

A Student Oriented Institutions

Many of our students choose to attend more than just classes in classrooms or the auditorium.

If you want to expand your scope of learning, you can use:

Academic Advising: At CIT academic advising is a very important process to help students better understand the academic environment and at the same time to prepare themselves for a long journey in their life. At CIT there are several actors who offer career counseling to enable students and graduates to recognize and understand themselves and the world of work to come to a resolution on career, life, and educational choices. This process involves more than just coming to a decision on what major to pursue in school and the job a student would want to take up once they graduate. It includes choosing as well as changing careers, searching for jobs and dealing with work-related issues.

Office Hours: Office hours are designated times when you can meet with your professors and teaching assistants to discuss the material presented in class or any other related interests you might have. Course-related discussions include asking for extra help, seeking clarification on class material and following up on aspects of the class you find compelling.

Additionally, students have the opportunity to engage in discussions about majors and programs of study, graduation requirements, internships, masters, campus events, and various other topics.

Many professors do not mandate that students attend office hours. They expect students to decide for themselves when they need or want to participate. Professors announce their office hours on the first day of class when they present the course syllabus to you.

Training Office: Training Office offers students, graduate students, academic & administrative staff, as well external parties the opportunity to get engaged in various programs and activities, such as participating in several trainings, workshops, webinars, competitions and also taking advantage of other benefits and resources.

The Training Office is organized and run by the Coordinator of Training Office and supported by our staff and third parties. Being the focus point of this office, the targeted groups are provided the opportunity to acquire new knowledge and enhance their existing skills, share experiences, and establish connections with each other.

This initiative ensures a way for all participants to organize hands-on activities in “Canadian Institute of Technology”, in their communities and collectively pursue professional development opportunities.

The main objective of the **Training and Continued Education Office** is to create and develop the skill and knowledge necessary for achieving task performance. It aims to ensure that all

participants have the technical skills needed to perform their job efficiently and smoothly, while also fostering increased motivation and engagement. Also, it fosters the spirit of loyalty among students and alumni and promotes the general welfare of the “Canadian Institute of Technology”.

It exists in order to support and meet the goals of the university college and to strengthen the relationship between the students, staff, the Institution and the community.

CIT HUB: CIT HUB is an innovation center focused on promoting creativity and entrepreneurship. It’s a space where people can meet, interact, create, undertake, work and innovate together.

CIT HUB's goal is to encourage students across multiple disciplines to work together in one location where with the help and support of our exceptional and resourceful team of professors, mentors and experts they can spark and fuel new ideas that can lead to potential intellectual property and new businesses.

CIT HUB have under his umbrella programs such as:

- *Start-up Business Incubator and accelerator*, where young entrepreneurs have a possibility to grow their ideas;
- Facilities such as *CIT Maker Lab*, furnished with powerful computers and software, 3D printers, Virtual & Augmented Reality Gadgets, IOT hardware, etc. where for the first time in Albania, students can perform real R&D, prototyping and even low scale production of their ideas.
- The HUB also offers *Coworking* spaces, where workers of different companies, or freelancers share office space, allowing cost savings and convenience through the use of common infrastructures.
- *Advanced Masterclass Trainings* in technology, ICT, Finance, Business, etc.
- CIT Entrepreneurs Club, Mentor & Trainers Club, Investors Club, etc.
- And also, a lot of events, competitions and networking possibilities for entrepreneurs and investors.

More on CIT HUB: <https://cit-hub.al/>

Mobilities: Canadian Institute of Technology supports physical and blended mobility of higher education students in any study field and cycle (short cycle, bachelor, master). Students can either study abroad at a partner higher education institution or carry out a traineeship in an enterprise, a research institute, a laboratory, an organization or any other relevant workplace abroad. Students can also combine a study period abroad with a traineeship, further enhancing the learning outcomes and development of transversal skills.

The main objectives targeting students are to:

- **Expose** students to different views, knowledge, teaching and research methods as well as work practices in their study field in the European and international context;
- **Develop** their transversal skills such as communication skills, language skills, critical thinking, problem-solving, inter-cultural skills and research skills;
- **Develop** their forward-looking skills, such as digital and green skills that will enable them to tackle the challenges of today and tomorrow;
- **Facilitate** personal development, such as adapting to new situations and self-confidence.

Student mobility can be carried out in any study field and during any study cycle (short cycle/bachelor/master) practiced at CIT. The high-quality mobility activities with maximum impact on the students are insured through compatibility with the student's degree-related learning and personal development needs.

Students may carry out the following opportunities:

- A **study period** abroad at a partner higher education institution. The study period abroad must be part of the student's study programme and related to the particular part of the study cycle the student is currently attending. A study period abroad may include a traineeship period as well. Such a combination creates synergies between the academic and professional experience abroad.
- A **traineeship** (work placement, internship) abroad in an enterprise, university, a research institute, a laboratory, an organization or any other relevant workplace. Traineeships abroad are supported during studies at any study cycle and for recent graduates.

CIT publishes all Erasmus calls on its homepage: <http://cit.edu.al> or on the student web page: <https://cit.edu.al/student/> and via CIT emails system.

Project presentations: CIT gives great importance to technology, quality of laboratories, but also computer programs, which are used for various modules or subjects. Many of the courses / modules give a huge weight to the realization of the project by the student, who at any time of the day can use the laboratories and programs installed for the realization of certain projects and tasks.

CIT in recent years has aimed to offer a "project-oriented" curriculum and this is reflected in the course programs, where a project must be created by the student and submitted at the end of the course.

The best projects are presented by students during the student conferences and Project Presentation Days.

Publishing a scientific paper in CRJ: CIT has its own scientific medium “CIT Review Journal”. The journal mainly covers the field of engineering, economy, as well as related scientific fields such as natural sciences, etc.

Finally, during 2021, as a stand-alone achievement, “CIT Review” became part of the Ulrichsweb™ Periodicals Directory and was indexed in Citefactor, which is the largest indexing of scientific journals and scientific articles in the world.

Many students in the past have used the chance to publish research papers worked on in tandem with their instructors in CRJ.

Don't lose the chance, you can be one of them!

Our instructors will guide and teach you on how to properly write a research paper and to publish it.

Student Clubs: Are you interested in starting a new club? You can enrich the college experience for you and other students by creating a community with shared interests.

The University offers a variety of clubs and organizations that meet everyone's interest.

CIT recognizes the value and importance of community in the academic success of its students. Student clubs create opportunities for students to build connections with faculty, staff, and other students outside of the classroom. CIT has over 15 student clubs ranging from special interest to academic-related to multicultural clubs.

Through these clubs, students are not only able to develop leadership skills, but also create relationships through community engagement and enhance their overall college experience.

Clubs are under the leadership of the Student Government.

The purpose of clubs at CIT is to enhance the college experience of each student. Through participation in a student club, there are opportunities to meet other students with similar interests and enhance their educational experience while developing life-long skills.

Additional benefits of participating in a club include:

- Developing networks and fostering closer ties between staff, faculty, & students.
- Learning self-discipline, responsibility, and how to take initiative.
- Gain various leadership skills.
- Challenging beliefs, values, attitudes, and morals.
- Contributing to the development of identity and finding a sense of belonging.
- Being exposed to differing, diverse, and conflicting viewpoints.
- Helping students identify with the campus culture and persist to graduation.

- Channeling anxiety and stress into positive, enjoyable, and productive pursuits.
- Finding support from students with common needs or interests.
- Motivates students to strive for and maintain academic excellence.

Student Government: Student government is an essential aspect of education that provides students with a platform to express their opinions and ideas and participate in their school community's decision-making process. Overall, CIT student government plays an important role in promoting student involvement and empowerment in their education and is a valuable part of the school experience for our students.

Objectives

Involving students and their representatives in the teaching process and governing activities of CIT as well as encouraging the creation of different students' communities with social, cultural, scientific, sports character etc.

1. Represents an independent organization of undergraduate and graduate students established at institutional level, which does not perform political and economic activities.
2. Students' Government promotes students' participation and coordinates their representation in the governing bodies of CIT, in teaching-research structures and services, with the aim of expressing their opinions and presenting their proposals on issues of general interest at CIT regarding study programs, teaching regulations, the right to study, quality of services, the organization of various cultural and sports activities etc.
3. CIT supports Students' Government logistically and may fund some of their projects, including the publication of a newspaper.

Responsibilities of the President of the Students Government

- Should organize and direct the meetings.
- Create topics for discussion.
- Creating different events and activities that will involve the participation of the students.
- Present the problems of the students to the board meeting.

Responsibilities of the Vice President of the Students Government

- Possesses all the responsibilities mentioned in the section above in the absence of the President of the Student Government.

Responsibilities of the Secretary of the Students Government

- Keep notes regarding the topics that will be discussed in every meeting.
- Should make the list of presence of the student government members participating in the meetings.
- Must keep a record for every meeting.

Student Government Contact: st.gov@cit.edu.al