



**UNIVERSITY OF NEW YORK/TIRANA**

**Guide to Undergraduate Scholarships  
For Candidate Freshmen**

**TIRANA  
2009 - 2011**

## INTRODUCTION

1. The University of New York in Tirana (UNYT) provides competitive scholarships for outstanding undergraduate students wishing to begin full-time study in the Fall 2011 academic semester leading to a UNYT Bachelor's degree. The purposes of the scholarships are:
  - i. to recognize students of outstanding aptitude and scholarship;
  - ii. to provide an opportunity for incoming students to receive an exceptional education without a monetary burden;
  - iii. to encourage and broaden the student's opportunities while attending UNYT.
2. This *Guide* sets out in brief the rules of eligibility for awards, the procedures for application and the terms and conditions for recipients. The *Guide* is intended mainly for the information of those who intend to apply in 2011.
3. **Scholarship holders and those responsible for the supervision and organization of their studies are expected to conform to the requirements and regulations described in this *Guide* and are assumed to have agreed to do so once they have accepted the offer of an award.**
4. Please address any inquiries about scholarships to:

University of New York Tirana  
Rruga "Komuna e Parisit", Pranë Kopshtit Botanik  
Tirana, Albania  
Telephone: +355 042 273056, -57, -58  
Fax: +355 042 273059  
Web: <http://www.unyt.edu.al>  
Email: [hruci@unyt.edu.al](mailto:hruci@unyt.edu.al)

**SUBJECTS COVERED BY  
THE SCHOLARSHIP SCHEME**

5. UNYT offers scholarships to students to be enrolled in any of the degree programs. The subject areas covered by UNYT at this time are as follows:
- Business Administration
  - Business Communication
  - Economics
  - Finance
  - Management
  - Marketing
  - English Language and Literature
  - Communication and Journalism
  - International Relations and Political Sciences,
  - Psychology
  - Computer Science
  - Information Systems.

**ARE YOU ELIGIBLE FOR A SCHOLARSHIP?**

6. In order to be eligible for a scholarship from UNYT, you must meet certain conditions relating to academic qualifications. The following provides a general guide to these qualifications.
7. You should be a graduate of a recognized high school, a student expecting to graduate from a high school before 31 August 2011, or a holder of an equivalent diploma (i.e. International Baccalaureate, etc.) with a Grade Point Average of no less than 8/10 (or equivalent). You should be a student planning to enrol with UNYT in the Fall 2011 for full-time studies. You should not hold any other scholarships or award for study at UNYT.
8. There is NO age limit for applicants, and applications from candidates of whatever age will be considered on their merits, taking into account all the circumstances of the case and the purposes of the scholarship scheme set out in paragraph 1.

## TYPES OF SCHOLARSHIPS

9. UNYT offers two types of scholarships to incoming students based on the percentage of fees covered. Five full-fee scholarships will be provided to the five first winners of UNYT's competition. For these students, all fees associated with registration and course work will be provided. Four other scholarships will provide 50% of the fees to the sixth up to the eleventh winner of UNYT's competition. Each of these scholarships will be provided for the students' complete course of study. Assuming compliance with the terms and conditions set out in paragraphs 23 to 26, scholarships will cover all four years of study leading to a UNYT Bachelor's degree. However, scholarship holders wishing to obtain a Bachelor's from the State University of New York / Empire State College (SUNY/ESC) together with their UNYT degree are required to cover the fees of the SUNY/ESC concentration courses through their own financial means.

## APPLICATION AND COMPETITION ARRANGEMENTS

10. You should complete your application on the given form, which is available from UNYT and submit it with all supporting documents to the UNYT reception desk. Applicants applying from abroad may post their application folder for the attention of Mr. Hektor Ruci; all posted applications, though, should have been received by Monday, September 26, 2011, at 17.00 (GMT +1).
11. You should read the notes of the form carefully before you begin to fill it in. The first part of the form asks for information about you and your proposed program of study. The second part consists of two reference forms. These should be filled out by two persons as defined in paragraph 12. These forms should be signed and sealed, placed in two corresponding envelopes and must be turned in along with your application form and a certified copy of your high school diploma and transcript(s) for all 4 years of your high school studies. The deadline for the receipt of the completed application is Monday, September 26, 2011 at 17.00. **This deadline will be strictly enforced and no applications or reference forms will thereafter be accepted.**

12. Applications must be accompanied by two reference forms. You should choose two individuals that have known you in an academic or work-related manner. High school teachers, counsellors or employers are generally ideal references. You should not request a reference from a family member or friend as these individuals cannot provide us with objective recommendations.
13. Applications must be accompanied by copies of your high school diploma and transcript(s) for all 4 years of your high school studies.

### **Closing Date**

14. The closing date for the receipt of all parts of your application form is September 26, 2011 at 17.00. That closing date will be strictly enforced. Incomplete applications will not be considered for approval. It is imperative that you take this date into account when requesting references and high school transcripts as such processes can sometimes take time.

### **Selection Procedures**

15. UNYT appoints assessors from among senior academic staff. They consider all the available information relevant to a decision whether to support a particular student. There are no quotas to the number of applications accepted. Applications are assessed on their merits by assessors, who take account of:
  - i. your performance in high school based on the high school transcript (30% of the total assessment grade);
  - ii. your performance on examinations in English, Mathematics and Computer Usage (60% of the total assessment grade; for further information on these examinations and the timeline please refer to paragraph 16).
  - iii. your references and an interview (10% of the total assessment grade).
16. Applicants with a high school Grade Point Average of no less than 8/10 (or equivalent) are expected to complete examinations in English (September 27, 2011, at 10.00 a.m.), Mathematics (September 28, 2011, at 10.00 a.m.), and Computer Usage (September 29, 2011, at 10.00 a.m.). Applicants must be present for all examinations as their scores will significantly affect the awarding of scholarships (60% of the total assessment grade). UNYT reserves the right to differentiate the level of tests' difficulty according to the desired discipline of studies.

17. Applicants will be invited for an interview with assessors after notification. This interview will help assessors to determine which of the applicants will receive scholarship offers (10% of the total assessment grade).
18. You will be notified of the result of your application by letter no later than October 6, 2011. In order for an applicant to qualify for a scholarship, he/she must have achieved a score of no less than 80% in each of the three exams. In some cases candidates will be informed that they are on a reserve list, and that a scholarship can be offered only if another candidate declines the offer of an award.
19. Please do not telephone to ask about the outcome of your application. The staff members of UNYT are not authorized to give you such information over the phone. Assessors will contact you as soon as possible regarding the results.

### **Appeals**

20. The process is highly competitive, and inevitably many highly qualified or strongly supported applicants do not get a scholarship. All of the applications receive very careful scrutiny by assessors. In any appeal, UNYT will NOT reconsider the assessor's academic judgment made in this competitive context. *The sole grounds on which an appeal may normally be made is, therefore, one of improper procedure.* Any appeal from a candidate should be submitted in writing to UNYT, at the address given in paragraph 3, no later than October 7, 2011. Only candidates themselves may appeal.

## **TERMS AND CONDITIONS FOR SCHOLARSHIP HOLDERS**

### **Receiving Your Scholarship**

21. As set out in paragraph 7, only full-time students enrolling for entrance in the Fall 2011 semester are eligible for scholarship. Therefore, selected candidates may neither enrol as a part-time student, nor defer entrance unless under conditions of serious and officially documented emergency, in which case deference should NOT exceed an academic semester's time length. Selected candidates are expected to register for a full-time course load during the week of October 10, 2011. At this time, the scholarship will be activated. Students under this scholarship scheme are excluded from other UNYT scholarship programmes (e.g. inclusion in the Dean's list).

**Duties facing UNYT.**

22. As a scholarship recipient, you may be asked to offer part-time, voluntary work within UNYT (e.g. the Library, the I.T. Department or other academic-related services).

**Monitoring and Renewal of Scholarships**

23. UNYT attaches considerable importance to the monitoring of your performance and progress. If your performance is such that continuation of the award is not justified, the scholarship will be terminated. Scholarships will be renewed only for students who meet the requirements specified in the following paragraphs.
24. You are expected to respect the standard rules of academic conduct while studying at UNYT. These rules are detailed in the student handbook. It is assumed that all scholarship holders understand and agree to abide by these rules when a scholarship offer is given.
25. Scholarships will be renewed on semester bases only if you maintain the high level of academic aptitude with which the award was earned. You must maintain a Grade Point Average (GPA) of at least 3.33 (B+) on semester bases in order to be eligible for renewal.
26. In addition, you are required to submit progress reports at the close of each semester of study at UNYT. These reports should detail the courses taken and grades earned as well as your intentions for the following semester. Forms for the progress reports will be distributed to scholarship holders at the end of each semester. These forms must be returned to UNYT before the start of the following semester to assure a renewal of your scholarship. At the close of each semester the rank of the scholarship recipients is reconsidered on the basis of their GPA.

**Termination of Scholarships**

27. The scholarship terminates if a scholarship holder fails to respect the standard rules of academic conduct at any time throughout your UNYT career. No scholarship holder shall conduct him/herself in such a manner as the Rector, in his absolute decision, considers being prejudicial to the reputation of UNYT or the good order and discipline within UNYT.
28. Scholarships will be terminated if a scholarship holder does not maintain a Grade Point Average (GPA) of at least 3.33 (B+), fails at or withdraws from a course on semester bases.

29. Scholarships will be terminated if the Rector receives an unsatisfactory report from a scholarship holder's professor or advisor.
30. Finally, scholarships will automatically terminate once a student who defers entrance under conditions of serious and officially documented emergency, exceeds an academic semester's time deference length. In this case the scholarship will be offered to students included in the reserve list, in accordance to their rank.
31. In exceptional circumstances UNYT's Academic Board can effect such modifications to the conditions of a scholarship, as they are deemed necessary for the benefit of a scholarship holder.