example, scholarships.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.2	Structure				
3.2.1*	Modular structure of the study programme (Asterisk Criterion)		Condition		
3.2.2*	Study and exam regulations (Asterisk Criterion)		X		
3.2.3*	Feasibility of study workload (Asterisk Criterion)		X		
3.2.4	Equality of opportunity		X		

3.3 Didactical concept

Logic und plausibility of the didactical concept

The focus is placed on communicative and interactive-oriented teaching methods and techniques, in which the role of the teacher is transferred. Thus, the learner stands with his interests, assets and needs in the centre of the instruction. Each module takes place within two weeks. It includes combination of various teaching methods and techniques, such as:

- Case studies
- Self-study
- Presentation
- Reports
- Discussion
- Simulations
- Project work
- Group work
- Workshop

Students are encouraged to stipulate independent thinking and working, initiative and interactive collaboration. Factors such as small class sizes and practical nature of the course content play a role in relation to the learning orientation. Beside theories and different approaches, students are expected to apply in their assignments the practical elements e.g. to develop marketing strategies or business models, where they consider different tools of teaching.

Course materials

HEI Nehemiah Gateway is using Populi as a campus management tool. Populi is a web-based management software for HEIs. It includes academics, admissions, billing, people, reporting, library, and many other options. Integrated email function and calendar provide students and staff with an easy tool to communicate. Each student and faculty receive access to Populi upon enrolment/employment. Furthermore, students can contact lecturers and share questions or case studies also with each other.

Course materials are compiled by the lecturer for the module in cooperation with the HoD (programme director). They are available to students in various forms: books are selected before the module starts in the library (“Semesterapparat”), materials (working papers and/or slides) from the lecturer are always uploaded to populi. The module description for each module is uploaded on populi together with the literature and slides.

Guest lecturers

As a small institution HEI Nehemiah Gateway is practicing the functional concept of having guest lecturers. From 17¹⁷ guest lecturers, 75 % are from outside Albania (e.g. USA, Germany, UK). The purpose is providing students a wider perspective of subjects as financial, law, administrative or managerial aspects etc., and the opportunity to compare the status quo of the Albanian frame conditions and organisational developments to European ones.

In having international staff and guest lecturers, the HEI strives to provide students with opportunities to consider different areas, which are part of leadership and assessment processes. Furthermore, guest lecturers provide students with the current state of research, and make sure that scientific input is given to the students.

Lecturing tutors

As part of its student advising and support effort, HEI Nehemiah has initiated a programme of lecturing tutors. A lecturing tutor is normally a young faculty member (doctoral candidate in business) providing individual academic support. This offer is especially aimed at students with identifiable academic deficits that can be remediated with 1:1 coaching. Currently, there is no need for lecturing tutors.

Appraisal:

The didactical concept of the study programme is described, plausible, and oriented towards the programme objectives. It allows for the application of different teaching and learning methods, such as, case studies, discussions, simulations, and group works. Students are encouraged to take an active role in creating the learning process.

The accompanying course materials are oriented towards the intended learning outcomes and correspond to the required qualification level. They are up to date and digitally accessible for the

¹⁷ See self-evaluation report p. 55.

students on Populi. They are user-friendly and encourage students to engage in further independent studies.

Guest lecturers are regularly invited, their contribution forms an integral part of the study programme's didactical concept. They come either from professional practice or scientific work and teach students a wider perspective of subjects as financial, law, administrative or managerial aspects. Guest lecturers are coming from inside and outside Albania and provide an international outlook.

If required, lecturing tutors support the students in the learning process and help them develop competences and skills in 1:1 coaching.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.3 Didactical concept					
3.3.1* Logic and plausibility of the didactical concept (Asterisk Criterion)			X		
3.3.2* Course materials (Asterisk Criterion)			X		
3.3.3 Guest lecturers		X			
3.3.4 Lecturing tutors			X		

3.4 International outlook

International contents and intercultural aspects

The objective is to offer education with an international orientation. The students study business from an European and international perspective, but also analyse the Albanian economic environment. The goal is to equip students with the skills and knowledge necessary to thrive in a diverse array of contexts, both domestically and globally.

The study programme includes international contents in the following modules:

- Macroeconomic (foreign exchange market, International monetary order)
- Strategic Management II (international strategies)
- Strategic Management III (marketing in an international context)

Subjects of interculturalism, intercultural communication and conflict resolution or professional ethics are furthermore included:

- Business English (intercultural context and differences)
- Intercultural Communication, Presentation and Project Management (communication models and skills)

The focus is the development of the local region through the exposure of students to international business practices and experience. HEI Nehemiah Gateway offers internships in Germany, Latin America, or East-African countries for the bachelor students. Students can gain international

experiences during internships abroad. Thereby, they can develop intercultural skills and see the market from different point of views.

Students can also take part in extracurricular opportunities in the field of intercultural communication, team building, presentation skills and research methods.

Internationality of the student body

So far, 31 international students have studied in the study programme, constituting 35 % of all alumni. These students come from countries as

- South Sudan,
- Tanzania,
- Uganda,
- Rwanda,
- Zimbabwe,
- Mexico,
- Cuba, and
- Guatemala.

Currently, two international students from Tanzania and Zimbabwe are studying in the bachelor programme.

Internationality of faculty

HEI Nehemiah Gateway employs currently twelve full-time and one part-time academic staff.¹⁸

All lecturers have international experience consisting of

- Origin (e.g. Germany)
- Academic background (e.g. research exchanges, studies, and teaching)
- Practical experience (e.g. consultancy)

As a small institution, HEI Nehemiah Gateway is practicing the functional concept of having guest lecturers. 75 % of the guest lecturers are international.

Foreign language contents

The Ministry of Education and Sports in Albania has issued a regulation, where all students enrolled at graduate level must obtain English language proficiency skills at B1 level at the end of their studies. Pursuant to the Albanian legislation on higher education, internationally recognized tests of English language proficiency are:

- Cambridge
- IELTS
- TOEFL
- TOEIC
- GESE
- APTIS

¹⁸ Eight full-time and the part-time lecturer are engaged in the bachelor programme.

HEI Nehemiah Gateway hired an English teacher to help students with oral and written communication in English. The schedule for freshmen students includes an English class three times per week. Students in higher semesters, who need further support, continue the English lessons incorporated into their schedule. In addition, students can ask for individual support, for example when they prepare an assignment and need help with English. At the end of each course the acquired knowledge will be evaluated in correspondence to the levels of the Common European Framework and is comparable to the external score at the Goethe Institute or British Council.

In addition, a course in Business English is included in the curriculum. The language skills are practised in this and other courses in numerous ways such as in writing essays, presentation, group work.

Appraisal:

The acquisition of intercultural competences and skills are at the core of the programme's learning objectives and are strongly promoted. Students learn about international contents and intercultural aspects in several modules. They furthermore have the opportunity to do international internships to gain international experience. Students are thus prepared for the challenges in an international working environment.

The international composition of the student body corresponds to the programme concept. 35 % of graduates are coming from abroad. The measures taken to promote internationality are goal-oriented.

The international composition of the faculty (teachers from different countries like Germany, teachers with international academic and professional experience) promotes the acquisition of international competences and skills. The measures taken are goal-oriented. Thereby, the international composition of the faculty is a fundamental element shaping the profile of the study programme.

The study programme is taught in English. Internationality is clearly a key element of the study programme's profile. The panel welcomes the work and support of the English teacher for the students during their studies.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.4	Internationality					
3.4.1*	International contents and intercultural aspects (Asterisk Criterion)		X			
3.4.2	Internationality of the student body			X		
3.4.3	Internationality of faculty		X			
3.4.4	Foreign language contents		X			

3.5 Multidisciplinary competences and skills (Asterisk Criterion)

The curriculum was developed together with national and international experts from the field of business.¹⁹ HEI Nehemiah Gateway strives to enable students to critical, entrepreneurial thinking, which is only possible, when students can reflect and consider situations and issues from different points of view. Therefore, HEI Nehemiah Gateway has included different multidisciplinary modules in the curriculum, which includes the following subjects:

- Intercultural Communication
- Presentation and Project Management
- HR Management and Organization
- Strategic Management I, II, III

Through presentations and discussions students practise communication skills. In group works and discussion they also improve cooperation skills.

Appraisal:

The students acquire communication and public-speaking skills as well as cooperation and conflict handling skills in accordance with the module descriptions. This is supported by means of suitable didactical and methodological measures, like group work, discussions and presentations.

The acquisition of further multidisciplinary competences, such as leadership skills and broad contextual knowledge, is ensured. Students are enabled to critical and entrepreneurial thinking.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.5*	Multidisciplinary competences and skills (Asterisk Criterion)			X		

3.6 Skills for employment / Employability (Asterisk Criterion)

The study programme was developed to respond to the requirements of the job market for business administrators in Albania. These requirements, e.g. managerial skills for small and medium enterprises, ethical aspects, project management, accounting, contract and company law are considered and included in the curriculum. Students are led to

- understand organisational behaviour,
- apply managerial skills in small and medium enterprises,
- apply ideas of leadership, finance, accounting, contract as well as
- company and labour law etc.

The didactical concept gives students the opportunity to transform classes in real learning sessions, where they apply the knowledge gained during teaching sessions into practice. Furthermore, the dual study system gives students the opportunity to apply their knowledge on a regular basis in companies.

¹⁹ See self-evaluation report p. 59.

Appraisal:

The promotion of employability – through the integration of theory and practice – runs as a common thread of the study programme through all its modules. The programme enables the students to actively apply the acquired skills in new areas of work and to develop them further during their practical trainings in companies.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.6* Skills for employment / Employability (Asterisk Criterion)		X			

4. Academic environment and framework conditions

4.1 Faculty

Structure and quantity of faculty in relation to curricular requirements

HEI Nehemiah Gateway employs currently twelve full-time and one part-time academic staff. In the bachelor programme, eight full-time and the part-time lecturer are engaged, together with four guest lecturers.

The faculty members agree with the purposes and philosophy of the institution and cognizant of their roles in total institutional success in the accomplishment of the educational mission of the HEI.

In addition, HEI Nehemiah Gateway has a network of national and international guest lecturers, who are invited to teach on a regular basis. Guest lecturers provide continuity since many have been teaching since the inception of the HEI.

Academic and pedagogical/didactical qualification of faculty

The employment criteria of full-time academic staff are determined by the core unit, based on the needs of the latter, and approved by the Rector. The competition in public higher education institutions is steered by an *ad hoc* committee, composed in its majority by representatives of the respective core unit.²⁰ In non-public institutions, the criteria, rules, and procedures for employing academic staff are defined in the statute of the institution. The requirements on the qualifications of teaching are mentioned in the “Catalogue of Higher Education Institution Nehemiah Gateway” and in the faculty meeting as regulated in the Articles of Association under § 10. The guest lecturers must meet the requirements set by the Albanian Ministry of Education academic scientific.

Currently, the majority of the lecturers have a master degree. Additionally, three lecturers have a PhD and one lecturer is an associate professor. The number of full-time academics has been increasing during recent years.

The instructor-student ratio is 1:8. This exceeds the requirements of the Albanian Ministry of Education, which expects a correlation of 1:20.²¹

Both full-time professors and guest lecturers bring years of teaching experience. Often these will be supplemented by practical experience in the management of their own company or public services and universities. The international guest lecturers are from the field of education and have teaching experience.

Practical business experience of faculty

For HEI Nehemiah Gateway, it is essential that students receive the practical know-how of successful managers and representatives of different organisations. This know-how is of

²⁰ See Article 64 of “Law on higher Education”.

²¹ See self-evaluation report p.

inestimable value, especially in Albania, as an initial step to bring improvement in the Albanian entrepreneurial thinking and the economic development of the country.

HEI Nehemiah Gateway includes experts from the field of education, private and public services as well as from accreditation agencies, who bring their expertise and pass it on to the students. Therefore, many subjects are covered by specialists and experts from the respective fields. Lecturers bring practical experience in the field of

- Human Resources at adidas Group,
- McKinsey & Company,
- xpand Netherlands and International,
- the US accreditation agency TRACS and
- Fichtner GmbH, Germany

Internal cooperation

HEI Nehemiah Gateway is an institution of the Nehemiah Gateway Albania Foundation in Albania and member of the International Nehemiah Gateway Team. The HEI organisational structure shows the cooperation with NG Albania and which areas are covered by NG Albania (e.g. Marketing, IT, and Human Resources and Operations).

In HEI Nehemiah Gateway faculty meetings take place every three months. Furthermore, within the study programme monthly meetings are conducted.

Student support by faculty

HEI Nehemiah Gateway has a framework for guiding and advising based on a system of coaching and mentoring. An academic advisor is assigned to the student, which must be consulted at least once a quarter. Usually, this academic advisor will also be the mentor of the student and will be available for the student during the practical training. The advisor will lead the subject-related preparation and implementation in Applied Science and during the thesis.

Appraisal:

The structure and number of the faculty correspond to the programme requirements and ensure that the students reach the intended qualification objectives. The faculty's composition, consisting of full-time and part-time (visiting) lecturers, guarantees that both the academic standards and the requirements of professional practice are fully satisfied.

The academic and pedagogical/didactical qualification of the faculty corresponds to the requirements and objectives of the study programme. The HEI verifies the qualifications of the faculty members by means of an established procedure set by the ministry. Specific measures for the further qualification of the faculty members are implemented (e.g. lecturers proceed their education by doing a PhD). The HEI ensures that assessors are familiar with existing testing and examination methods and receive support in developing their own skills in this field.

However, the panel **recommends** implementing the measures of further qualification more systematically.

The practical business experience of the faculty corresponds to the requirement of the programme to integrate theory and practice. Lecturers have experience in different practical fields.

The faculty members cooperate with each other for the purpose of tuning the modules towards the overall qualification objectives. Meetings of all those teaching in the programme take place regularly in faculty meetings.

Student support is an integral part of the services provided by the faculty. Students are assigned an academic advisor, who will guide them. The faculty members are available for the students outside the specified office hours as well. The students affirmed during the site visit that they are “fully content” with the support they receive.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.1	Faculty					
4.1.1*	Structure and quantity of faculty in relation to curricular requirements (Asterisk Criterion)			X		
4.1.2*	Academic qualification of faculty (Asterisk Criterion)			X		
4.1.3*	Pedagogical / didactical qualification of faculty (Asterisk Criterion)			X		
4.1.4	Practical business experience of faculty			X		
4.1.5*	Internal cooperation (Asterisk Criterion)			X		
4.1.6*	Student support by the faculty (Asterisk Criterion)		X			
4.1.7(*)	Student support in distance learning (only relevant and an Asterisk Criterion for blended-learning/distance learning programmes)					X

4.2 Programme management

Programme Director

The function of the programme director, referred to as Head of Department (HoD), is included in the Statute of the institution. The Job Description for the position of the HoD is also included in the Albanian Law on Higher Education. The main tasks of the HoD are as follows:

- to lead and represent the Department with regard to all academic affairs,
- to ensure that the operations of the Department comply with the applicable legislation on higher education and all internal regulations,
- to direct and monitor all teaching, educational and academic processes in the Department,
- to identify the needs for fulltime, part-time and visiting academic staff for each semester and academic year according to the legal criteria and to submit such needs to the Head of Faculty to anticipate the recruitment of academic staff,
- to take needed organisational and/or other measures to ensure the normal development of teaching and research processes by the employees of the Department,

- to propose the members of the examination commissions for the study programme to the Head of Faculty,
- to encourage and motivate department employees to perform their duties and responsibilities efficiently,
- to maintain a regular and professional communication with visiting academic staff teaching and to organize their engagement within the department,
- to require revisions and improvements of the study programme and curriculum based on institutional objectives, labour market needs and academic indicators,
- to cooperate with other units of the HEI to enable professional internships for students,
- to propose the criteria for student admission in the study programme to the Head of Faculty.

Process organisation and administrative support for students and faculty

The processes and procedures within the administration of HEI Nehemiah Gateway are described in the annually updated Catalogue, the Student Handbook, the Faculty Handbook of the institution, and the Academic Regulation. These documents are also uploaded on the website of the HEI. Services include:

- Registrar and Students Service Centre,
- Welcoming Service,
- Advising Service,
- Computer Services,
- Library Services,
- Examination Office,
- Counselling Service,
- Medical Service (In-house clinic; medical care, first aid, massage and physiotherapy).

The students can access important documents through the website of the institution. The students receive a detailed introduction to administrative structure, services, and academic issues during an orientation week. For counselling and support, students can also make use of the Student Service Centre (e.g. housing).

HEI Nehemiah Gateway has created a structure for information and counselling for the students. In the first weeks of studies from the HEI staff and NG Albania are made informative and advisory meetings for different issues such as: information about the HEI Nehemiah Gateway and NG Albania, statutes and catalogue of the HEI, module description, exam and practical time regulation and instructions, etc. Updated publications are uploaded in the Intranet and on the university management system Populi.

The administrative staff can take internal and external trainings, as IT trainings, regarding their individual field.

Appraisal:

The Head of Department coordinates the activities of everyone involved in the programme and ensures that the programme runs smoothly.

Faculty members and students are supported by the administration in the organisation of the study programme. Sufficient administrative staff is available. Decision-making processes, authority, and responsibilities are clearly defined. Teachers and students are included in the decision-making processes where their areas of work are involved.

The opportunities of electronic service-support are used and supplement personal one-to-one counselling. The HEI offers the administrative staff opportunities for continuous professional development through internal and external trainings. The administrative staff acts as a service provider for students and faculty.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.2	Programme management					
4.2.1*	Programme Director (Asterisk Criterion)			X		
4.2.2	Process organisation and administrative support for students and faculty		X			

4.3 Cooperation and partnerships

Cooperation with HEIs and other academic institutions or networks

Official cooperation partners from the field of education are:

- University Aleksander Xhuvani, Elbasan, Albania
- University of Fan S. Noli Korça, Albania
- Europäische Akademie Berlin EAB, Germany
- Berufsakademie für IT und Wirtschaft Oldenburg IBS, Germany
- SRH Hochschule Berlin (SHR University Berlin), Germany
- University of Light in Bujumbura, Burundi, Afrika²²

The goal of the national and international collaborations is the exchange of lecturers, students, teaching and learning materials, staff, education programmes, literature, etc, as well as joint research activities, and participation in seminars and academic meetings, and other events.

HEI Nehemiah Gateway conducted two virtual conferences with Europäische Akademie Berlin EAB, Berufsakademie für IT und Wirtschaft Oldenburg IBS and SRH Hochschule Berlin. Thereby, the exchange between researchers and students as well as representatives from business and politics and international actors in the countries of the Western Balkans was promoted and ensured. Students of this study programme contributed to the conferences.

HEI Nehemiah Gateway signed Letters of Intent with AKAD Private Universities of Applied Sciences, CVJM University of Applied Sciences in pedagogical Religion and Community Education, Social Work and Social Management in Kassel. By attending educational fairs in the region e.g. Kosovo and North Macedonia, the institution strives to expand its cooperation possibilities.

²² The cooperation with institutions in Africa is part of the NG strategy. The objective of the agreement is to deepen the understanding of academic, scientific, technical, social, and cultural issues and traditions of respective countries and cultures.

Cooperation with business enterprises and other organisations

The study programme is designed as a dual programme. Thereby, students complete 30 ECTS credits during their studies in practical trainings/internships. Students may do their internships in different companies or the same throughout their studies. The learning outcomes of those are included in the module description catalogue and are described in detail in the “Practical Training Syllabus”. They are also part of the agreement between the education institution and the company for each internship.

During their internships, students have a permanent contact person from HEI Nehemiah Gateway and the company. The responsible person of HEI Nehemiah gateway conducts a site visit during the internship.

HEI Nehemiah Gateway benefits from the cooperation agreements of NG Team. A selection of regional partners of HEI Nehemiah Gateway for practical trainings of the students, upon cooperation agreements, are listed below:

- Europe Lift, Pogradec
- Fondacioni Diakonia, Pogradec
- Raiffeisen Bank, Pogradec
- Frigo Food sh.p.k., Pogradec
- Radio Logos, Pogradec
- Labor Office (Zyra Vendore e Sherbimit Kombetar te Punesimit), Pogradec
- Metal Product Pogradec, Pogradec
- Bar Restorant Qafe Plloce, Pogradec
- General Hospital of Pogradec, Pogradec
- Hidrosanitare Cake, Pogradec
- Apostolic Church Foundation, Pogradec
- Nehemiah Gateway Albania/ Amaro Tan School, Pogradec
- Living Water (Sherbesa e Ujit te Gjalle), Pogradec
- Pharmacy Marsida Topciu (Farmaci Marsida Topciu), Pogradec
- Guardian of the Children Foundation (Fondacioni Kujdestari i Femijeve), Pogradec
- Euro Market, Pogradec
- Providing Hands Foundation (Fondacioni Duart qe Sigurojne), Maliq
- Boutique Vangjush Vesho, Pogradec
- Grand Hotel, Pogradec

National and international businesses and organisations, where students of the HEI have accomplished their practical trainings, include:

- **Albania** (Behari Embeltore, Tirana; OSCE, Tirana; AGI Center, Durrës)
- **USA** (Galivex Labs LLC., Jacksonville, Florida)
- **Germany** (Lindenhof Resort & Events GmbH, MoHab GmbH)
- **South Sudan** (Evangelical Presbyterian Church, Yei)
- **Tanzania** (Nehemia Christian AID Foundation, Dar-Es-Salaam; Knauf Gypsum Tanzania Ltd., Dar-Es-Salaam)
- **Uganda** (Cornerstone Development Africa, Kampala)

- **Mexico** (Programme of the street children (Programa Niños de la calle), Mexico City)
- **Guatemala** (Latin American Anabaptist Seminary, Guatemala City)

Appraisal:

The scope and nature of cooperation with HEI, other academic institutions, and networks relevant for the programme are plausibly presented. The agreements forming the basis of the cooperation are documented. The cooperation is actively pursued and has a clear impact on the conception and implementation of the study programme. All such activities contribute to the development of the students' qualification and skills.

As HEI Nehemiah Gateway intends to increase the student numbers in the study programme, the panel **recommends** using their cooperations to fulfil that goal (e.g. recruiting international students). Furthermore, they could expand their cooperation partners (e.g. universities of applied sciences) even further and conduct (more) research projects together.

The scope and nature of cooperation with business enterprises and other institutions relevant to the programme are plausibly presented. The agreements forming the basis of the cooperation are documented. The cooperation is actively pursued through the practical trainings and has a clear impact on the conception and implementation of the dual study programme. Those activities contribute to the development of the students' qualification and skills. The HEI ensures that the quality standards are met.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.3	Cooperation and partnerships					
4.3.1(*)	Cooperation with HEIs and other academic institutions or networks (Asterisk Criterion for cooperation programmes)			X		
4.3.2(*)	Cooperation with business enterprises and other organisations (Asterisk Criterion for educational and vocational programmes, franchise programmes)			X		

4.4 Facilities and equipment

Quantity, quality, media and IT equipment of teaching and group rooms

The classrooms are in the educational institutions of the NG Albania, 300 meters from Lake Ohrid. They are technologically equipped with

- wireless and LAN,
- whiteboard,
- projector and smart board equipment and
- wireless transmission system.

The facilities of the HEI are listed below:

Table 1: Facilities of Nehemiah Gateway²³

Facilities of HEI Nehemiah Gateway	Number	Square (m ²)
Head of University Offices, Head of Faculty	1	42,54 m ²
Offices for Head of Departments and Lecturers	1	39,28 m ²
Building for scientific research	Not yet defined	-
Logistics offices	From NG Albania	-
Quality Assurance Unit offices	In Nuremberg, Berlin	-
Finance Office	From NG Albania	16,64 m ²
Information offices (for students, stakeholders)	1	25 m ²
Toilet units for staff	3	3 x 3,76 m ² Total: 11,28 m ²
Rate m ² /per staff 134,74 m ² /9	9	14,97 m ²
Libraries of HEI	1	20,85 m ²
Corridors / halls	1	67,01 m ²
HEI sports facilities	4 (Basketball, football, jumping area)	792 m ² 364 m ² 40 m ²
		125 m ² Total: 1.321 m ²
Mensa	1	150 m ²
Auditoriums & Meeting halls (AW Building)	1	174,35 m ²
Classrooms & Meeting halls (AW Building)	3	42,22 m ² 32,9 m ² 84,05 m ² Total: 159,17 m ²
Computer/internet laboratories	1	50,60 m ²
Buildings for tertiar services	Medical Care	32,26 m ²
Environment for photocopying	2 Media Office and reception	39,31 m ² 67,01 m ² Total: 106,32 m ²
Toilet units for students	3	3 x 4,11 m ² Total: 12,33 m ²
Rate m ² /per student 2093,89 m ² /35	35	59,82 m ²

²³ See self-evaluation report p. 75.

The following equipment and technology are available to staff and students:

- Number of PC (for students: 10, for faculty: 1:1, for administration: 1:1)
- Number of PCs in furnished labs for students: 7
- Number of photocopying machines: 3 per 50 students
- Number of video-projectors: 4
- Number of scanners: 3

The Media Office is available from Mon-Fri from 8:00 a.m. to 5:00 p.m. to students and faculty. Free Wi-Fi is available to the students in classrooms, university building, and on campus. Each student receives an individual email address with which they can enter the intranet and find their relevant information for different modules or to communicate with academic staff and other students. The “Alfred Wenig” Hall has barrier-free access. If necessary, lectures are held there.

Access to literature

Currently 11.000 physical books from different areas are available. The library is in further expansion.²⁴ HEI Nehemiah Gateway aims to build a broad and purchase a range of traditional and digital collections. Apart from the physical books, online resources are available. A list of free open collections is published on the website of the institution.²⁵ Moreover, HEI Nehemiah Gateway provides its students access to JSTOR through the learning platform Populi. Most of the learning resources needed for the courses is also uploaded on populi and linked to the course. Before a module starts, the module description is sent to the guest lecturer, who can add/propose new literature to the existing one.

The opening hours of the library are from 8:00-13:00 and 14:00-17:00. The library is managed by one full-time employee. Annually, the budget of the University includes the amount of 3.000 € for the library. The availability of literature can be checked through the website. Also, an introduction of the library is offered every year. The library is located in the middle of the campus. Downstairs the library, a coffee shop is available to the students and employees with a seating area.

NG Albania has agreements with local, national, and international libraries, to offer their students a wider access of books. HEI Nehemiah Gateway currently has a cooperation agreement with the local library of Pogradec. In addition, students can access on-site and digital collections, books, journals, volumes, and resource materials. Cooperative relationship exists with other libraries, for example, the Bavarian State Library in Munich, Germany.

HEI Nehemiah Gateway is a member of the COBISS²⁶ library system. Students can access around 1.000.000 scientific journals, as well as the researchers' bibliographies.

²⁴ See self-evaluation report p. 76.

²⁵ [Library :: NG University \(ng-university.org\)](https://www.ng-university.org) (last access on April 24, 2024).

²⁶ COBISS (Co-operative Online Bibliographic Systems and Services) is a system representing a platform for the national library information systems in Slovenia, Serbia, North Macedonia, Bosnia and Herzegovina, Montenegro, Bulgaria, Albania, and Kosovo.

The library service is evaluated annually through the student service surveys. A part of the survey contents questions about library services such as:

- How easy or difficult is it to obtain learning resources from the library system?
- How often do you use the library resources?

Appraisal:

The quantity, quality, media, and IT facilities of the teaching rooms meet the standards required for the programme, considering the resource needs of the master programme of the HEI. One teaching building is properly equipped for disabled students and gives them barrier-free access. Lectures are held here, if necessary. Access to the internet via wireless LAN is provided free of charge. A sufficient number of self-study areas is available. As the HEI intends to increase their student numbers over the following years, they might have to adjust their facilities in the long run (e.g. regarding group rooms and self-study areas).

The opening hours of the library take students' needs sufficiently into account. Access to the literature and journals as well as to digital media (e.g. electronic media, databases) is ensured through the library and online resources as JSTOR. The literature expressly required for the study programme is available in the library and kept up to date. The panel noticed that students use online resources in the final thesis from non-academic sources (e.g. websites). The HEI could follow up whether it has to do with literature access or the given regulations of academic writing.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.4 Facilities and equipment					
4.4.1* Quantity, quality, media and IT equipment of teaching and group rooms (Asterisk Criterion)			X		
4.4.2* Access to literature (Asterisk Criterion)			X		

4.5 Additional services

Career counselling and placement service

HEI Nehemiah Gateway has a framework for guiding and advising students and companies. It provides the specifics of each phase during the period of studies and their responsibilities and tasks. HEI Nehemiah Gateway provides information and orientation to the students and other actors in the programme implementation process (like companies), through the different info package, coaching and mentoring them.

During their studies, students conduct several internships as part of the dual study concept. In case students need help looking for a suiting internship position, they will receive support by the HEI. Career counselling happens on an individual basis.

Alumni Activities

HEI Nehemiah Gateway has an alumni association, which is responsible for the organisation of several activities, such as hiking, fellowship, sightseeing, museum visits, etc. There is a cooperation between the Alumni Association and the Students Service Centre, which help to plan and organise common activities with current students. Thereby, students can benefit from the experience of the graduates. However, the Alumni Association is an independent body and acts independently. The alumni office keeps communication lines open regarding vacancies, scholarships, and other advancement opportunities.

Appraisal:

Career counselling and placement services are offered to the students and graduates to promote their employability, e.g. help to find internships. The HEI provides sufficient resources.

An alumni organisation, the Alumni Association, has been set up with the aim of developing an alumni network.

	Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.5	Additional services				
4.5.1			X		
4.5.2			X		

4.6 Financing of the study programme (Asterisk Criterion)

HEI Nehemiah Gateway is financed primarily by the donations, the tuition fees of the students and contributions from outside sources, such as NGOs, and private individuals. Other funding opportunities such as Funds from the European Union will be considered in the future. Currently, the income generated by student contributions is insignificant, since the number of students is small. Furthermore, most of the students are supported by the scholarship programme of NG Albania.

HEI Nehemiah Gateway follows the NG structure for its financial management and financial policy implementation. NG Albania manages the financial policies and HEI Nehemiah Gateway implements financial policies. In the first phase of its development, HEI Nehemiah Gateway is funded by donations from NG Services. HEI Nehemiah Gateway has issued a statement stating that Nehemiah Gateway Services vouches for students to complete their studies.

The expenses for foreign guest lecturers, practical training and field trips abroad are covered by NG services donations. All other expenses incurred in Albania are covered by donations from NG Albania (e.g. expenses for Domestic Lecturers and local operating costs).

NG Albania issues financial statements that provide information about the financial position, statements of activities and cash flow of the HEI to users for making decisions and showing the

results of management resources. HEI Nehemiah Gateway publishes an annual audit carried out by an independent auditor for the entire NG Albania and each of its activities, which is reviewed by a CPA from United States. In addition, the annual report is presented to staff, students, and other relevant stakeholder and/or institutions. Those meetings are conducted usually during the Leaders' Summit. NG Albania annually publishes an Annual Impact Report at the website, where all projects of NG Albania are being published. All projects of NG Albania, including HEI Nehemiah Gateway, receive their own approved budget and during the year they monitor the income and expenditures.

Appraisal:

The income related to the programme ensures that each cohort of students starting within the accreditation period can complete the study programme. The HEI provided a self-declaration.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.6*	Financing of the study programme (Asterisk Criterion)			X		

5. Quality assurance and documentation

Quality assurance and quality development with respect to contents, processes and outcomes

HEI Nehemiah Gateway has prepared an assessment plan in 2014 which has been developed and expanded in recent years. Regular evaluation by means of standardised internal and external procedures and instruments pursues the goals:

- to identify examples of successful structures, processes and outcomes,
- to identify optimisation potentials of all existing structures, processes and outcomes in a timely manner,
- to consider and ensure the continuous development of all evaluation objects,
- to create a long-run culture of quality at HEI Nehemiah Gateway.

In internal evaluation, both direct and non-direct measurement instruments as well as qualitative and quantitative data collection methods are implemented. Direct evidence of student learning includes the analysis of student behaviours or products, in which they demonstrate how well they have mastered learning outcomes at institutional, programme and course level. Indirect evidence of student learning includes the analysis of reported perceptions about student mastery of learning outcomes at institutional, programme and course level. Qualitative and quantitative data collection methods may include the following:

- Standardised surveys of students as part of student teaching evaluations,
- Surveys of staff who participate in professional development opportunities offered by the NG team as part of teaching evaluations,
- Standardised surveys of first-year students and alumni, as well as interviews with dropouts on quality of service, support and advising in academic teaching, services offered to students, quality of resources to support learning,
- Evaluative interviews with employees at HEI Nehemiah Gateway and representatives from the business community,
- Document analysis and content analysis.

External procedures of evaluation are accreditation procedures for study programmes and external audits in the context of financial stability and maintenance of facilities. Evaluation objects for the purposes of these evaluation statutes are as follows:

- Programmes of study and programme offerings for the purpose of learning,
- Academic teaching,
- Learning success of the students,
- Ethical behaviour of all members at HEI Nehemiah Gateway,
- Procedures and work processes,
- All services for students, faculty and staff,
- Publications of the HEI Nehemiah Gateway,
- Facilities,
- Financial Operations,
- Members of HEI Nehemiah Gateway (administration board, rector, administrator, faculty, staff, and students).

The coordination of the evaluation process of academic programmes is the responsibility of Head of Quality Management. The purpose of programme evaluation is:

- To assess study programs on their effectiveness,
- To evaluate program outcomes and student learning outcomes,
- To assess needs for revisions to curriculum, faculty and other issue related to programme and service offerings, to achieve quality provided by national governments and market/business requirements,
- To determine viability of programme continuation.

Study programmes at HEI Nehemiah Gateway are reviewed every five years and as needed for the purpose of programme accreditation with FIBAA, ASCAL and TRACS. The main responsibility to conduct the Program Evaluation lies with the HoD, as not stipulated otherwise.

Types and materials of assessment for the purpose of program evaluation include as follows:

- Curriculum review,
- Curriculum map (illustrates the consistency of programme outcomes, courses and levels of instruction and assessment),
- Evaluation of learning outcomes,²⁷
- Freshmen survey,
- Module description catalogue review²⁸ (every three years),
- Market research (market needs)²⁹ (every three years),
- Programme review template (enrolment, retention rate, programme comparability, library resources, learning outcomes, SWOT analysis and strategic recommendations for changes),
- Entrance/Exit interviews (30 minutes),
- Pre & Post Test (evaluating knowledge when entering and finalising a course),
- Average grade per course,
- Exam analysis (every three years),
- Academic ethical student conduct.

Evaluation by students

The students are involved in the evaluation process in different stages of the process (freshmen, students, alumni). All lectures are evaluated via a standardised online survey by the students. Lecture evaluations are conducted after every course. The Head of Quality Management at collects the data for further analysis. The results of the surveys will be sent to the Programme Director and to the teachers if requested by them. The survey consists of the following elements:

- Organisation and instruction of the module,
- Lecturer and student engagement,
- Module requirements and workload,
- Student´s work on this module,
- University facilities,

²⁷ Prepared by the HoD in cooperation with the Head of Quality Management. Discussed in the Academic Affairs Meeting / Faculty Meeting and the Curriculum Committee.

²⁸ Data collected from surveys and faculty meetings create the basis for the reviewing process. The curriculum committee is a key actor in this process.

²⁹ Information of labour market is collected and analysed, to acquire information about the needs of different organisations and qualification requirements.

- Learning achievement and overall satisfaction,
- Commendations and recommendations.

The following services are evaluated by the students:

- Library,
- Student surveys,
- Library surveys,
- Circulation,
- Student Services (incl. Community Services),
- Student surveys,
- Freshmen survey,
- Student life,
- Student surveys,
- Alumni surveys,
- Freshmen survey.

The link to the surveys is distributed by the registrar via Populi. The Head of Quality Management collects the data for further analysis. The results of the surveys will be sent to the Head of Department (HoD), Head of Faculty and to the guest lecturers if requested by them.

Additionally, the guest lecturers are invited annually by the rector to participate in a focus group. The rector together with the HoD use the critical incidents as an instrument to identify challenges and/or improvement potentials to the teaching process and to any organisational issue, which is related to the academic performance. In addition to that, the average grade at all courses is calculated. The normal distribution of the grades is analysed according to the Gaussian bell curve and is used as an indicator to determine the learning level of the students. To ensure the comparability of the results and to be able to make statements about the learning level, the normal distribution of the same courses is observed over the years. These results, in conjunction with other documents, are used for the evaluation of guest lecturers.

Evaluation by faculty

Giving feedback to the surrounding conditions of the study programme as well as reviewing the curricula of the study programme is part of faculty meetings. Furthermore, informal feedback between the lecturers and programme director takes place regularly.

External evaluation by alumni, employers and third parties

The external evaluation procedures are used for the evaluation of the facilities, finances and for the improvement of the study programmes. The following instruments are implemented:

- The *Alumni Survey* is a tool to collect broad programme information from graduating students. They are sent latest two years after graduation. The Head of QM and / or the Head of Research Agenda is responsible to create, to collect, to analyse and to send the results to the Head of Departments and Head of Faculty. The findings will be discussed in the Academic Affairs Meeting / Faculty Meeting and the Curriculum Committee.
- Representatives of companies participate in *Business Surveys / Interviews* regarding the student's performance during their internship. In addition, feedback meetings with the

Head of Department and the representatives of the companies are held after each practical training. Proposals for change are addressed to the Curriculum Committee. The Head of QM is responsible to create, to collect, to analyse and send the results to the Head of Departments and Head of Faculty.

Programme description

The information on the programme is given primarily in the University Statutes, the University Catalogue, in the Exam Regulation and the Module Description Catalogue, but also documented on the internal management system populi and on the HEI's website. In addition, students are provided with the Student Handbook which contains information about the academic and administrative staff of the HEI, the services offered by the HEI and the complaints procedure.

Information on activities during the academic year

The student handbook includes general information about the social life (religious, cultural and leisure time activities) in Pogradec.

Various leisure activities that take place during the academic year are organised by the Student Service Centre, including several exchange cultural activities and sports activities as the compound offers several sports fields, also fitness and sauna room. Academic conferences and similar events with guest speakers are key activities on campus. Students are informed and invited by email. An information board is placed at the entry of the HEI, where flyers for different activities are displayed. HEI Nehemiah Gateway and NG Albania organise forums, workshops, and events.

Students can participate in different clubs:

- Sports activities (fitness, soccer, volleyball, etc.),
- Social activities (environmental and social projects),
- Travel,
- Journalism, conflict management, etc.
- Arts and culture (e.g. painting, reading, theatre, cooking, singing, cabaret),
- Technology and innovation.

Appraisal:

A quality assurance and development procedure, which systematically and continuously monitors and develops the quality of the programme with respect to its contents, processes, and outcomes, has been set up. It considers the evaluation results and the analysis on student workload, success rate, and graduate employment as well as the profile of the student population. Faculty members and students participate in the respective committees to plan and assess the quality assurance and development procedures. Responsibilities are clearly defined. The committee in place is represented by internal stakeholders.

The panel **recommends** including external stakeholders systematically and formalised to allow structured documentation and tracking of feedback. This will add value to the quality management system of NG through consultations, recommendations and alignment with the expectations of the industry.

Evaluation by the students is carried out on a regular basis and in accordance with a prescribed procedure. It includes module evaluations and surveys of other services (e.g. library, student life, Student Service). However, the students are not informed about the evaluation results and outcomes. The panel **recommends** communicating the evaluation outcomes in a formalised process.

Currently, there is no systematic evaluation of practical partners (from the internships). During the site visit, the panel learned that the communication and informal feedback with the cooperation partners is good. However, the panel **recommends** implementing a systematic student evaluation of the practical partners.

Quality control by the faculty is carried out on a regular basis through faculty meetings and informal feedback from the lecturers to the programme director. Resulting discussions lead to the development of teaching methods and module content.

However, the panel **recommends** implementing the feedback of the faculty more systematically. Especially, with the HEI's intention to expand.

An external evaluation (Alumni Survey and Business Survey) is carried out on a regular basis and in accordance with a prescribed procedure. However, outcomes are not communicated. The panel **recommends** communicating the evaluation outcomes in a formalised process. The external evaluation for alumni and internships is well implemented. At the same time the panel **recommends**, it could be expanded to other cooperation aspects (engagement in curriculum update, learning outcomes, committee works etc.).

The study programme's content, curriculum and examination scheme have been suitably documented and published (e.g. exam regulations, module descriptions, website and student handbook).

The HEI regularly publishes current news and information – both quantitative and qualitative – about the study programme.

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
5.1*	Quality assurance and quality development with respect to contents, processes and outcomes (Asterisk Criterion)			X		
5.2	Instruments of quality assurance					
5.2.1	Evaluation by students				X	
5.2.2	Evaluation by faculty			X		
5.2.3	External evaluation by alumni, employers and third parties				X	
5.3	Programme documentation					
5.3.1*	Programme description (Asterisk Criterion)			X		
5.3.2	Information on activities during the academic year			X		

Quality profile

HEI: Higher Education Institution Nehemiah Gateway, Albania

Bachelor programme: Economy and Businesses (B.A.)

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
1	Objectives					
1.1*	Objectives of the study programme (Asterisk Criterion)			X		
1.2*	International orientation of the study programme design (Asterisk Criterion)			X		
1.3	Positioning of the study programme					
1.3.1	Positioning of the study programme in the educational market			X		
1.3.2	Positioning of the study programme on the job market for graduates („Employability“)		X			
1.3.3	Positioning of the study programme within the HEI's overall strategic concept			X		
2	Admission					
2.1*	Admission requirements (Asterisk Criterion)			X		
2.2	Counselling for prospective students		X			
2.3*	Selection procedure (if relevant)			X		
2.4(*)	Professional experience (if relevant; Asterisk Criterion for master programmes that require professional experience)					X
2.5*	Ensuring foreign language proficiency (Asterisk Criterion)			X		
2.6*	Transparency and documentation of admission procedure and decision (Asterisk Criterion)		X			
3	Contents, structure and didactical concept					
3.1	Contents					
3.1.1*	Logic and conceptual coherence (Asterisk Criterion)			X		
3.1.2*	Rationale for degree and programme name (Asterisk Criterion)			X		
3.1.3*	Integration of theory and practice (Asterisk Criterion)		X			
3.1.4	Interdisciplinary thinking			X		
3.1.5	Ethical aspects		X			
3.1.6*	Methods and scientific practice (Asterisk Criterion)			X		
3.1.7*	Examination and final thesis (Asterisk Criterion)			X		
3.2	Structure					
3.2.1*	Modular structure of the study programme (Asterisk Criterion)				Condition	

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
3.2.2*	Study and exam regulations (Asterisk Criterion)			X		
3.2.3*	Feasibility of study workload (Asterisk Criterion)			X		
3.2.4	Equality of opportunity			X		
3.3	Didactical concept					
3.3.1*	Logic and plausibility of the didactical concept (Asterisk Criterion)			X		
3.3.2*	Course materials (Asterisk Criterion)			X		
3.3.3	Guest lecturers		X			
3.3.4	Lecturing tutors			X		
3.4	Internationality					
3.4.1*	International contents and intercultural aspects (Asterisk Criterion)		X			
3.4.2	Internationality of the student body			X		
3.4.3	Internationality of faculty		X			
3.4.4	Foreign language contents		X			
3.5*	Multidisciplinary competences and skills (Asterisk Criterion)			X		
3.6*	Skills for employment / Employability (Asterisk Criterion)		X			
4.	Academic environment and framework conditions					
4.1	Faculty					
4.1.1*	Structure and quantity of faculty in relation to curricular requirements (Asterisk Criterion)			X		
4.1.2*	Academic qualification of faculty (Asterisk Criterion)			X		
4.1.3*	Pedagogical / didactical qualification of faculty (Asterisk Criterion)			X		
4.1.4	Practical business experience of faculty			X		
4.1.5*	Internal cooperation (Asterisk Criterion)			X		
4.1.6*	Student support by the faculty (Asterisk Criterion)		X			
4.1.7(*)	Student support in distance learning (only relevant and an Asterisk Criterion for blended-learning/distance learning programmes)					X
4.2	Programme management					
4.2.1*	Programme Director (Asterisk Criterion)			X		
4.2.2	Process organisation and administrative support for students and faculty		X			
4.3	Cooperation and partnerships					
4.3.1(*)	Cooperation with HEIs and other academic institutions or networks (Asterisk Criterion for cooperation programmes)			X		

		Exceptional	Exceeds quality requirements	Meets quality requirements	Does not meet quality requirements	n.r.
4.3.2(*)	Cooperation with business enterprises and other organisations (Asterisk Criterion for educational and vocational programmes, franchise programmes)			X		
4.4	Facilities and equipment					
4.4.1*	Quantity, quality, media and IT equipment of teaching and group rooms (Asterisk Criterion)			X		
4.4.2*	Access to literature (Asterisk Criterion)			X		
4.5	Additional services					
4.5.1	Career counselling and placement service			X		
4.5.2	Alumni Activities			X		
4.6*	Financing of the study programme (Asterisk Criterion)			X		
5	Quality assurance and documentation					
5.1*	Quality assurance and quality development with respect to contents, processes and outcomes (Asterisk Criterion)			X		
5.2	Instruments of quality assurance					
5.2.1	Evaluation by students				X	
5.2.2	Evaluation by faculty			X		
5.2.3	External evaluation by alumni, employers and third parties				X	
5.3	Programme documentation					
5.3.1*	Programme description (Asterisk Criterion)			X		
5.3.2	Information on activities during the academic year			X		