

# Agron Qovanaj



**Governing Council**

**Rector**

**Vice Rectors**

**Secretary General**

**Academic Staff**

**Senate**

**Administrative Staff**

**Organogram**

- Performs all procedures for the admission of new students from the receipt of applications until the completion of student registration procedures.
- Maintains and updates student data in the university management system in accordance with its duties and authorizations.
- Registers semesters, registers courses, confirms student payment slips in the system and other similar actions.
- Issues certificates for students, overview of grades and signs these and other documents related to student status.
- Completes and closes student files and processes the subject further for the preparation of the diploma.

- Takes care of the implementation of the provisions in force related to student service and performs work duties in accordance with the competencies and authorizations it has.
- Takes care of and maintains the file of students registered in accordance with applicable law.
- Performs duties related to student service at the request of the immediate superior or operational superior.