



ALBANIAN UNIVERSITY

SELF-EVALUATION REPORT FOR PERIODIC INSTITUTIONAL REVIEW

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List of abbreviations

AU – Albanian University

AB – Accreditation Board

ABD - Accreditation Board Decision

Basic Unit - Department

CoMD – Council of Ministers Decision

CCL - Committee for Curricula and Learning

CDO – Curriculum Development Office

HEI - Higher Education Institution

QAAHE - Quality Assurance Agency in Higher Education in the Republic of Albania

QAA - British Quality Assurance Agency

IQAU - Internal Quality Assurance Unit

Main Unit - Faculty

MoESY – Ministry of Education Sports and Youth

SET - Self Evaluation Team

1. Introduction to the Self-Evaluation process

Albanian University (AU) was first granted Institutional accreditation by British Quality Assurance Agency (QAA) in Cooperation with the Quality Assurance Agency in Higher Education in the Republic of Albania (QAAHE), with the Accreditation Board Decision No. 90, on the 20.10.2017 with a validity period of 2 years. In the beginning of 2018-2019 academic year, Albanian University has applied at the QAAHE with document No.310/1 Prot, date 26.10.2018 for initiating Periodic Institutional Review procedures.

The Self Evaluation Team (SET) has been established by Academic Senate Decision No. 15 date 15.05.2019.

In selecting members of SET, special attention has been given to professional ability, unbiased and objective assessment, capabilities for collecting and processing information, analytical skills, the degree of knowledge of the institution and its activities, as well as previous experience in similar assessment activities. The Self Evaluation Team consists of 6 members, one of whom is a student.

In the framework of drafting the report, the team has divided the tasks, duties, and responsibilities, clearly defining them for each member. In the course of its activities, the team has used AU internal documents, statutes, regulations and its other regulatory acts. The team was provided with all the statistical data, reports, and documentation of the activity conducted by the academic and administrative structures of the institution, which are included in this report.

2. Historical background of Albanian University

Albanian University (AU) is part of the company "UFO SHPK" established on 25.05.1994 and registered under the legislation in force at National Registration Center, with unique identification number J82025002B.

AU was established in accordance with the legislation in force by Decision No. 197 of the Council of Ministers, dated 10.04.2004 "On granting permission for the opening of the private university "UFO dental". By Decision No. 597 of the Council of Ministers, dated 28.05.2009 the name of the private university "UFO dental" changed to "UFO University".

In accordance with the legislation in force and by Decision No. 603 of the Council of Ministers, dated 24.08.2011 the name of the private university "UFO University" was changed into "Albanian University".

Albanian University is a private institution of higher education. Licensed in April 2004 by the Ministry of Education and Science, the Council of Ministers of the Republic of Albania, it opened its doors in 2004-2005 academic year, with the first study program in Dentistry and about one hundred students enrolled. Since the first year of its establishment, the institution brought at the center of academic life the support for its intellectual product and the blending of teaching and research, finalized by the First Dental Conference of UFO Dental, which paved the way for a tradition that is by now well-established. During the 2005-2006 academic year, the institution began offering undergraduate degrees in the following disciplines: Pharmacy, Architecture, Legal Sciences, Political Science. The University was developed on the basis of contemporary programs of study, well-trained staff with a very long academic and professional experience, and contemporary and high-quality facilities. In the 2006-2007 academic year, the University offered a complete program of eight disciplines: Dentistry, Pharmacy, Architecture, Banking and Finance, Law, Political Science, Psychology, Communication Sciences, with 2,000 students enrolled. During this academic year, in addition to meeting academic responsibilities, the University encouraged the involvement of academics in debates and public affairs. Discussions and debates on the issues of legalization of lobbying and identification of stakeholders, were the first step toward having an impact on public life. Forums, workshops, seminars, conferences, debates included not only academics, but also students and stakeholders, with a view to their intellectual education in fulfillment of the University's mission. In April 2007, in addition to UFO Press, the university expanded its public voice via the television channel "UFO Education" (now UTV News), which was designed to be an educational channel in every aspect. Its goal was and remains the cultural education in political, artistic, and literary areas by trying to transmit the most positive values of the global society. The 2008-2009 academic year provided new trials for the University. In this academic year, the university was faced with new challenges by offering new programs in the second and third cycle of studies, which helped in the specialization of its students, bringing them closer to the needs of the labor market. The 2009-2010 academic year was the year of consolidation for the university in terms of quality. During this year all Bachelor programs and integrated programs, such as Pharmacy, Dentistry and Architecture, went through the accreditation process and in 2010 were positively assessed by the Public Agency for Higher Education Accreditation. The 2011-2012 academic year marks another important year in the academic life of the university, since it marks the start of programs of the third cycle: long-term specializations in 8 areas in the field of dentistry, where subjects of practical learning are taught by foreign

professors. This year marks a number of scientific and cultural activities in all the departments of the Faculty of Medicine, described in the journal "Optime", as well as a large number of new publications and reprints from the publishing house "UFO press". The 2012-2013 academic year is an important year as it marks the 10th anniversary of providing services in the field of education. This year offered a wider range of programs of the second cycle, professional masters in the field of nursing and psychology, as well as the establishment of programs of the third cycle for doctorates in the fields of law, economics, psychology, political science, pharmaceutical science and architecture.

In recent years, AU has prioritized the consolidation of the quality of development of teaching and research activity, in accordance with state quality standards and best practices at home and abroad. Specifically, during the last 2 years, all the study programs that AU has provided have been revised in accordance with applicable legislation and in line with labor market requirements, and have undergone the external evaluation process from Quality Assurance Agency in Higher Education (QAAHE) and are positively assessed by Accreditation Board (AB).

Albanian University is accredited by the Decision of the Accreditation Board no.90, on 20.10.2017 by the QAAHE in cooperation with British Quality Assurance Agency (QAA). The progress of this periodic process and its implementation in accordance with the legislation in force is at the center of the Institution's activity.

RECOMMENDATIONS OF THE ACCREDITATION BOARD UPON DECISION NO. 90, DATE 20.10.2017 FOR INSTITUTIONAL ACCREDITATION OF ALBANIAN UNIVERSITY AND FULFILLMENT BY THE INSTITUTION

Following acquaintance with Accreditation Board Decision (ABD No. 90, dated 20.10.2017) "On the First Accreditation of the Higher Education Institution, Private University, Albanian University"(AU), Academic Senate of Albanian University in its meeting on 09.11.2017 has accurately discussed about engagement of its structures for fulfillment of the following recommendations assigned by the Accreditation Board.

1. The institution shall take immediate action by recruiting full-time academic staff and ensuring its sustainability by seriously analyzing the consequences of the departure and continuous changes of the staff especially in the last 3 years, in order to meet quality standards.
2. The institution shall take concrete improvement steps to assure the appropriate quality of study programs for graduation of students enrolled in this institution.
3. The institution shall develop a specific strategy for the development and implementation of scientific research and develop an action plan for its implementation.
4. The institution shall take concrete actions toward priorities in the field of scientific research.

Albanian University Rectorate, in its meeting on 15.11.2017, held together with the Institutional Evaluation Permanent Committee and with representatives of the Internal Quality Assurance Unit, discussed the concrete steps to be taken in this framework and started work on preparation of an action plan for the fulfillment of the recommendations. This Action Plan was approved by Academic Senate Decision no. 24, dated 13.12.2017, and its implementation during this period is as follows:

- 1. The institution shall take immediate action by recruiting full-time academic staff and ensuring its sustainability by seriously analyzing the consequences of the departure and continuous changes of the staff especially in the last 3 years, in meeting quality standards.**

Albanian University has decided to announce vacancies for full-time academic staff, not only in the beginning of the academic year (a standard procedure followed for years in this Institution) but also before the beginning of the second semester of the academic year. Therefore, the vacancies were announced in December for 2017-2018 and 2018-2019 academic year and the procedure for recruitment was carried out in accordance with the normative acts in force in the Institution. For more information click on the link: <http://albanianuniversity.edu.al/sq/vende-vakante/>. (*Evidencë R.1.a*)

- Human Resources Office at AU in cooperation with the legal office have preliminarily reviewed the content of full-time academic staff work contract as well as with part-time academic staff work contract in accordance with law of Higher Education 80/2015 as well as the Labor Code in the Republic of Albania for 2017-2018 academic year. This measure will

improve the sustainability of staff in the Institution. More specifically, changes in the contracts consist of:

- The right of full-time staff to ask for funding from Albanian University for a scientific activity inside or outside the country, or scientific publications in a field which consists of a priority also for the department (basic unit). (*Evidence R.1.b*)
 - The right to suspend engagement in the Institution and to have a Sabbatic Year once every seven years with the approval of the basic unit for a period up to one year to work on academic progress.
 - Part time academic staff (professor and lecturer category) signs work contract for an indefinite period of time with the right of renewal every year upon submission of a permit by the employer. (*Evidence R.1.c*)
- For the first time in December 2018, the Institution implemented a questionnaire addressed to AU academic staff in order to obtain feedback on its experience in Albanian University, focusing on issues such as: personal aspect, salary and work conditions, university policies, working environment, teaching, institution, students and department, research work, etc. The questionnaire was completed electronically preserving the anonymity of the participant. Results of the questionnaire support the analysis of staff sustainability at work. For more information refer to the booklet with the analysis of the questionnaire addressed to the academic staff. (*Evidence R.1.d*)
- Further development of procedures regarding mobility of Albanian University lecturers in other foreign universities and vice versa based on AU's cooperation agreements with these Institutions. Currently, AU is expanding mobility applications for professors or lecturers focusing on qualification and motivation of academic staff for a higher performance. In this respect, 13 members of academic staff have benefited from mobility in the last two years. (*Evidenca R.1.e*)
- Albanian University has carried out an analysis on sustainability of its staff, taking into account the beginning and duration of the collaboration with it and based on this analysis, the results indicate a sustainability of the staff. For more information, find the statistical analysis. (*Evidenca R.1.f*)

2. The institution shall take concrete improvement steps to assure the appropriate quality of study programs for graduation of students enrolled in this institution.

In AU, quality assurance and enhancement is a continuous process focused on :

- Academic staff recruitment with scientific degrees and academic titles and with a long experience in the relevant profile; (*Evidence R.1.a*)
- A training of academic staff is organized each year with the participation of professors from foreign universities in order to provide a student-oriented teaching activity of contemporary standards and promotion of students critical thinking; (*Evidence R.2.a*)

- The curriculum and syllabus review every academic year in order to update the literature. Specifically, this academic year, in accordance with laws and bylaws in force, as well as in compliance with requirements of the local and foreign labor market, all study programmes were revised and approved by MoESY; **(Evidence R.2.b)**
- In the framework of continuous improvement of quality in AU, special attention is paid to process of internationalization. This is accomplished through the signing of cooperation agreements with foreign HEIs **(Evidence R.2.c)** for completion of joint scientific conferences and activities **(Evidence R.2.d)** and recently through mobility of academic staff and students; **(Evidence R.2.e)**
- An important step for providing qualitative study programs is also the signing of cooperation agreements with various institutions for the completion of professional students practices; **(Evidence R.2.f)**
- Signing of a series of cooperation agreements with national HEIs and public and non-public institutions for completion of various activities of scientific research in support of the teaching process and students, as well as exchange of staff in accordance with the legislation in force; **(Evidence R.2.g)**
- Finally, we underline that all the programs offered in AU have undergone a periodic external evaluation process within the established deadlines and have successfully been accredited by the Accreditation Board of QAAHE.

3. *The institution shall develop a specific strategy for the development and implementation of scientific research and develop an action plan for its implementation.*

The institution has set up a working group upon a Decision of the Academic Senate **(Evidence R.3.a)** which has worked on the revision of AU Scientific Research Strategy **(Evidence R.3.b)** and has drafted a plan of measures for its completion.

4. *Institution shall take concrete actions toward priorities in the field of scientific research.*

In line with a Decision of AU Rectorate, **(Evidence R.4.a)** at the beginning of the academic year, Basic Units define a major subject that is in the focus of the Department's research and scientific activity, in line with the social economic development of the country. **(Evidence R.4.b)** Attached you will find a procedure regarding determination of subject and activities performed by Basic Unit in accordance in this respect. **(Evidence R.4.c)**

Albanian University considers this action plan as a continuous commitment not only for the fulfillment of the recommendations for institutional accreditation, but also for the achievement and preservation of standards that are of relevance to the sustainability and increase of academic staff's performance in the course of time.

3. Self-evaluation in the framework of Institutional Review Evaluation Areas

1 - EVALUATION AREA: ORGANIZATION AND MANAGEMENT OF THE INSTITUTION

The autonomy
<p>Institution and its structures work in accordance with institution statute (<i>Chapter III Standard I.1</i>)</p> <p>Albanian University exercises its activity in accordance with law 80/15 “On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania” and by-laws for its implementation, and therefore it has reviewed all its normative acts. Hence, Albanian University has approved its own Status (<i>Evidence No.1.1</i>) upon Academic Senate Decision (<i>Evidence No.1.2</i>) and by Order no. 596 of the Ministry of Education and Sports dated 21.12.2016 (<i>Evidence No.1.3</i>), General Regulation (<i>Evidence No.1.4</i>), as well as in compliance with all other normative acts of the Institution like: Main Unit Regulations, Basic Unit Regulations, Study Program Regulations, and any other Regulation clearly envisaged in the Statute. In AU, all the normative acts are subject of a continuous review. In this respect, in May 2017, Albanian University has revised the General Regulation and its amendments have been approved by the Senate Academic Decision. (<i>Evidence No.1.5</i>)</p>
<p>Institution is organized in such a way as to ensure efficiency in management (<i>Chapter III Standard I.2</i>)</p> <p>In AU, the Rectorate compiles the strategic development plan of the institution, based on the proposals of the Main and Basic Units of the institution as well as those of the Main Unit Administrators and presents them for approval at the Senate;</p> <p>The General Administrator, at the same time member of the Rectorate, based on the proposals of the Basic Unit, drafts the annual budget plan and the 3-year med-term plan of AU. The Senate proposes for approval to the Board of Administration, the annual draft budget and the 3-year med-term plan of AU, drafted by the General Administrator.</p> <p>The Board of Administration sets the rules for the distribution of income generated from the institution and its activities and sends them to steering academic bodies.</p> <p>The Board of Administration is the highest collegial administrative body, which guarantees the fulfillment of the mission of the higher education institution, its financial and administrative management.</p> <p>Internal organization in AU is done in accordance with provisions of Statute and General Regulation. More information on the functioning of the above-mentioned collegial bodies is provided in the statute and regulations, specifying the competences, duties and functions of each of them, in order to ensure the organization's efficiency in management.</p>

Institution encourages constructive debate. (*Chapter III Standard I.3*)

In AU, decision-making in collegial bodies is done according to a certain procedure, respecting the right of everyone, who is a member of these structures.

Rectorate is a Collegial Executive Body and is chaired by the Rector. The Rectorate meetings are held once a month and are held when at least 50% of the members are present. The Rectorate approves the decisions with the majority of the votes of the participating members (*Evidence No. 1.6, article 3&4*)

Academic Senate is the highest decision-making collegial body at University level. Academic Senate meetings are held based on a scheduled agenda, proposed by the Chair. The Senate Meeting Announcement is sent to all members by paperwork or email. Announcement is organized by the Rectorate (*Evidence 1.7, Article 16*) The Senate meetings, according to Article 20, section 1 of AU Statute, take place when more than half of the members are present. Decisions are taken by a simple majority vote, unless a Statute provides otherwise. (*Evidence 1.7, Article 14*)

The Academic Senate, according to the provisions clearly defined in Statute and Regulation of its Organization and Functioning, shall be convened periodically in regular sessions, 3 (three) times in one semester. (*Evidence No.1.1, Article 20*) Academic Senate Decisions are signed by its Director and are forwarded within 5 days of the end of the respective meeting. Decisions are forwarded to relevant units for implementation. (*Evidence 1.7, Article 20*)

The Board of Administration is the highest administrative collegial body. Meetings in this body are called by the Chair. Members of the Board of Administration participate in discussions and present opinions and proposals on issues part of the meeting's agenda. Meetings of the Board of Management are held behind closed doors. Chair gives the floor according to a list for discussion. These rules are expressly envisaged in the Regulation "On the Organization and Function of the Board of Administration", respectively Article 10 of this Regulation. (*Evidence No.1.8, Article 10*) The Board convenes regularly once in a month, and can also hold extraordinary meetings. (*Ibid., Article 8*)

Discussions held at the meetings of the Board of Administration are reflected in the minutes of the meeting, which are signed by its holder and the Chair. (*Ibid., Article 14*)

Institution respects limits of its autonomy (*Chapter III Standard I.4*)

AU has paid special attention to the continuous improvement of the quality and the establishment of a quality culture in the institution. (*Evidence No. 1.9*) Therefore, a quality structure has been set up in AU, consisting of the Institutional Evaluation Committee and the Internal Quality Assurance Unit. Institutional Evaluation Committee is established upon Academic Senate Decision in 2017 (*Evidence No.1.10*) in accordance with legislation in force and is responsible for the continuous improvement of the internal quality system in AU.

The Internal Quality Assurance Unit has been established since 2010 upon Academic Senate Decision No. 178 dated 23.07.2010 (*Evidence No. 1.11*) in line with QAAHE Guidelines and State Quality Standards for Higher Education and is responsible for all issues related to internal quality that aim at improving and maintaining a high level of AU academic and administrative services.

Quality Assurance in AU initiates at Basic Unit-level with establishment of Ad hoc groups which deal with issues such as reviewing and updating syllabuses and curricula, evaluating different study programs, and other issues related to the ongoing improvement of the quality of teaching and teaching process and scientific research. (*Evidence No. 1.12 a, b*)

AU based on its needs as well as in the framework of taking more objective and efficient decisions over the years has engaged external consultants. Currently, AU has engaged a legal consultant, an expert for curriculum development and improvement and a consultant for foreign affairs. (*Evidence No. 1.13.a,b,c*) In addition, AU has signed a cooperation and contractual agreement with “Celibashi & Associates” advocacy office for various legal consultations depending on the needs of the Institution. (*Evidence No. 1.13.d*)

AU has been organized in such a way as to benefit funds from European and other programs. Hence, Office for Coordination of Scientific Research and Academic Publications is engaged in this respect in cooperation with other structures. Concretely, departments are informed and motivated to participate in activities organized within international projects, and rely on concrete participation in projects.

Over the past 2 years, AU has acquired several projects listed below and is in the process of their implementation:

1. GRADUA Project (*Evidence No. 1.14*)
2. HYPOSENSE Project (*Evidence No. 1.15*)
3. Project with the State Archives (*Evidence No. 1.16*)
4. Project with the Parliament of Albania (*Evidence No. 1.17*)

Finally, AU has applied for a number of other projects that are under evaluation process. (*Evidence No 1.18*)

Institution establishes a development strategy. (Chapter III Standard I.5)

AU develops and adopts a continuous development strategy. AU's strategic development is based on the strategic plan for 2017-2022 period (*Evidence No. 1.19*), which, after being discussed in the respective collegial bodies, is approved upon Academic Senate Decision No. 14, date 28.12.2016. (*Evidence No.1.20*) The strategy is built in accordance with the mission and goals of the institution. The Institutions' strategic plan defines high quality of management, research and development, aiming to creating a national, regional and wider community based on sustainable development. This strategy-based development can best be accomplished thanks to a continuous cooperation that consists of exchanging experiences in all its forms between the National and International Higher Education Institutions. In the framework of implementation of the strategy, AU also carries out an action plan focused on monitoring its qualitative implementation. (*Evidence No. 1.21*)

Institution publishes the annual report, submits it to the Ministry of Education and Sport, academic staff and students (Chapter III Standard I.6)

Albanian University at the end of each academic year compiles an annual report (*Evidence No. 1.22*), in accordance with guidelines No. 5 of the Ministry of Education and Sports dated 19.02.2018 "On

Definition of components of annual report and deadline for report of Higher Education Institutions” (*Evidence No.1.23*), approves it at a joint meeting between the Academic Senate and the Board of Administration (*Evidence No. 1.24*) makes it public on its official website (<https://albanianuniversity.edu.al/sq/sigurimi-i-brendshem-i-cilesise/>) and sends it to MoESY. (*Evidence No.1.25*) The report is of interest not only for MoESY, which verifies the fulfillment of legal obligations but also for all future students, providing a clear picture of their choice regarding their future..

Organization of Higher Education Institutions

Institution establishes appropriate structures to accomplish its mission and purpose. (*Chapter III Standard II.1*)

AU in accordance with legislation in force and based on the Statute, in the framework of fulfillment of its purpose and mission, is an autonomous institution and enjoys academic freedom in teaching, research and creation. (*Evidence No. 1.1, Article 4 & 5 pp.2-3*)

AU has the status of a University. AU consists of three faculties (Main Units), which include 3 to 4 departments (Basic Units): (*Evidence No. 1.26*)

1. Faculty of Medical Science:
 - Department of Dentistry,
 - Department of Pharmacy,
 - Department of Nursing and Physiotherapy.
2. Faculty of Applied Sciences and Economics:
 - Department of Economic Sciences,
 - Department of Architecture
 - Department of Engineering;
3. Faculty of Social Sciences:
 - Department of Juridical Sciences,
 - Department of Political Administrative Sciences,
 - Department of General Psychology
 - Department of Education and English

Each Main and Basic Unit is organized and functions based on the requirements of the Higher Education Law, the Statute, the General Rules, and Regulations for their Functioning.

AU offers study programs in all three Bachelor's, Master's, and Third-cycle Programs Specializations and PhDs. (*Evidence No. 1.27*)

Each department is composed of at least 7 effective members and at least 3 of them have degrees and titles. (*Evidence No. 1.28*)

Also, in full compliance with the legal criteria to successfully accomplish the mission and purpose for which it is established, the Institution has a well-structured web site that provides all relevant information to anyone interested. (www.albanianuniversity.edu.al)

Management bodies facilitate decision-making by favouring debate in institution boards (Chapter III Standard II.3)

In AU, every employee of the institution is given the right to express his opinion freely in order to find the optimal solution for object-examination issues.

Starting at the Basic Unit level, every member of the academic staff, part of the department, has the right to freely express his opinion on important discussion issues in favor of decision-making at periodic meetings.

Also, in the Academic Personnel Assembly, full-time academic staff of the Main Unit express freely their opinion on various topics of discussion. Also, the representation of students in the Academic Senate and Institutional Commissions is a very positive element as this gives them the opportunity to express their opinions/concerns directly at the highest decision-making bodies in the accomplishment of the institution's mission, which essentially has its own students. (*Evidence No. 1.29*)

Partnership

Institution conducts market research to accomplish its mission and purpose (Chapter III of Standard III.1)

In AU, a study on labor market is carried out for each study program. (*Evidence No. 1.30*)

This study is carried out by ad-hoc groups established at Basic Unit level and aims to highlight the efficiency of the study program in the labor market and to inform the institution on the trend of development in the relevant field and the regional economic sector. Part of the group established at Basic Unit level for the realization of labor market study are also representatives of various companies and businesses with which AU has a cooperation agreement. (*Evidence No. 1.31*)

Through this study, the institution has managed to create a vision despite the difficulties in collecting data faced due to the lack of a genuine market research conducted at the national level.

Based on country's economic development and labor market demands, during 2018-2019 academic year, AU has opened new Professional Master programs in:

- a. Interior Design
- b. Energy Systems
- c. Manual Therapy (*Evidence No. 1.32*)

As well, AU has applied for the opening of 9 bachelor study programs, professional master's programs and master of science programs and doctoral program at MoESY and is waiting for their approval by responsible Ministry for Education to make them active in 2019-2020 academic year. (*Evidence No. 1.33*)

AU, through the Career and Alumni office always keeps contacts with its alumni and has at disposal their employment. (*Evidence No. 1.34*)

It is worth mentioning that in the framework of initiative undertaken by Council of Ministers for

employment of excellent students in the state administration, 3 AU students have benefited from this initiative and given a job position in line with their graduation profile.

AU, in the Higher Education Market, respects the rules of competition, and has a clear position in the private IAL market over the years, publishing for each academic year the study fees for each study program <https://albanianuniversity.edu.al/sq/broshura/>. (*Evidence No. 1.35*)

Institution pursues an open strategy of collaboration and partnership at a regional, national and international level (*Chapter III of Standard III.2*)

AU has always followed an open strategy for cooperation and partnership at regional, national and international level. This is also stated in the institutional strategy, but at the same time AU has also drafted the "Partnership and Communication Strategy", which sets out the priorities of the cooperation policy. (*Evidence No. 1.36*) In this context, AU has established partnerships with educational institutions to work together, develop the necessary capacities regarding scientific studies by promoting scientific initiatives and cultural exchanges. In this respect, AU has signed a series of cooperation agreements with national and international higher education institutions. (*Evidence No. 1.37*)

Institution follows a cooperation strategy with other supporting institutions (*Chapter III of Standard III.3*)

AU cooperates with other organizations to provide services to students in the framework of professional practices. (*Evidence R.2.f*)

AU has signed a series of cooperation agreements with national and international IAL as well as other public and private institutions, businesses, etc., to meet its needs in order to achieve the most qualitative realization of study programs.

Institution follows a favouring policy for mobility of academic personnel and students at international level (*Chapter III of Standard III.4*)

AU and its academic staff participate in international activities, presents works in national and international conferences, congresses, and organizes itself international activities, such as: scientific conferences, symposiums, etc.

AU based on institutional development policies and in framework of continuous improvement of quality parameters has paid particular importance to the process of mobility of academic staff and students. Therefore, during 2017-2018 academic year, in the framework of cooperation agreements signed by AU with various institutions and Erasmus + programs, 8 members of the academic staff and 4 students have benefited mobility. (*Evidence No. R.1.e & R.2.e*)

Meanwhile, in the course of this year, 5 members of the academic staff and 3 students have benefited mobility. (*Evidence No. R.1.e & R.2.e*)

AU, on the basis of the quota determined by MoESY, grants the right of study to students outside the borders of the Republic of Albania. At present, 29 foreign students attend their studies in AU. (*Evidence No. 1.38*)

Also, AU follows a policy for the integration of invited academic staff and foreign scholars, which is in line with the requirements and needs of the institution as well as their own.

In framework of institutional agreements, AU welcomes foreign professors for the implementation of learning process, mainly for the programs of the 3rd cycle of studies. (*Evidence No. 1.39*)

Conclusion and Judgement

SET concludes that AU, based on its statute, has established structures that fully implement the mission and goals of the University. All the established structures regulate their relationship based on regulations that have been adopted for implementation of AU Statute and in accordance with the legislation in force, where beside individual tasks that they accomplish, it results that the cooperation between them is fully in line with fulfillment of AU mission.

Internal Quality Assurance Unit is a key structure of AU, which in accordance with legal acts in force, state quality standards and QAAHE manual on "Procedures and deadlines for quality evaluation in the framework of review of Higher Education Institutions and study programs" exerts its function by providing objective data and contributing to the preservation and continuous improvement of quality in AU. In addition, SET concludes that the Institution, in fulfilling its mission and aims, considers national and international partnership as a core element for obtaining various projects, promoting mobility of academic staff and students in order to continuously improve the quality parameters.

2 – EVALUATION AREA: RESOURCING

Management of Human Resources

Institution pursues an open policy of human resources employment and recruitment.
(Chapter III Standart IV.1)

Albanian University (AU) has its own Institutional structure – organizational chart (*Evidence No.1.26*) which is published on official website. (<https://albanianuniversity.edu.al/sq/struktura-institucionale/>).

Recruitment of academic staff in AU is based on respect of requirements in the framework of law on Higher Education in the Republic of Albania, Code of Labour, as well as AU Statute. (*Evidence No. 1.1, article 43, pg. 20*)

Every year, AU, in framework of meeting its needs for academic staff which are proposed by each unit, organizes competition procedures for full time and part time lecturers, expressively regulated also in General Regulation of AU. (*Evidence No. 1.4, article 27, pg. 22*)

AU Human Resources Office publishes vacancies and employment criteria for each vacancy on the website (<https://albanianuniversity.edu.al/sq/vend-vakant-personel-akademik-me-kohe-te-plote/>) as well as other means of public information. (*Evidence No. 1.1, article 43, pg. 20*) (*Evidence No. 1.4, article 27, pg. 22*); (*Evidence No. 2.1- a,b,c*)

Promotion of academic staff is one of the key aspects of AU strategy (*Evidence No. 1.19, objective 6, pg.25*) Promotion of academic staff, but and assisting and administrative is one of the key objectives of AU. This is testified also by the fact that part of the staff and AU employees, have not only graduated from Master programs of AU (*Evidence No.2.2*), but some of them are under process of doctoral studies in programs offered by AU.

For employment of assisting-academic staff with teaching and administrative character, AU implements legal criteria in line with legislation in force regarding higher education, such as Law No. 80/2015 or by-legal acts in its implementation.

Employment of AU staff is carried out in respect of Labor Code, where each employee regulates its relation with an individual working contract. (*Evidence No.2.3 & R.1.c*)

In line with Legislation in force and Labor Code, is drafted also the AU Statute, which regulates especially these two categories: assisting-academic staff with teaching character and assisting-academic with administrative character. (*Evidence no. 1.1, article 39, item b, c, pg. 19*)

AU, based on respective statistics, testifies that recruitment of qualified, graduated abroad staff and holders of scientific titles and degrees academic is a priority. (*Evidence No.2.4*)

Institution pursues a policy of integration of academic staff, assisting teaching, scientific staff and administrative staff (Chapter III Standard IV.2)

AU is constantly engaged with integration policies of academic staff, enabling them to attend different trainings in the field of teaching. (*Evidence No.2.5 & R.2.a*) AU follows the same policy

also for assisting-academic staff, supporting their participation in different trainings, organized in AU and outside. (*Evidence No. 2.6 - a, b*)

During Open Days, which are closely connected with the start of new academic year, the entire staff, the academic and assisting- academic, is involved in the information process to offer a broad information about study programs offered by AU, academic staff and every other necessary information for applicants, published also in social networks: <https://www.facebook.com/events/819602458438311/>. The Open Days are realized through informing leaflets and presentations by heads of departments and members of academic staff. (*Evidence No. 2.7 - a,b,c,d,ef,g,h*)

As a consolidated institution, AU integrates the staff in its social life, which is clearly reflected in different events held by its, such as: promotion of books; organization of debate tables with different actors of business on hot topics; participation of different personalities in certain fields of science, politics or art in AU venues or outside it. https://youtu.be/TtEUNY_g6eo (*Evidence Nr. 2.8 - a, b*)

Institution pursues a policy of periodic assessment of its staff skills. (*Chapter III Standard IV.3*)

AU development strategy is focused on further qualification of its academic staff. AU has always encouraged qualification of academic staff focusing on the following directions:

1. Organization of national and international conferences, in cooperation with well-known universities in Europe, where works are accepted based on a scientific peer review and published in summary of abstracts and book of “Proceedings” with an ISBN Number. (*Evidence No. 2.9 - a,b,c,d,e*) Likewise, conferences organized in the field of medicine are accredited for professionals by National Center for Education in Continuity (QKEV);
2. Promotion of academic staff members through financial support in different scientific activities – conferences; symposiums; congresses organized in AU or abroad; (*Evidence No. 2.10-a,b*)
3. Publishing of scientific journal OPTIME - two times a year (Evidence No. 2.11), where members of the academic staff have the opportunity to increase their academic level with publications in this journal following a peer review for guarantee of the quality of scientific papers;
4. AU financial support for publication of different textbooks or collection of lecturers through AU Press publishing house; (*Evidence No.2.12*)
5. Promotion of members of the academic staff members, through a differentiated payment system, functions based on their scientific titles and degrees, as well as based on their contribution in the Institution.

Academic staff holding the title “Professor” and “Lecturer” in AU have the right of sabbatic year once in seven years for a one year period.

AU, through its basic units – Departments realizes at the end of each academic year an assessment for work and performance of each member of academic staff. (*Evidence No. 2.13*)

AU backs qualification of staff with Third Cycle study programs - doctoral studies - offered in

AU. These study programs are based on cooperation agreements with Universities abroad, with engagement of their academic staff in Third Cycle programs or as important supporters of scientific research projects. (*Evidence No. 2.14-a,b,c*)

AU supports academic staff mobility for its qualification, based on cooperation agreements with HEIs in Europe Erasmus + program, as well as exchange of experience through participation of foreign lecturers in AU in the framework of open lecturers, workshops, scientific conferences aiming to boost academic capacities and level of AU expertise. (*Evidence No. 1.39 & R.1.e*).

Aiming to boost institutional capacities and increase quality, the collegial structures, such as Steering Board of OPTIME journal with ISSN, include also foreign professors. (*Evidence No. 2.15*)

Institution pursues a social development policy. (*Chapter III Standard IV.4*)

AU has organized several social activities with voluntary participation of students in cooperation with other partners such as Albanian Red Cross and University Clinic in help of orphans or violated women, encouraging also social dialogue for protection of these social categories. (*Evidence No. 2.16-a,b*).

AU considers favoring of social dialogue closely connected not only to national plan, but also international. Therefore, AU believes that cooperation agreement with foreign universities are a necessary mean for mutual understanding of cultures for scientific development of knowledge and their distribution. (*Evidence No. R.2.c*)

For development of a social policy, AU considers working relations of each member of the staff as a social right from which derive other rights - right of life insurance or healthcare.

Hence, every work contract is declared in respective state bodies and every employee of AU benefits from Law no. 7703/1993, changed “On social insurances in the Republic of Albania” rights deriving from this law, clearly envisaged in individual working contracts. (*Evidence No. R.1.c*)

Institution provides effective management of human resources (*Chapter III Standard II.2*)

AU assures an efficient management of Human Resources.

Human Resources Office is a very important coordinating administrative structure within the university, where the employee deposits all the necessary documents in line with legislation in force and AU statute. (*Evidence No.2.17*)

Human Resources Office follows completion of contracting obligations of employees in line with Code of Ethics. Human Resources Office gathers and drafts statistical reports for the staff according to requirements of the Institution.

Financial management

Institution drafts the budget in accordance with defined procedures (*Chapter III Standard VI.1*)

Establishment and use of financial resources in AU is carried out based on a 3-year mid-term financial program in line with National Standards of Financial Drafting and Reporting and other

rules envisaged in law no.80/2015 “On Higher Education”, Law No.9901 dated 14.4.2008, “On Traders and Trade Companies”, law No.9228 dated 29.4.2004 “On Accounting and Financial Reports” as well as other by-legal acts for their implementation.

Structure of financial program is created by a distribution of incomes according to the sources of their creation and expenses according to aspects where they were going to be used. (*Evidence No. 2.18*)

AU as part of UFO shpk, is granted an annual budget for needs based on the financial program (3-year mid-term financial program).

The financial program is approved by Board of Administration after being drafted by Rectorate and being discussed in the Academic Senate. (*Evidence no. 1.1, article 22, item 5*)

Institution provides the necessary means to implement the financial policy (*Chapter III Standard VI.2*)

Institution provides necessary means for implementation of financial policies, envisaged in the financial program. In this respect, in the organization structure of AU is established and functions a special structure, which beside other duties carries out also drafting and implementation of Financial Program. This structure starts from Basic Unit and is headed by AU Board of Administration. (*Evidence Nr. 2.19*)

Financial resources of the institution are drafted by taking into consideration needs for normal development of teaching and scientific activities of AU, following a transparent and all-inclusive policy of their distribution. Drafting process of financial process starts in September and is approved by respective bodies within December of previous financial year.

Financial situation of this Institution is stable since the very beginning and promises a satisfactory and sustainable future.

During drafting of Financial Program and its implementation in AU are implemented the rules of law on Accounting, National Standards of Accounting for its implementation and all other financial-fiscal rules, according to other laws and acts, legal and by-legal acts in force.

Institution pursues a policy of budgetary and financial control (*Chapter III Standard VI.3*)

Financial activity of AU is object of Legal Auditing of Financial Reports, in line with law on accounting and international requirements of Financial Report Auditing. Since approval of restructured Statute according to law 80/15 of Higher Education and Scientific Research in the Republic of Albania, in AU functions also the Internal Audit Office.

Financial Reports of the Institution are made public each year together with Legal Audit in line with law on Accounting and Law on NBC.

Following analysis and discussions in respective AU structures, report of financial activity following completion by rectorate is discussed in meetings of Academic Senate and Board of Administration. (*Evidence No. 1.4, article 5, item 6*).

Information Management System

Institution has an information system. (*Chapter III Standard VII.1*)

AU has well-coordinated information systems. Responsible structures charged with administration of information system: Information Office, IT Office and Foreign Relations Office. (*Evidence No. 1.26*).

All AU offices are responsible to provide detailed information for the institution, keeping confidentiality for specific issues. University structures use intranet.

Purpose of information system is support, coordination and development of relations and work of academic staff and assisting academic staff and students through list of facilities based on internet such as: laboratories, electronic archives, online secretary, webmail etc.

Online information system or online secretary is a program which offers students the possibility to log in in real time through internet wherever they are. Every student has its account where they can log in with its credentials and receive personal information regarding his updated data, achieved results, subjects to be attended. The link to log in is: <http://on.albanianuniversity.edu.al/login>

Regarding communication and electronic disponibility, AU has its official website (<http://albanianuniversity.edu.al>) which is well-organized and offers necessary information for broad audience, as well as students and academic staff: annual academic calendar, teaching timetable, exam seasons timetable, activities, meetings and working meetings, social events, self-assessment reports, academic offer, statute, organization structure, regulation of website functioning etc. (*Evidence No. 2.20*).

To promote academic and social activity, AU is assisted also by UTV News (property of the same business group).

Institution coordinates activities in the field of information technology. (*Chapter III Standard VII.2*)

AU is fully informatized with ID installations in all its buildings. Institution has at disposal and put in function of independent work of lecturers and students reading rooms and informatics laboratories. For their studies, students base their work not only on internet and library, but also on their lecturers.

Teaching auditories are equipped with audio visual tools such as PC, projectors and audio means in case of lecturers: at disposal are 4 informatics laboratories.

Library is equipped with PC to enable student to read online. AU venues are covered by wifi service.

Laboratories are equipped with respective software.

Videotapes and CD are part of development of different teaching hours: lecturers/academic staff use films and documentaries as incentives of debates and discussions of a teaching hour.

Institution does not offer study programs in distance.

Institution manages real estate. (*Chapter III Standard VII.3*)

Institution has a list of its immovable properties based on these leasing contracts. (*Evidence No.2.21- a,b,c,d,e,f*)

In function of teaching process for 2018-2019 academic year, AU has administrated 6 (six) building:

1. (Boulevard Zogu I, former Estrada) with 4 floors, with a total surface of 3.996 m²
2. (Durrësi str, former Gjykata) with 4 floors, with a total surface of 2.267m²
3. (K. Karafili str, former Internacional Hotel) with 5 floors, with a total surface of 1.835m²
4. (Kavaja str) with 6 floors, with a total surface 1.902 m². (*Evidence no. 2.22 - a, b, c, d, e*)

Albanian University, as part of Trade Company - “UFO shpk”, has a masterplan for security, rehabilitation, expansion and/or restructuring of its immovable properties; i.e, the construction of new modern structure is due to be approved in the framework of town planning of Tirana Municipality and located in the territory of the university headquarters, which will serve the university.

AU manages its assets according to a determined plan, aiming to improve quality of teaching and scientific venues, reflected also in annual budget of the institution presented at the Ministry of Finance and Economy;

AU has employed full time architects who take care of the design and supervision of its construction projects, reconstruction and partial reconstructions, as well as contracts external experts, licensed according to legislation in force.

Institution provides storage, maintenance and development its academic, cultural and scientific heritage. (*Chapter III Standard VII.4*)

AU as one of the first private institutions of Higher Education in Albania has already established its academic, cultural and scientific heritage which defines also its physiognomy as a consolidated and contemporary HEI.

AU always works on preservation, registration, archive and classification of documentary and archive fund of its academic, cultural and scientific heritage.

Therefore, in AU has been established the Office of Archive and Protocol, which is administrated and functions in line with Law No. 9154/2003, changed “On archives”, as well as Protocol-Archive Regulation. (*Evidence No. 2.23*)

Preservation and registration of AU heritage is realized not only by the archive of institution, but also from the TV channel owned by the Institution.

Hence, Institution has organized events such as: promotion of books of academic personalities, participation in book fairs, organization of various exhibitions, organization of honoring ceremonies for its academic personalities, as well as other activities for preservation and promotion of university's heritage. AU follows an assessment and development policy for its academic, cultural and scientific assets e, through award of “Honoris Causa” titles by AU Academic Senate. (*Evidence Nr. 2.24*)

AU has a publishing house “Albanian University Press”.

The entire academic and scientific activity of the institution is archived also in electronic way as

an asset inherited in the course of years and serves next generations. .

Institution pursues a policy of management of its assets. (*Chapter III Standard VII.5*)

Infrastructure of university offers favorable and contemporary conditions for realization of daily academic and administrative activity, such as: venues for academic staff, venues for administrative staff, teaching secretary, lecture and seminar halls, venues for laboratories, Senate, audiovisual spaces, computer rooms, conference halls, venues for library, service premises for third parties, sports venues, etc,

AU has at disposal venues for academic staff activity ratio to their number, so that staff members to have their workplace or an office or favorable venues to develop scientific and teaching activity.

Institution establishes a logistics administrative structure to carry out functions of common interest. (*Chapter III Standard VII.6*)

Logistic administrative structure of the Institution serves the interests of the Institution for well-going of work, as well as to offer services for third parties, in line with market needs.

AU, through University Dentistry Clinic “Çerçiz Mingomataj”, Physiotherapy Clinic, upon support of local and foreign staff offers medical services for third parties. “Albanian University Press” backs all the publishing activity not only for AU staff and students, but also for groups of interest in the entire country. Likewise, AU based on cooperation agreements with UTV News offers informative services for third parties.

Management of Institution activity

Institution provides appropriate facilities and infrastructure for academic and scientific activity (*Chapter III Standard V.1*)

AU exercises its activity in four reconstructed and re-evaluated objects with contemporary quality, used entirely for teaching and scientific research activity and for administration, which fully meet the hygiene-sanitary needs and avoid dangerous elements.

AU buildings are located far from industrial development zones or polluted areas, beyond allowed norms according to respective standards. Corpuses are located in the center of Tirana and in the vicinity of buildings of residential character or other services for students.

Majority of buildings are thermo-isolated, majority of the institution’s windows are equipped with double glass not only to secure sustainable internal temperatures, but also to avoid noises from outside. The institution constantly maintains and reconstructs venues which have problems with isolation and works to avoid humidity and other shortcomings.

University infrastructure owns all the necessary university teaching-scientific elements, such as venues for academic staff equipped with computers, internet connection and all necessary devices; venues for administrative staff, classes with large spaces, equipped with necessary technological means, premises for labs of different branches, venues for library, senate, audiovisual halls, computer rooms, conference halls, etc. (*Evidence No. 2.22*)

For programs offered in the department of Architecture, Engineering and Faculty of Medical Sciences, the institution provides adequate infrastructure for development of laboratories and seminars. (*Evidence No. 2.25*)

Likewise, in the framework of cooperation of University with “Albanian College” in Tirana, AU students may use sports spaces (basketball fields, volleyball pitch, tennis court, gym etc) of this college for activities/different championships held during the year. (*Evidence No. 2.26*)

AU meets the normative of exploitable surface in line with CoMD No. 418 dt. 10.05.2017 “On standards, criteria and procedures for opening, reorganization, distribution, unification or closure of Higher Education Institutions and their branches”. (*Evidence No.2.22.e*)

For all study programs which include practical education of students, AU guarantees necessary capacities for their development. In this respect, there were signed institutional agreements for students practices with state and private institutions, such as State Archive, Tirana Chamber of Commerce and Industry, Tirana Municipality, Sports Service Agency, "Shefqet Ndroqi" University Hospital, etc. (*Evidence No. R.2.f*)

Height of AU venues is not less than 3.0 m (ceiling-floor). Above-mentioned minimal normative are accepted for study programs such as English, Education, Psychology, Economic Sciences, Juridical Sciences, etc (mainly social sciences). For study programs in the field of engineering, architecture, or medicine, the above-mentioned normative are respected and in some cases have been doubles.

For majority of spaces, AU meets technical normative of natural lightening, lights surface covers at minimum (15-20%) of the floor surface and lightening in majority of cases is oriented on the student’s left side.

For faculties with more than 200 students that do not have emergency scale, buildings have secondary exits, which can be considered as emergency exits.

AU has at disposal certificates and technical acts for fire protection in buildings of the institutions and owns a protection system against electrical discharge.

In majority of its buildings, AU has a functional central heating system or an airconditioning plant. Likewise, AU has alternative sources for power supply (generator), as well as sufficient water reserves (water deposit), allowing non stop water and energy supply.

Institution possesses full documentation of academic activity in hard copy and electronic form. (*Chapter III Standard V.2*)

All processes for protection and processing of students personal data by AU is carried out based on principle of confidentiality and in line with requirements of legislation for protection of personal data.

The responsible structure for protection of documents and all the important activities of the institution, according to university regulation, is the Office of Archive and Protocol.

Documentation is kept in hardcopy and electronic version.

AU has at disposal a database regarding registration of students, matriculation number, personal data, etc, in line with legislation in force, respecting criteria and quota defined by the University and approved by Ministry of Education, Sports and Youth for its study programs. (*Evidence No. 2.27*)

These data are deposited in respective structures starting from “Office of Transfer and Equivalency of Studies”, Secretary Offices and Head Secretary Offices, such as Office of Administrator General.

Information and Registration Process of new students is carried out by Office for Transfer and Equivalency of Studies, as well as secretary offices and head secretary offices. Information for criteria and application procedure can also be obtained online in the official website, as well as leaflet showing all the study programs.

Detailed criteria and procedures of transfers are defined in AU General Regulation, Regulation of Registrations and Transfers, as well as Regulation of study programs. (*Evidence No. 2.28*)

Institution has at disposal general data about programs, their type and teaching plan, accompanied with compulsory credits of studies.

At the Head Secretary Office of Faculties are found in hardcopy or electronic version for each study program:

1. fundamental registries, in which are reflected students personal data, matriculation numbers, type of study, data on previous studies and progress since registration day up to students graduation;
2. Registry of grades with assessments gained by student during study period
3. Exam Papers.

Administrator General of University is the responsible structure for processing and extracting statistics, either annual or in the course of years, according requirements of the institution and MoESY.

Initial information for collection of statistics comes from teaching secretary office. General Administrator:

1. Keeps in the course of time documents with detailed data on registered students, transferred students, foreign students, students with carried over exams, students who have left their studies and students graduated for each study program;
2. Drafts and preserves registries of diplomas and incoming and outgoing protocol;
3. Issues diploma accompanied with a supplement and academic transcript.

Diplomas and supplements are distributed only in written form. Supplement of diploma is into two languages.

AU regulation envisages in particular nature, level, content and results of studies, which have been carried out by holder of diploma, as well as employment field.

Conclusion and Judgement

SET comes to the conclusion that management of human resources is in line with legislation in

force. It is noted a serious and qualitative effort to built a system for selection and commitment of academic staff, but also the assisting academic staff based on accuracy, meritocracy and quality of study program development. AU uses assessment methodology for all teaching and scientific research activity which is part of the general work of the institution. Likewise, it enables training of its academic staff and assisting academic staff aiming to boost professional capacities.

Documents related to financial data are accurate and this is certified also by periodical reviews of the institutions.

University backs internal and external capacities for approval of budget affairs. Use of financial sources is subject of continuous review and monitoring.

AU works on preservation, assessment, development and maintenance of documentation and archive fund of its academic, cultural and scientific, and electronically through UTV News TV channel, as an inheritable heritage.

Institution offers a modern infrastructure in function of its study programs.

3 – EVALUATION AREA: CURRICULA

Study programs in AU

Institution offers study programs in accordance with its mission and capacities (*Chapter I Standard I.1*)

Study programs are organized in three consecutive cycle in the framework of implementation of AU statute (*Evidence No.1.1, Article 55*), in line with vision and mission of the Institution, as well as Institutional Development Strategy. (*Evidence No.1.19 & Evidence No.1.4, Chapter IV, Article 36*) During 2018-2019 academic year, AU offered a total of 42 study programs as following:

- 16 first cycle study programs - *Bachelor*
- 12 second cycle study programs *Professional Master* (with a duration of 1 year)
- 2 integrated *Master of Science* programs (with a during of a five-year period)
- 7 second cycle *Master of Science* programs (with a duration of a two-year period)
- 1 third cycle program - *Long-term Specialization* in the field of Dentistry
- 4 third cycle study programs - *PhD*

For 2019-2020 academic period, AU has applied to MoESY for opening of 9 new study programs. (*Evidence No. 1.33*)

List of active programs offered by each department is approved upon Academic Senate Decision at the beginning of each academic year. (*Evidence No. 3.1*) At the same time, programs and their teaching plans are updated on the website of university (<http://albanianuniversity.edu.al/sq/category/programe-studimi/>), published in leaflets, academic manifests and TV channel “UTV news” (<http://www.utv-news.tv/>). (*Evidence No. 1.27 & Evidence 3.2*)

Quotes and admission criteria of candidate students in AU are approved upon an Academic Senate Decision, based on respective Decisions of Council of Ministers, as well as in compliance with proposal of AU Departments. (*Evidence No. 3.3, Evidence no. 1.7 Article 3, item 2/a*)

During February-June period, heads of departments, in cooperation with members of supporting academic staff, Office for Students Coordination and Support, as well as Career and Alumni Office, organize promoting meetings with high school graduates for academic offer and opportunities realized by “Albanian University” for education in three study cycles. (*Evidence No. 3.4*) Likewise, AU organizes Open Days inviting high school students in the venues of each Faculty to get acquainted in details with study programs, academic staff, and infrastructure in support of teaching or opportunities offered by labor market. (*Evidence No. 2.7*) Information of students is a continuous process in AU, starting from the applications and registration day, in which members of the academic staff and assisting academic staff orients candidate students with more information on study programs also in the course of university years, offering advice on progress of their career.

Constant qualification is an integral part of study programs (*Chapter I Standard I.2*)

Currently, AU offers only full-time study programs. For years, AU has organized trainings, workshops, scientific events, enabling students and professionals participating in these activities to

be certified and assessed with credits in regulated professions, such as Dentistry, Nursing, Pharmacy. A novelty in this academic year is Education in Continuity for AU Alumni, as well as for professionals of regulated professions to keep them updated with recent developments in the field of science and technology. **(Evidence No.3.5)** Likewise, thanks to positive experience and credibility that our Institution has gained is seriousness of organization of scientific conference, National Center of Education in Continuity has approved “*Status of accredited offer in education in continuity for healthcare professionals*”, starting from 2018-2019 academic year. **(Evidence No. 3.6)**

Study programs are offered in accordance with institution development strategy (Chapter I Standard I.3)

Study programs in AU are offered in line with institutional development strategy and values that Albanian University shares. **(Evidence No. 1.19)**

One of the most important 2017-2022 objectives in AU strategic development plan is consolidation and improvement of study programs offered based on objectives of education and social impact. In the framework of completion of this objective, AU has drafted an action plan where are defined the following measures:

- Review of curricula of the study programs;
- Harmonization of programs according to new legal framework; **(Evidence No. 1.21)**

Based on this plan, in the course of last two academic, AU has managed to review all the study program in compliance with legal requirements in force, based on law No. 80/2015, as well as CoMD No .41, dated 24.01.2018 and Guidelines No. 31 dated 29.12.2017. Hence, it has successfully realized not only harmonization of study programs according to new legal framework (reorganization of Professional Master and Post-graduation specialization), but has also reviewed all programs up to 20% in framework of constant improvement, in line with needs dictated by labor market based on economic, demographic and technological development of the country. **(Evidence No. 3.7 & Evidence No. 1.30)**

Curricula review procedure has started with establishment at Basic Unit level of ad hoc groups, part of which are also members of Quality Assurance Groups in respective departments. **(Evidence No. 3.8)**. This process is realized under the auspices of Curricula Development Office (CDO), which offers technical assistance and recommendations. **(Evidence No. 1.4, article 16; Evidence No. 3.9)** CDO has provided all the Basic Units with a new detailed model of the teaching plan, assisting work groups in meeting criteria for study program elements. In the meantime, CDO has reviewed the model of subjects` syllabuses/programs according to requirements of CoMD No.41, annex 2, therefore enabling unification of curricula and syllabuses at institutional level. **(Evidence No. 3.7 annex 1&2)** Thus, all syllabuses were updated in line with changes in teaching plans with a focus on offering contemporary literature. **(Evidence No. 3.10)** Based on law No. 80/2015, in AU is established the Committee for Curricula and Learning (CCL). **(Evidence No. 3.11)** All proposals of Basic Units are reviewed by CCL, are approved by AU Academic Senate, following respective approval by MoESY.

Study programs are offered in line with local, national and international trends (Chapter I Standard I.4)

Education in AU is organized and coordinated in line with objectives of National Strategy for

Development and Integration (2015-2020) and in coordination with MoESY. Likewise, AU offers study programs in three study cycles in compliance with Bologna process, organized in modules and assessed according to European Credits Transfer System (ECTS). In the framework of new opening of study programs, but also for their update, were taken into consideration the national and international development objectives, as well as are completed studies on the labor market, where are involved all actors such as academic staff and other experts of the respective fields, as well as representatives from businesses, aiming to improve academic offer in order to meet labor market needs. *(Evidence No. 1.30)*

In this framework, the university aims to prepare a dignified citizen, ready for the labor market in a global society, serving the economy and using knowledge and technology as necessary mean, at the same time through his contribution promotes a sustainable development of society, characterized by civic and integrity values.

Likewise, in order to complete the above-mentioned objective, beside scopes and mission of the study programs, an important role play also the cooperation activities with foreign and local universities, which aim to discuss current affairs in relation to our country: such as: problems and challenges of transformation of Albanian society toward EU challenges, challenges in healthcare system, reforms in judiciary, economic development, education and its future, as well as its activities and discussions related to development of art in all its shapes, etc. *(Evidence No. 2.8)*

Study programmes are offered in accordance with institution capacities (Chapter I Standard I.5)

Based on physical and human capacities, AU aims to realize in an optimal way the study programs in line with legal requirements.

Distribution of teaching hours are carried out in line with needs of Basic Units, based on legal framework, taking into consideration the type of engagement of academic staff, qualification and experience in teaching. *(Evidence No. 3.12)*

The annexes of individual work contracts of the academic staff define the number of hours per semester. It is in the interest of institution to have a balance of the hours and other activities in the university related to scientific research and other duties of the academic staff. *(Evidence R.1.c)*

Study programs are easily understandable and their objectives are clearly defined. (Chapter I Standard I.6)

List of study programs, teaching plans, teaching activity in credits, their outcomes, as well as information on their licensing and accreditation, is published on official website of the university. Hence, every student or applicant has the possibility to be informed of AU academic offer. (<http://albanianuniversity.edu.al/sq/category/programe-studimi/>) Likewise, during period of applications and registrations of academic staff and supporting academic staff, advices and briefs students on study programs offered by the university and any other detail related to university life. *(Evidence No. 3.2 & No. 1.27)*

During the first orientation week, first course students are provided with a more detailed information on organization structure of the institution, academic calendar, teaching timetable, organization of teaching program and respective regulations, where are clearly defined the rights

and duties of students in the course of studies in AU. In the respective departments, students can take a copy of syllabuses of subjects, where are clearly defined the summary and results of learning skills, topics of the subjects for the entire duration of the course, literature and type of knowledge assessment. (*Evidence Nr. 3.13*)

Teaching regulations of every study program offered in AU clearly specify the objectives of respective program. (*Evidence No. 3.14, Chapter II, article 4*)

Admission criteria, documents and application procedure are found published in the official website of the university. (<https://albanianuniversity.edu.al/sq/kriteret-e-pranimi/>) In case of any question or additional information, applicants can contact the university application portal UAlbania (<https://ualbania.arsimi.gov.al/Universitet/Index/53>), as well as at “Office for Transfer and Equivalency of Studies” in AU.

Study programs of first cycle provide students with basic knowledge, general scientific methods and principles (Chapter I Standard I.7)

The drafting of study programs enables passing from First Cycle of Studies to next cycle, providing coherence and continuity in content.

First cycle Bachelor study programs aim to equip students with basic knowledge and concepts, analytical, creative, decision-making skills, based on general scientific methods. Following completion of First cycle, a student shall obtain at least 180 ECTS. At the end of first cycle of studies, a student has the right to graduate and receive a “Bachelor” diploma.

The drafting of teaching programs offers knowledge to students necessary for their integration in labor market and at the same time they could meet all the requirements faced during their professional life. (*Evidence No. 3.15 – Chapter II, article 4*)

Opportunities for employment of students graduated in AU are clearly defined in opening of study program, published on the website and academic manifest. (<https://albanianuniversity.edu.al/sq/departamenti-i-edukimit-dhe-anglishtes/>) Since registration, students are provided with information on employment opportunities following graduation, accreditation of institution and their study program, as well as recognition and validity inside and outside the country of the diploma issued by Albanian University. (*Evidence No. 3.15, Chapter III, article 11*)

According to legislation, by-legal acts in force and normative acts of the institution, students are informed and oriented on opportunities of study transfer according to procedures envisaged in regulation of “Registrations and Transfers”. This regulation gives details on criteria, documents and procedure for recognition of credits. (*Evidence No. 2.28, Chapter III*)

First-cycle study programmes are drafted in such a way as to facilitate students' acclimatisation in a university environment (Chapter I, Standard I.8)

AU offers to its students for years the service of students support and advice on career. Office for Students Coordination and Support in cooperation with departments informs students on progress

of academic process, encourages them for a more active participation in university life through extracurricular activities, supports them to boost their professional skills during the entire life by information on opportunities, trainings, internships, scholarships, etc. (*Evidence 3.16, article 2,3,4*).

Career and Alumni Office develops ties between students, academic and administrative staff with the world of business. Likewise, it serves as a connector for consultations between students and lecturers about academic information. Through this office, students are informed on completion of applications for summer schools, specializations, masters, jobs. (*Evidence No.1.19. item 5, pg.21*) Career and Alumni Office follows progress of graduated students, by updating employment database of its *Alumnit*. (*Evidence Nr. 3.17, article 3*)

Teaching methods are in line with study field and in all cases they are combined in order to gain a dynamic student-based teaching.

Academic staff is oriented on teaching and/or on scientific research. Relations of academic staff employment in AU are regulated based on individual work contract, based on Labour Code and Law on Higher Education in force. (*Evidence No. 1.1, article 35, 36*)

In line with legal acts in force, AU offers at least 70 % of teaching hours in all first cycle studies to full-time academic staff.

Second-cycle study programmes rely on research and institution collaborates with economic field actors for their realization.(*Chapter I Standard I.9*)

Second cycle study programs aim to expand knowledge, fully deepen practical competences in realization of tasks/scientific research projects. Study programs are drafted by ad-hoc groups' established at department level, which consist of members of Quality Assurance at Department level, academic staff with distinguished achievements in the field of scientific research, academic staff closely related to developments of labor market or business representatives. (*Evidence No. 1.31*). Proposals of the working group are object of discussion at department meetings, where all members of academic staff can offer suggestions.

Graduation process of students attending a second cycle study program "Master of Science" is realized with defence of theses with a project/study, whose topic is approved by department within a month from the beginning of academic year. Diploma thesis may be followed by one or two supervisors and priority should be given to full-time academic staff members, as well as experts engaged in scientific activity. (*Evidence No. 3.14 Chapter V, article 30*)

All second cycle study programs include in the teaching plan the professional practice, whose burden is in line with legal and by-legal acts in force. AU has paid a special importance to organization of teaching practice, enabling students to duly complete it within deadline defined in its academic calendar, thanks to cooperation agreements of AU with institutions of practices, such as hospital centers, businesses, research institutions, state and private institutions, etc. (*Evidence R.2.f*) Students are supervised by a lecturer defined by respective department. (*Evidence No. 3.18 Chapter IV, article 27*) Host institution based on its policies defines a lecturer who supervises students during timetable of professional practices.

Career and Alumni Office keeps contacts with its *Alumni* and professional orders, such as Order of Pharmacist, Dentist, Nurse, Psychologist, to receive complete information of employment and distribution of students. (*Evidence No. 1.34*)

AU engages part-time and invited academic staff during teaching activity in the second and third study programs, which are experts in the respective fields and representatives of businesses or other fields, such as in the case of programs in medical sciences, where the academic staff consists of specialized physicians working in Tirana region hospitals, such as Mother Teresa University Center (QSUT), Trauma Hospital, etc. AU also hires foreign academic staff in teaching. (*Evidence No. 1.39*)

70 % of teaching activity in all Second Cycle programs is carried out by full-time academic staff.

Study programmes aim to achieve Albanian students' mobility in Europe and beyond
(*Chapter I Standard I.10*)

All study programs offered by AU are organized in line with Bologna Chart, taking into consideration the module-based structure with a detailed content and assessed with credits (ECTS). Study programs are drafted and reviewed in order to offer a harmonization with programs inside and outside the country enabling at the same recognition and transfer of studies. At the end of studies, student is equipped with a diploma and respective academic transcript, which is offered in two languages (Albanian and English). (*Evidence No. 3.19-a,b*)

AU publishes on the website www.albanianuniversity.edu.al full information on study programs offered in this university, curricula and admission criteria in Albanian and English language. English language is part of teaching plan in the first year of Bachelor programs. Likewise, the institution offers additional courses of German language for students of the Faculty of Medicine. (*Evidence No.3.20*) Students of the Master of Science programs and third cycle of studies are advised to use literature in foreign languages. During their studies or at the end, students have to submit the attestation of one of 5 foreign languages, according to item 3 article 78 of law 80/2015 certified at international level. (*Evidence no. 3.14 Chapter III, article 9*)

Students may transfer their studies in AU, as well as credits obtained in programs of the same cycle in the Republic of Albania and abroad, in the same or similar fields, in line with respective studies regulation. (*Evidence No. 2.28 & Evidence No. 3.21 & Evidence no. Nr. 3.22*) Likewise, AU is engaged in filling the necessary documents in foreign language in the framework of study transfer or registration in another cycle abroad.

Study programmes enable practical application of knowledge and skills acquired by students in theoretical courses. (*Chapter I Standard I.11*)

All study programs offered by AU consists of coordination between theoretical and practical knowledges, enabling students to implement in practice all the knowledge and skills obtained in theoretical modules, based also on competences gained by students in each study program.

During the academic year, students gain skills to carry out various teaching activities, such as

research projects, course works, practical works, laboratory works, different projects, according to teaching disciplines. Upon completion of study program “Master of Science”, students obtain necessary skills for writing the diploma thesis.

University backs participation of students in extracurricular activities, such as: open lectures, round tables, student clubs, students’ conferences, national and international conferences, workshops, enabling application of obtained knowledge and skills, etc. (*Evidence No. 2.8; Evidence 2.9.e*)

Study programmes aimed at preparing students for employment (*Chapter I Standard I.12*)

All study programs offered by AU aim to educate experts in the respective programs, who would contribute for a sustainable development of the Albanian society and economy.

AU study programs consist of knowledge about entrepreneurship, professional practices, which are extended all year long in some programs or gathered at the end of semester. They are held in institutions defined by the Department.

The study programs include teaching activities focused on professional practical education, such as laboratory works, exercises, course works/projects, as well as professional practices in the ground.

Conclusion and Judgement

Self Evaluation Team, after reviewing all documents on study programs offered by AU, their organization and implementation in line with legal and by-legal acts, assesses that standards related to curricula are fully completed.

All study programs are in compliance with AU mission, strategy and strategy, its strategy, intellectual capacity and infrastructure, taking into account national and international policies for development of Higher Education, as well as best experiences of world universities. Students are constantly informed of the AU programs through its official website and other means of information.

All programs are drafted/reviewed and improved from the best experts in the respective fields, in line with changes dictated by legislation in force. Programs reflect a very good coordination between theoretical and practical with the goal of orienting students toward dynamic labour market in a global society.

4 - EVALUATION AREA: TEACHING, LEARNING, ASSESSMENT AND RESEARCH

Organization of Study Programs

Announced study programs are applied in appropriate circumstances (*Chapter I Standard II.1*)

The institution works continuously to ensure a more accurate and efficient organization and documentation of the curricula of the study programs it offers. The documentation is stored in the department, and is archived in electronic version at the Curriculum Development Office (CDO) (*Evidence No. 3.9, article, 6, item 2, pg.3*). Study programs, according to faculties, are published on the official website of the Institution (<https://albanianuniversity.edu.al/sq/manifesti-akademik/>).

Academic staff is engaged in groups of experts in the framework of curricula review (*Evidence No. 3.8*) and drafting of new curricula (*Evidence No. 4.1*) in line with mission and purposes of Institution, its development strategy, as well as in compliance with labor market needs. Each year, under the auspices of teaching groups coordinators (*Evidence No. 4.2 Article 11, pg. 6*), academic staff is engaged in review of syllabuses of subjects, aiming to enrich and update them based on recent novelties in the respective fields. (*Evidence No. 3.10*).

In framework of study programs in AU, the institution puts at disposal a series of teaching laboratories. (*Evidence No. 2.25*).

Laboratories are equipped with modern devices and tools, sufficient in number for carrying out laboratory hours. Laboratory work is carried out in the presence of a lecturer of labs and labors (in function of the typology of laboratories) for their best performance.

Near the Faculty of Medical Sciences, in the framework of integrated program of the second cycle "Master of Science in Dentistry" and Long-term Specializations in the field of Dentistry, operates the University Dentistry Clinic "Çerçiz Mingomataj" (<https://albanianuniversity.edu.co.uk/en/clinic-university-2/>).

Also in this faculty in the framework of Bachelor study program in "Physiotherapy" and Professional Master in "Manual Therapy", since 2016, a Physiotherapy Clinic has been established (<https://albanianuniversity.edu.al/sq/klinika-e-fizioterapise/>). Teaching/Professional Practices are carried out in cooperation with institutions/companies/organizations with which Albanian University has signed cooperation agreements and under the auspices of the respective lecturer from the department, who supervises the realization of practice by students (*Evidence No. 3.15, Article 27, pg. 21, Evidence No 3.18, Article 27, pg. 17, Evidence R.2.f, Evidence 4.3, Evidence 4.4*).

The institution through supervising lecturers closely follows the practices, projects / tasks, diploma theses. For students who graduate with a training exam, information sessions are organized on how to organize the exam. Also, during the second semester, course lecturers, who will be included in the Examination Test, occasionally organize meetings with third year students to guide them on them (*Evidence No. 3.15, Article 29, pg. 22*). For students graduated with a diploma thesis, department define a mentoring lecturer (*Evidence No 3.18, Article 29, pg. 18, Evidence No.3.14*,

article 31, pg. 24, Evidence 4.5). Students are given Manuals for preparation of diplomas, in line with program and cycle of studies. (*Evidence No. 4.6*).

The institution makes available to students the necessary literature, which enriches every beginning of the academic year with contemporary titles (*Evidence No. 4.7*). Teachers orient students for using literature at university libraries (*Evidence No. 4.8*), as well as online libraries. (*Evidence No. 4.9*)

Higher Education Institutions provide students who have passed all obligations of a study program, with relevant diploma, which is an official document (*Chapter I Standard II.2*)

Organization of exams is carried out in line with Regulation of Teaching Secretary (*Evidence No. 4.10, article 7, pg 5, <https://albanianuniversity.edu.al/sq/sekretaria-mesimore/>*), General Regulation of the Institution (*Evidence No. 1.4, article 52, pg. 38*) and regulation of study programs (*Evidence No. 3.15, article 18, pg. 14, Evidence 3.18, article 19, pg. 12, Evidence 3.14, Neni 21, pg. 19*).

Institution informs graduating students on diploma defense procedures with a thesis or diploma exam based on the relevant regulations of the study programs (*Evidence 3.15, article 29, pg. 22, Evidence 3.18, article 29, pg. 18, Evidence 3.14, article 31, pg. 24*). Graduating students are given questions for final exam. Students graduated with a diploma thesis shall apply in respective structure of the study program for selection of thesis/project (*Evidence 4.5*). Respective department, Office for Students Coordination and Support students also put at disposal of students on the website of institution a guideline for preparation of diploma thesis (<https://albanianuniversity.edu.al/sq/?s=Manual+per+teme+diplome>).

The anonymity during written exams process is kept through coding of exam papers. *Evidence No. 3.15, article 20, item 2, pg. 17, Evidence No. 3.18, article 21, item 2, pg. 14, Evidence No. 3.14, article 23, item 2, pg. 21*). Within 7 days from end of exam, the exams corrected by respective lecturer are deposited at the department, where is carried out the encoding process. (*Evidence No. 3.15, article 23, pg. 18, Evidence No. 3.18, article 23, pg. 14, Evidence No. 3.14, article 26, pg. 22*).

Students have the right to be acquainted with the examination paper after the correction after the encoding is done. He is acquainted with the total scores of the thesis as well as the points in each section. If the student determines that there are uncorrected rubrics or unspecified points in the total assessment, he / she has the right to advertise the exam on a written request, which is filed with the secretariat of the respective branch within 48 hours from the announcement of the results. After the objections on the exam by the student, the Dean of the relevant Faculty establishes an ad hoc committee, whose composition also includes the professors who have corrected the examination paper. (*Evidence No. 3.15, article 23, item 3 - 4, pg. 18, Evidence No. 3.18, article 23, item 3 - 4, pg. 14, Evidence No. 3.14, article 26, item 3 - 4, pg 22*). The assessment of the exams is made known to the students from the secretariat by respecting the principle of confidentiality and online secretary (<http://on.albanianuniversity.edu.al/login>) where each student can be informed by personal account on performance of studies and exam results.

Study programs are subject to their continuous improvement to increase quality (*Chapter I Standard II.3*)

Assessment of study programs and academic staff in *Albanian University*, is based on the following criteria :

- **Evaluation from Main Unit (Evidence No. 4.11)** based on a report drafted by Basic Unit (**Evidence No. 4.12**) which includes descriptive and quantitative data on issues related to the status of study programs, the validity of accreditation, recruited academic staff, new literature in the library, student outcomes, passing and average grades, cooperation agreements, scientific research activity and finally submitting SWOT analysis as well as measures taken for future improvements,
- **Assessment by Head of Department (Evidence No. 2.13)** – every end of the year the head of department compiles a summary report for each lecturer focusing average assessment from the questionnaires addressed to the students, assessment of correctness in performance of teaching hours (**Evidence No. 4.13**) evaluation of head of department about engagement in administrative affairs of the department, on the scientific research activity and on the pedagogic training, based on their self-declarations through the research activity form - scientific evidence (**Evidence No. 4.14**)
- **Appraisal by professors** - for the first time during 2018 - 2019 academic year, lecturers were subjected to a questionnaire, expressing their views on various aspects of university work (**Evidence No. R.1.d**)
- **Assessment by students** through questionnaires, twice a year, one at the end of the first semester and one at the end of the second semester (<https://forms.gle/mP6KY5Lq4LAMRo3E8>) (**Evidence No. 4.15**), always before the exam season , and focus groups organized by NJSBC according to their agenda (**Evidence No. 4.16, a, b**),
- **Curriculum and syllabus review** - All study programs are reviewed in co-operation with the Curriculum Development Office (**Evidence No. 3.15**, article 6, pg. 6, **Evidence No. 3.18**, article 6, pg. 18, **Evidence No. 3.14**, article 6, pg. 5, **Evidence 3.8**) in order to update them in accordance with labor market needs and economic development of the country. Referring to the new sub-legal acts, the revision of study programs for possible changes is realized by March. The period in which the institution should notify the MoESY of the implementation of these changes in the following academic year. In the groups set up for curricula reviews (**Evidence No. 4.17**), there are representatives of Quality Assurance at departmental level (**Evidence No. 1.12.b**), coordinators of relevant teaching groups (**Evidence No. 4.2** article 11, pg. 6 and **Evidence No. 4.2**, article 11, pg. 6), academic staff are engaged in the review of subject syllabi, in order to enrich them and update them based on the latest news in the relevant fields (**Evidence No. 3.10**)
- **Alumni statistics** on the number of employees in accordance with the field of study (**Evidence No. 1.34**),

Following collection of results by all above-mentioned components, NjSBC presents to Rectorate the assessment by drafting an annual report. (**Evidence No. 4.18**).

Institution pursues a clear policy to improve teaching quality (*Chapter I Standard II.4*)

The institution in the function of continuous improvement of teaching has set up the relevant structures, which are: the Internal Quality Assurance Unit and the Curriculum Development Office (*Evidence No. 1.4, article 14, 16, pg. 16 – 18*), as well as Committee for Curricula and Teaching (*Evidence No. 1.4, article 15, pg. 18*).

Institution puts at disposal of teaching process the Office 365 package (*Evidence No. 4.19*), an instrument for expansion of teaching also *online*, for distribution of teaching materials, development of course works, communication with students, etc. Recently, a group of lecturers have successfully experimented in teaching the use of *open – access platform*, Google Classroom (*Evidence No. 4.20*).

Institution encourages and qualifies academic staff in the field of scientific research, in order to improve the quality of teaching by offering curricula of the third cycle "Long Term Specializations" in the field of Dentistry and "Doctoral studies" in several directions (*Evidence No. 4.21*).

At the beginning of each academic year are offered trainings about the methodology and contermprorary methods of teaching and scientific research by AU lecturers and external experts. (*Evidence R.2.a & Evidence No. 2.5*).

Foreign lecturers are involved in teaching, scientific research and different activities, such as conferences, *workshops*, trainings, etc (*Evidence No. 1.39*).

Institution provides appropriate facilities for the teaching process: all classes are equipped with the necessary infrastructure and with the necessary technological means: computer, video projector, etc. All buildings are covered by a wireless network, available to everyone. In the faculty libraries are found in hardcopy, the titles of the main books of compulsory literature in subjects' syllabyssees. (*Evidence No. 4.8*), as well as collection of lecturers prepared by lecturers in Albanian language, based on latest modern foreign literature. At the beginning of each academic year, in accordance with syllabus reviews, departments make their demands for purchase of books for the library, specifying titles and number of copies (*Evidence No. 4.7*).

In library facilities, there are computers for students available, enabling online search and online library access (*Evidence No. 4.9*), advised by respective department.

Activity of academic staff, teaching-scientific assisting academic staff and administrative staff. (*Evidence No. 1.1, Chapter IV, pg. 23*), is in function of academic and administrative progress of study programs offered by Institution.

Research: research outcomes, their dissemination, assessment and transfer

Department, as the basic unit of the institution, highlights its strengths and weaknesses in the field of scientific research (*Chapter II Standard I.1*)

The Department is a basic unit of teaching and research-scientific development. The Department includes related research areas and groups the respective teaching disciplines (*Evidence No. 1.1, article 16, item 1 - 2, pg. 8, & Evidence No. 4.2, article 4, pg. 2*).

The department can be organized in teaching and research groups. The teaching and research groups are permanent, but they can be temporary too. The group may also be of just research character (*Evidence No. 1.1, article 16, item 6, pg. 8, Evidence No. 4.2, article 7, item 2, pg. 4*).

The department's mission as a Basic Unit of the Faculty is to promote, co-ordinate and administer teaching and research activity, while respecting the academic freedoms of academic staff and its right to utilize the material and financial resources available to it (*Evidence 1.4, article 25, item 2, pg. 25, & Evidence No. 4.2, article 3, item 2.f, pg. 2*)

Head of department is the highest governing body of Basic Unit, who directs, organizes, coordinates and is responsible for teaching and research work in the Basic Unit and reports to the Dean (*Evidence 1.4, article 26, item 1, pg. 25, & Evidence No. 4.2, article 9, item 1, pg. 4*).

Head of department compiles the annual program and financial plan of the teaching and research activities (*Evidence No. 4.2, article 9, item 3.p, pg 5*). Department is financially supported in a transparent and open manner. The Board of Administration, upon proposal of Academic Senate, approves the annual and medium term budget of the institution and supervises their implementation (*Evidence No. 1.1, article 22, item 4.c, pg. 14*). The financial institutional plan envisages funds for scientific research for each department (*Evidence No. 2.18*).

Institution encourages development, dynamism and scientific research (*Chapter II Standard I.2*)

Institution cooperates with national and international structures in the framework of scientific research (*Evidence R.2.g and evidence R.2.c*), aimin to apply and develop joint projects. (*Evidence 1.18*).

Institution supports and encourages academic staff and departments, regarding scientific research and projects, also through information and trainings (https://youtube/6JNQbd_w86Q, <https://youtu.be/q2tLBt8Y3OQ>)

Institution concentrates on scientific research internationalisation (*Chapter II Standard I.3*)

Periodically, the institution, at Main level Unit or Basic Unit, organizes Internaitonal Conferences with participation of distinguished academicians from wll-known international institutions (*Evidence No. 2.9.a*), introducing the recent novelties in the field of scientific research inside and outside the country. These activities, together with other activities, such as *workshops*, open lectures, training, etc (*Evidence No. 2.8- a,b*) enable introduction of academic staff with latest novelties in the respective fields.

The scientific research work of AU academic staff is also made public through publications in the AU scientific journal “Optime” with ISSN 2220-461X and editorial board (<http://albanianuniversity.edu.al/sq/revista-optime/>).

Academic staff of the Institute has introduced its research studies at conferences at home and abroad, and publishes them in well-known magazines of relevant fields. Over the past two years,

members of AU academic staff have attended about 545 international conferences and published about 238 papers in international journals. (*Evidence No. 4.22*)

Institution cooperates with foreign institutions of higher education in the framework of scientific research (Evidence R.2.c & R.2.g) Collaborations are in continuous expansion. This has enabled participation / application of the University in some European programs of research and mobility (Erasmus +, CEEPUS, Horizon 2020, Mevlana etc.).

Institution determines priority areas of scientific research (*Chapter II Standard I.4*)

At the beginning of each year, departments inform the Deputy Rector for Scientific Research and the Office of Scientific Research Coordination and Academic Publications on the central theme of scientific activities to be performed in the course of that period (*Evidence R.4.c*), <https://youtu.be/dGgseuPuHzs>). Institution backs and encourages completion of activities even through favorism of scientific debate.

The institution supports academic staff and students in innovation / invention. The institution has financially supported the participation of representatives from the Engineering Department in Doku.tech in Pristina, Kosovo (*Evidence No.4.23*), <https://albanianuniversity.edu.al/sq/doku-fest-doku-tech-prishtine-2019/>.

Also, the student of the Master of Science in Electronic Engineering, Bujar Dalipi, has been supported in the framework of his project BuNa mentored from foreign experts of the Swiss EP organization and the inclusion of the Acceleration Program Oficina.

Institution applies scientific research priorities (*Chapter II Standard I.5*)

Institution supports and encourages implementation, development and expansion of priority areas defined by the departments (Evidence R.4.a & Evidence R.4.c) by funding, extending and strengthening national and international collaborations (Evidence R.2.c & Evidence R.2.g), through recruitment of qualified academic staff in research, in function of the institution's development strategy, through the organization of activities on European programs of research and mobility (*Evidence R.4.a & Evidence R.4.c*) (https://youtu.be/6JNQbd_w86Q, <https://youtu.be/q2tLBt8Y3OQ>), through organization of conferences, *workshops*, open lectures, etc. (*Evidence 2.8 & 2.9-a*).

Institution provides continuity in the scientific research field. (*Chapter II Standard I.6*)

One of the main strategic objectives of the Institution is scientific research and innovation (*Evidence I.19, pg. 4*).

The institution supports the development of scientific research in priority areas, also defined in terms of its infrastructure capacity (<https://albanianuniversity.edu.al/sq/klinika-universitare-2/>), (*Evidence Nro 2.25*) and human capacities.

The institution engages in continuous improvement of research infrastructure through investments and projects obtained (Evidence No. 1.14, 1.15, 1.16, 1.17, 1.18) and new recruitments in line with the research development objectives.

The institution cooperates with national scientific bodies. To mention here the Academy of Sciences of Albania and the Academy of Albanological Studies (Evidence No. 4.24 & Evidence No. 4.25)

Doctoral students have an active participation in the research activity of the Institution, not only within their "PhD studies", but also in other projects in which the Institution is involved (Evidence No. 4.26 & Evidence No. 4.27) An active contribution to these projects is also made by young researchers, part of the academic staff of the University.

Institution intends to be an integral part of the organized institutional networks and structures within the framework of the OECD region and the European Union (*Evidence No. 1.19, pg. 24*).

The institution invites and welcomes foreign researchers at conferences, open lectures, trainings, workshops etc. (*Evidence No. 1.39*). Cooperation with them is under expansion and continuous strengthening.

Institution favors academic staff mobility engaged in scientific research activity outside the country. (Evidence No. R.1.e). Likewise, it supports the staff in further qualification abroad, including support and favouring policies for inclusion in "Doctoral studies" outside the country of some members of the academic staff. (Evidence No. 4.28)

Institution publicises the outcomes in scientific research fields. (*Chapter II Standard I.7*)

Institution supports and encourages the organization of international conferences, open lectures, workshops, etc. (*Evidence No. 2.9-a & 2.8*).

Institution backs scientific publications of the academic staff through financing (*Evidence No. 4.29, article 11 - 13, pg. 5 - 6, & Evidence 2.10*) and its "Optime" Journal (<http://albanianuniversity.edu.al/sq/revista-optime/>). Also, the publishing house "AU Press" is a good promoter of scientific research activity of the academic staff of the institution, enabling publication of books or monographs (*Evidence No. 2.12*).

The scientific activities developed by the Institution have a positive impact on the Albanian and regional research and research culture. Participation in these activities of different scholars, from Albania, the region and beyond, is a clear indicator for it. The institution promotes research-scientific culture at the regional and national level, also through close cooperation with the UTV News channel.

Institution pursues a policy of evaluation and transfer of outcomes in scientific research fields. (*Chapter II Standard I.8*)

At the Rectorate, as a unit in framework of scientific research is established the Office for Coordination of Scientific Research and Academic Publications. (*Evidence Nr.1.1, article 18, pg. 20*).

Throughout and at the end of each academic year, the Office for Coordination of Scientific Research Academic Publishing reports on the research activity at the Board of Administration and the Academic Senate, where are carried out the respective assessments. (*Evidence Nr. 4.30, Evidence No.1.4, Article 18, item k, pg. 20, & Evidence No. 4.29 Article 8, item n, pg 5*).

Office for Coordination of Scientific Research and Academic Publishing promotes the research activity of the University, both within and outside the country (*Evidence No.1.4, Article 18, item g, pg. 20*).

The institution has a good practice in research-publishing activity, by publishing all conference materials through the publishing house "AU Press" and in the magazine "Optime"<http://albanianuniversity.edu.al/sq/revista-optime/>.

Institution supports and encourages academic staff in terms of scientific research, participation in projects, and publication of their results at national and international scientific conferences and journals.

The institution cooperates with domestic and foreign businesses and organizations, increasing the economic and social impact of its research activities (*Evidence R.2.f & Evidence No. 1.37*)

Institution praises progress of studies and scientific research of academic staff through annual reports carried out by Main Unit (*Evidence No. 4.11*), based on Basic Unit reports. On these bases, NJSBC drafts annual report at Institutional level (*Evidence No. 4.18*). In the framework of this report, each member of academic staff declares the scientific research activity, such national or international papers, conference or obtained project, etc. (*Evidence No. 4.14*).

Conclusion and Judgement

SET concludes that the curricula offered by the Institution are organized and implemented within the legal framework while respecting the conditions necessary for their effective implementation.

For the continuous improvement of the quality of study programs, the Institution periodically follows and evaluates curricula and syllabuses, academic staff, giving particular importance to the involvement of students in this process.

To carry out a teaching of contemporary standards, the Institution supports, encourages and evaluates the development of scientific research work, establishing partnerships with foreign institutions of Higher Education, developing research work of academic staff, organizing various research activities, as well as publishing search results.

Currently, the Institution is engaged in expanding cooperation and developing joint projects with international partners, within the framework of various European programs.

5 – EVALUATION AREA: STUDENTS AND THEIR SUPPORT

Students: From registration to employment

Institution pursues the correct policy for new students' entrance. (Chapter I Standard III.1)

Admission of new students in Albanian University is realized based on law Law 80/2015 “On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania”, as well as Legal Guidelines in force, based on article 102 of Constitution, Law 80/2015 dated 22.07.2015 as well as Decision of Council of Ministers, respectively for 2016-2017 academic year, CoMD no. 407 dated 01.06.2016 “On Definition of criteria of average grade for admission of candidates in first cycle study programs and integrated second cycle programs in higher education institutions for 2016-2017 academic year”, for 2017-2018 academic year Guideline no. 15 dated 19.05.2017 “On application procedures and registration in first cycle study programs, study programs of professional character, as well as integrated study programs of second cycle in higher education institutions for 2017-2018 academic year, while for 2018-2019 academic year Guideline no.26, dated 30.07.2018 for some additions and changes in guideline no.18, dated 21.05.2018 “On application procedures and registration in first cycle study programs, study programs of professional character, as well as integrated study programs of second cycle in higher education institutions for 2018-2019 academic year. Information on criteria, quotas and application procedure is published online in the official website <https://albanianuniversity.edu.al/sq/kriteret-e-pranimit/>

At the end of each academic year, Albanian University defines and approves (**Evidence No. 3.3**) admission quotas in different cycles of studies and in certain cases decides for additional admission criteria for selection of candidates, which are announced and put at disposal of QSHA and respective ministry of higher education.

For realization of registrations and transfers of studies in AU, it is established the Office for Transfer and Equivalency of Studies, which functions in compliance with respective regulation.. (**Evidence No. 2.28**)

Institution pursues an informing and communication policy with students and academic staff. (Chapter I Standard III.2)

"Albanian University" has a well-organized structure that provides student counseling, orientation and communication at various levels with academic staff.

At the institutional level, there is a “Office for Students Coordination and Support” which provides and supports the orientation and communication of students for each study program.

University offers facilities for internal communication of academic staff and its students. Implementation of basic level tutorials enables direct communication of the student with their lecturers. (**Evidence No. 5.1**) Use of internet is a good opportunity for internal communication between lecturer and student. (**Evidence No. 4.20**)

Regarding external communication, university offers a wide gamma of communication means, as well as use of official website of the institution (<http://www.albanianuniversity.edu.al/>) and “UTV NEWS” channel, thanks to cooperation agreement (<http://www.utv-news.tv>). Key means of information and communication of students in “Albanian University” are as follows :

- Official website of “Albanian University” / www.albanianuniversity.edu.al/
- Phone numbers ;
- Adresat e-mailit;
- Posters on information corners ;
- Office for Students Coordination and Support
- Career and Alumni Office
- Office of Transfers and Equivalency of Studies;
- Teaching secretary and online secretary;

The institution has student's electronic address and telephone number as well as the full personal file of the student which is managed by the Teaching Secretary offices and after student's graduation, it is archived, based on legal provisions set by law no. 9154, dated 06.11.2003 "On Archives in the Republic of Albania, amended.

Students can also communicate with the administrative staff of "Albanian University" through the internal electronic address of the administrative staff, which are posted on the web site of the institution.

Institution pursues a policy orientation and mentoring of students. (Chapter I Standard III.3)

AU, in cooperation with the Office for Students Coordination and Support, organizes general and separated activities according to study programs to get students acquainted with the university, lecturers, environments, regulations, rights and obligations of the student.

Contacts of the Heads and Offices of the Institution at disposal of the students, together with the electronic addresses are published on the official website www.albanianuniversity.edu.al/sq/kontakte/.

Office for Students Coordination and Support makes available to students material and brochures to guide them to know the organization of the institution and their rights through the Student Manual. (*Evidence No. 5.2*)

Institution pursues a supporting policy for specific social categories. (Chapter I Standard III.4)

"Albanian University" pays a constant importance to the support of social categories and scholarships as part of community awareness.

"Albanian University" follows a supporting policy for the disabled students, as well as for students from Roma and Egyptian community according to the applicable laws and guidelines of the

Ministry of Education and Sports. Attendance of learning process takes particular attention in terms of supporting and facilitating the learning process and classroom stay.

Categories of scholarships offered by “Albanian University” are: *(Evidence No. 5.3)*

1. Excellence program;
2. Scholarships for disabled students;
3. Social Scholarships;
4. Scholarships for orphans and children of police officers fallen on the line of duty;

For students belonging to the same family, a facilitating fee is granted to help families with many children.

"Albanian University" follows a supportive policy for students engaged in high-level sports activities such as football, basketball, etc., creating easy access to the learning process, e.g. by offering consultation for this group of students. "Albanian College" sports facilities are put at disposal of this group of students, which are used for training or other extracurricular activities. *(Evidence No.2.26)*

"Albanian University" follows the policy of organizing the learning process in accordance with the needs of students' requirements. Thus, students who are at work are gathered into different groups. Based on the students' requests, at the beginning of each academic year are created groups, which carry out the learning process by respecting the criteria of the hours set in the curricula of study programs, during the afternoon or at the weekend.

Institution provides basic literature and support for students. *(Chapter I Standard III.5)*

“Albanian University” offers a rich library with textbooks and additional literature. Textbooks used by "Albanian University" for students are approved by relevant AU Basic Units and are also used at other universities in and outside the country.

In the premises of AU are located three libraries, which also serve as study halls for students. They include literature with titles of university books and artistic publications. There are a number of book titles in these volumes, about 4109 titles.

Further information is provided by the students through materials sent online by the lecturers, materials published by the publishing house "AU Press". This literature is periodically enriched through the publications in the journal "OPTIME" (Journal of Scientific Research at the University), subscriptions to libraries and online journals, scientific research of pedagogues and publications within international projects. *(Evidence No.2.11)*

In addition to the special departments, mini-libraries have been set up, which provide specific literature for students of the respective programs.

The institution has the publishing house "AU Press" which deals with contemporary literature publications in function of different study programs. *(Evidence No. 2.12)*

University uses special funds to acquire latest literature, enriching the libraries and creating facilities for students while using these books. "Albanian University" provides for funding every year for the purchase of specialized literature in the field of research according to the proposals coming from the departments of each faculty. (*Evidence No. 4.7*)

Working hours of AU libraries during which the employees respond to the needs of the students are announced in the premises and on the web site of the institution. (www.albanianuniversity.edu.al/sq/bibloteka/) Students are registered and allowed to take books in the venues of study halls of the university.

Currently, according to the faculties, in the libraries of the institution are:

Library, near the AU building "Zogu I" Boulevard, which serves as a study hall, has 1972 book titles, textbooks, novels and various magazines. The book collection also includes manuals, articles from symposiums, dictionaries and various newspaper articles of the University. Namely, 178 titles are foreign language literature, while about 1794 titles are in Albanian. Total periodic titles 172, out of these 104 titles are in Albanian and 68 foreign language titles.

The library in AU building near "Durrresi Street", which serves as a study hall and the internet where students have access and expand their knowledge through the on-line education system, has about 1210 book titles, divided by branches, study books, academics, novels, dictionaries, as well as various scientific journals, foreign literature, conference papers and various newspaper articles of the University. Namely, in this library there are 346 foreign language literature titles and 632 textbooks for the Nursing program, 241 textbooks for Physiotherapy or 342 textbooks for Pharmacy and 734 texts for Dentistry.

The library in the AU building near "Kavaja Street" counts about 1456 books, of which 1125 books are in Albanian and 340 in languages. The literature is recorded in the Library's inventory, mainly of the Department of Architecture and Engineering, as well as academic, artistic, study literature, articles in various fields.

In this library there are also found donations from prominent Albanian, Italian and OSCE professors. Another source of literature is the online connection with international libraries. In the online library www.questia.com there are about 83,000 books in total. 17,662 Scientific Journal in the field of Medicine 30,749 Journal in the medical field. 751 Medical Encyclopedia.

The www.getty.edu portal offers about 100.000 volumes of books put at disposal by a series of universities worldwide, where 6.400 are focused on architecture.

The www.elsevier.com online library offers for students about 46 907 textbooks and 2221 journals. Likewise, students can also have access in online libraries ERIC- Education Resources Information Center and Cambridge Journals, which count papers for all study programs (www.cambridge.org/core)

Institution offers first-cycle students support through university services to facilitate their progress. (Chapter I Standard III.6)

“Albanian University” offers supervision and mentoring for students with the help of respective department, as well as Office for Students Coordination and Support. This is offered during the entire study period.

Since the beginning of the academic year the Institution helps and orientates students for the curriculum of the study program, the importance of attendance, the way of securing literature during the academic years through:

- The subject program, which is made available to any student who is the first lecturer in the classroom;
- Supervising Lecturers;
- Lecturers - for mentoring for orientation and support in the preparation of the diploma thesis;
- Library staff ;
- Secretary Offices.

Institution helps students with difficulties in acquiring courses, or fulfilling the various obligations of the study program, through the consultation hours conducted with lecturers from departments.

Defined mentors for supervision help students during the selection phase of the degree thesis, and through mentoring until the end of the study cycle. Scientific research conducted by our students with foreign professors thanks to bilateral cooperation with prestigious universities is a quality joke in the field of research and science. Që në fillim të vitit akademik Institucioni ndihmon dhe orienton studentin për kurrikulën e programit të studimit, rëndësinë e frekuentimit, mënyrën e sigurimit të literatures gjatë viteve akademike nëpërmjet. (*Evidence No. 5.4*)

Institution envisages clear procedures for distribution of supervision of diploma theses in accordance with regulations of study programs. (*Evidence No. 3.14, Article 30,31,32,33 pg. 26,27*)

Students Coordination and Support Office in cooperation with Mains Units develops for students an open class of lessons to inform students of the work for Diploma Thesis and makes available to the students the "Diploma Thesis Handbook". (*Evidence No. 4.6*)

Institution encourages students' participation in institutional life. (Chapter I Standard III.7)

Students are officially organized in the representative body of the Student Council based on Articles 54 and 55 of Law no. 80/2015 "On Higher Education and Scientific Research in the Republic of Albania" and the Statute of "Albanian University" article 49, p.30. Student Council of "Albanian University" (KSAU) is an independent student organization that does not conduct political and economic activities. This council promotes student participation and coordinates their representation in the governing bodies of higher education institutions, teaching and research structures and services, and functions under a special statute. (*Evidence No. 5.5*)

University also continuously supports specific student activities as participation in scientific conferences at home and abroad or cultural events organized with partner universities. (*Evidence No. 5.6*)

AU encourages student participation in decision-making, free organization, and expression of their opinion, expressly provided for in the provisions of the AU Statute. (Evidence No. 1.1, Article 47, pg. 22) The Student Council of "Albanian University" expresses opinions and proposals for all problems of general interest of the higher education institution such as study plans and programs, regulations for activities teaching, the right to study, the quality of services, the development of various cultural, artistic, sports activities etc. Its representatives are part of the institution's collegial bodies (Evidence No. 5. 7)

"Albanian University" consists of 3 (three) faculties. Each faculty of "Albanian University" has its Students Council. Each Student Council at the Faculty level has its representatives: Meeting of Chairpersons - the highest decision-making body. Members of the Senators' Meeting are the senators directly elected by the electoral bodies convened by the chairmen and other bodies that may be established by decision of the Council Meeting and the leading authorities of the project "Albanian University" (*Evidence No. 5.5, article 8.9 & 18 pg.4-8*)

Academic Senate - there is 1 representative student, the Chairman of the AU Student Council. Student Senators of the Student Council at AU express opinions and proposals on all issues of general interest such as: study plans and study programs, study regulations, etc. This opinion is taken directly from meetings with students and through complaints filed with the Office of Career, Coordination and Student Support.

"Albanian University Press" publishes annually the work of students participating in the Student Conference of the Faculties. (*Evidence No. 5.8*) Albanian University Management Board finances annually the participation of foreign and domestic personalities of various fields for the development of Student Club activities. Part of the Board's funding is also the purchase of special technological equipment to encourage the development of innovative student lab work projects. (*Evidence No. 5.9*)

Institution pursues a supportive policy to assure cultural and sports quality of student life.
(*Chapter I Standard III.8*)

"Albanian University" is concerned with the quality of students' university life, as this Institution seeks to shape capable individuals who will in the future be leaders and professionals able to come to the aid of national developments. In support of student needs, "Albanian University" has in the organizational structure "Office of Coordination and Support to Students" and the Office of Career and Alumni which have in their function the organization and activation of students in activities inside and outside the teaching of scientific character, professional, social and cultural as well as the continuous orientation of students for their professional career. One of the goals of the Office of Coordination and Support to Students is the realization of internships for professional practice or the establishment of contacts with different companies and institutions. (Evidence No. 5.10)

Also, in support of students, psychological service is offered to the Department of General Psychology for solving their emotional or social problems.

Students are organized also in “Students Clubs” of AU. Following are some of the major clubs:

Faculty of Applied Sciences

1. Club of Marketing & Management
2. Art & Design Club
3. Club of Engineering and Informatics

Faculty of Social Sciences

1. Society and Law
2. Club of Psychologists
3. Education and Linguistics Club

Faculty of Medical Sciences

1. Club of Young Dentists
2. Club of Young Pharmacists
3. Club of Nursing and Physiotherapy

"Albanian University" collaborates with healthcare structures to pursue preventive and curative policies to assist students' health. For example, it has a regular activity with Albanian Red Cross. (**Evidence No. 5.11**) A significant part of the lectures' lecture topics in open lectures are discussions about health care and disease prevention in particular. (**Evidence No. 5.12**)

In terms of student support, AU will provide all students with a student card next year, through which they will be able to benefit from services from different institutions and companies with reduced fees.

Institution helps in students' employment. (Chapter I Standard III.9)

AU has followed favorable policies for students' employment within the institution. Excellent students are part of the administration or pedagogical staff at Albanian University. (**Evidence No. 2.2**) In addition, in its recruitment policies, AU in the case of vacancies, beside publication on the official web site, <https://albanianuniversity.edu.al/en/applications/> vacancies are also distributed electronically to graduating students.

The institution cooperating with the labor market helps in hiring its students not only within AU, but also with different employers. The Career and Alumni Office helps students build their knowledge network to easily integrate into the labor market. The Office organizes the Career Fair once a year and has the main objective to provide contacts with recruiters to increase employment opportunities. (**Evidence No. 5.13**)

Currently, Student Coordination and Support Office counts 130 agreements with private and public institutions for the development of professional practices for students and the provision of employment according to the disciplines of the study.

The Office regularly keeps records of the student employment rate by their branches and years of graduation. (*Evidence No.1.34*) Students and graduates in AU have been hired in important companies and institutions in the country, both in the public and private sector. "Albanian University" develops activities aimed at encouraging student employment.

Conclusion and Judgement

SET is convinced that AU fully meets standards for support, encouragement and constant information of students about their professional career and integration into labor market. Institution follows a correct policy from registration to employment of students, based on legal and by-legal acts in force for registration and protection of students' data.

Institution follows a good policy for students information and provides a communication between them and academic staff through a well-organization supervision and mentoring system, thanks also to support of respective structures established in the Institution.

Albanian University pays a constant importance to support of social categories regarding scholarships, as part of the awareness toward community and offers a rich library with textbooks and additional literature to be used by students for scientific research.

Students are a powerful voice in Albanian University officially involved in collegial bodies of the Institution.

Conclusions and overall judgement

Upon completion of Self-Evaluation Report in the framework of periodical institutional accreditation *Albanian University*, Self-Evaluation Team presents the following summarizing analysis:

a. Strengths:

- Organization structure of *Albanian University* operates in compliance with law No.80/2015 “On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania”, as well as by-legal acts for its implementation. In this respect, there has been an update of all normative acts of the institution.
- Institution has engaged qualified academic staff with scientific degrees and titles, with a long teaching experience in the respective field of teaching.
- *Albanian University* offers study programs for three cycles: *Bachelor*, *Master*, Post-graduation specializations and Doctoral studies, in line with needs of local and foreign labour market.
- *Albanian University* offers new study programs based on a real labour market analysis engaging a part of the work group and external experts with experience in the respective fields.
- Curricula and syllabuses of subjects were updated in line with law and by-legal laws in force, including recent novelties of labour markets and enriched with contemporary literature and latest publications.
- *Albanian University* based on strategy for institutional development, has drafted a strategy for development of scientific research in the institution, development strategy at Basic Unit level, as well as development strategies for teaching programs, based on labor market study.
- Institution has carried out positive efforts in the framework of application and obtaining of national and international projects.
- *Albanian University* offers a consolidated quality assurance system and has enabled notion of “culture” of quality in the institution.
- In three faculties, the institution offers libraries with suitable infrastructure for students, enriched with contemporary literature, as well as possibility of access in online libraries.
- Institution follows transparent policies with academic staff, students and broad audience.
- Documentation and communication mechanisms are well-developed and an *online* secretary functions in order to inform students in “real time”.
- Institution offers supporting and additional structures for students engaging them in decision-taking processes aiming to meet their needs.
- The publishing house “AU Press” translates and publishes contemporary literature in function of teaching process, as well as supports publishing of scientific journal “Optime”, proceedings of conferences, projects, as well as works and individual textbooks of lecturers.
- Financial sources of the institution are more than sufficient for sustainability and credibility in the future.

- Institution is positioned in center of the city and offers encouraging venues and infrastructure for development of study program.

b. Weaknesses (or points where there is space for improvement):

- Compatibility of infrastructure for the disabled students.
- Failure to issue scientific degrees and academic titles for academic staff, which meets legal standards, as a result of suspension of procedures, waiting for approval and implementation of respective by-legal acts in this respect.

c. Opportunities:

- Construction of a contemporary campus in the center of Tirana
- Establishment of specific structures for issuance of scientific degrees and academic titles in line with requirements of Law 80/2015 and by-legal acts in force

d. Threats:

- Due to delay of local power decision-making, an administrative and procedural obstacle for construction of the university campus is granting of permit-
- Lack of re-organization of structures at national level for issuance of scientific degrees and academic titles in line with legislation in force.

4. List of supporting evidences for Self-Evaluation Report – Albanian University

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R.1.b. List of academic staff that is financially supported by the AU	AL, EN
R.1.c. Contracts of academic staff	AL, EN
R.1.d. Booklet - Analysis of the academic staff questionnaire	AL, EN
R.1.e. List of faculty staff benefiting from mobility programs	AL
R.1.f. Analysis of academic staff sustainability	AL, EN
R.2.a. Training of academic staff organized by foreign professors/lecturers	AL, EN
R.2.b. MoESY official letters - approval of changes to programs	AL
R.2.c. List of Cooperation agreements with foreign HEIs	AL, EN
R.2.d. List of conferences organized (in cooperation with foreign HEIs)	AL, EN
R.2.e. List of students benefiting from mobility programs	AL, EN
R.2.f. List of cooperation memorandums on students' internships	AL
R.2.g. List of Cooperation agreements with other Albanian HEIs	AL, EN
R.3.a. Decision of Rectorate on working group for Research Strategy	AL
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R.4.b. List of research topics at Department's level	AL
R.4.c. AU procedure for the identification of research topic	AL

Field 1 – AU Organization and Management

1.1. Statute AU	AL, EN
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1.3. Ministry of Education and Science official letter for AU statute approval	AL, EN
1.4. AU Institutional Regulation	AL, EN

1.5. Senate decision to approve the amended Regulation	AL
1.6. Regulation for AU Academic Senate	AL, EN
1.7. Rectorate's Regulation	AL, EN
1.8. Board of Administration' Regulation	AL
1.9. Internal quality assurance unit Regulation	AL, EN
1:10. Senate Decision for the establishment of the Institutional Evaluation Committee	AL
1:11. Senate decision on the establishment of the Internal quality assurance office	AL, EN
1:12. a. Senate Decision for setting up Quality Assurance Groups at Department's level	AL, EN
b. QAG list at Department's level	AL
1:13. a. Decision of the Board of Administration for experts of the CDO	AL, EN
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d. Cooperation Agreement with Legal Office	AL, EN
1:14. GRADUA Project	AL
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1:18. List of project applications	AL, EN
1:19. AU Institutional Development Strategy 2017-2022	AL, EN
1:20. Senate Decision on the Approval of the Institutional Development Strategy	AL
1:21. Plan of measures for the Institutional Development Strategy	AL
1:22. AU Annual Report	AL
1.22. Annual Report AU	AL, EN
1:23. Ministry of Education, Youth and Sports, Instruction no. 5, dt. 02/19/2018	AL
1:24. Decision of Senate for approving of the AU Annual Report	AL
1.25. Letter of submission of the Annual Report to MoESY	AL
1:26. AU Organogram	AL

1:27. Information Booklet on Study Programs 2019 – 2020	AL, EN
1:28. List of academic staff	AL
1:29. List of students part of collegial bodies	AL, EN
1:30. Labor Market Analysis Model	AL, EN
1:31. Institutional Approval of the working group for program design and labor market study	AL
1:32. MoESY orders for opening new programs academic year 2018-2019	AL
1:33. List of new programs applied in Ministry of Education, Youth and Sports	AL
1:34. Data on AU student employment	AL
1:35. Decision of Senate on study fees	AL
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2.7. Poster Open Day 2019	AL
2.7.b Dentistry Open-Day 2019	AL

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2.7.f Info Days for the Interior Design Program	AL
2.7.g Informative material for "Open Days"	AL
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2.8.a Extracurricular activities academic year 2017- 2018	AL
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2.9.b Model: Conference on Medical Sciences	AL
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2.10.a Financing Procedures for Colomed Projects	AL
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2.11 Optime Model No.2 December 2018	AL
2.12 List of publications at Albanian University Press	AL
2.13 Staff Performance Review by Head of Department	AL, EN
2.14.a Cooperation Agreement with University Federico II, Naples	AL
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2.16.a Cooperation Agreement with Albanian Red Cross	AL
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2.17 Documents contained in the employee file	AL, EN
2.18 Draft Budget 2019-2021	AL
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2.20 Regulation of web site maintenance	AL, EN
2.21.a Rental Contract for the building at Boulevard Zogi i I (Ish estrada)	AL
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2.22.e Summary table on infrastructure capacities	AL
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3.6 Official Letter - Acquiring the status of the accredited provider of ongoing education activities	AL
3.7 Report of the Curriculum Development Office 2018-2019	AL, EN
3.8 Curriculum Review Procedure	AL, EN
3.9 Regulation on Organization of Curricula and Teaching process	AL, EN
3.10 Procedure on syllabi Review	AL, EN
3.11 Decision of Senate on Composition of the Curriculum and Teaching Commission	AL
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3.13 Model of a subject syllabus	AL
3.14 Study Program Regulation MSc in Dentistry (Integrated Program)	AL, EN
3.15 Study Program Regulation BSc in Teaching in Elementary Education	AL, EN
3.16 Regulation of the Office of Coordination and Support for Students	AL, EN
3.17 Regulation of the Career and Alumni Office	AL, EN
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3.20 Notification on the provision of the German language course	AL
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3.22 List of students transferred to AU study programs during the last 2 years	AL

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4.2 Model for Department's Regulation	AL, EN
4.3 Professional Practice (Internship) Agreement "First Instance Court", Serious Court, Tirana	AL
4.4 Procedure followed for Internship students, MSc program "Pharmacy"	AL, EN

4.5 Procedure followed for thesis presentation MSc program "Pharmacy"	AL
4.6 Guideline on writing of the diploma thesis	AL, EN
4.7 Library upgrading procedure	AL
4.8 List of books in the AU library	AL
4.9 List of the online libraries and periodics.	AL, EN
4.10 Regulation for the Students' Secretary	AL
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4.13 Example – Self Evaluation Report of academic staff	AL, EN
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4.17 Approval of the Expert Group for Curricula Review	AL, EN
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4.19 Information management systems in support of teaching	AL
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4.21 List of staff pursuing III cycle studies (Doctoral studies)	AL
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4.27 Information on Faculty and Admin staff engaged in GRADUA	AL
4.28 List of staff members obtaining support for doctoral studies in Italy	AL
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E.3.a Study program regulation SPA Ortognatodonci	AL
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E.4 Syllabuses BSc. Primary Education Teacher	AL, EN
E.5.Syllabuses Ma. Governance and Public Administration	AL, EN
E.6.a Study program regulation MSc. Clinical Psychology	AL
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E.7.a Study program regulation BSc. Business Management	AL
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E.8.a Study program regulation Ma. Interior Design	AL
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