

## Matrix of the RSP Action Plan of the University of Tirana

(p- preparatory phase; i- implementation phase)

Enhancing the capacity and quality of research in UT

Objective 1: Enhancing the capacity and quality of research in UT	Time frame					Responsible for implementation	Success indicators
	2018	2019	2020	2021	2022		
<b>Actions/Expected outcomes</b>							
1.1 Establishment of a qualitative admission/recruitment/qualification procedure and oversight procedure for all PhD applicants based on the EU Code of Practice for Recruiting Scientific Researchers.	p	i	i	i	i	AS, AB, DHR, Faculties and Departments	Regulation for Recruiting Applicants
1.2 Establishment of an online job search portal, within the UT, for the purpose of recruiting the best candidates. This portal/website should be translated into English. Also, job vacancies should be published in "EURAXESS Jobs". The notice of new job vacancies should be extended for more than 15 days.	p	i	i	i	i	DHR and DI	- A set up portal and in operation, also translated into English. -Office for new job vacancies in "EURAXESS Jobs".
1.3. Increasing the capacity of Career Development Centers (CDCs) at Faculties to deal with applicants, at least PhD candidates, providing training for QDC staff.	i	i	i	i	i	DHR,CD	-Number of trainings and trained staff.

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	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
<b>Actions/Expected outcomes</b>							
1.4 The recruitment of post-doctoral students and outstanding Albanian researchers that live abroad, through the best use of the benefits of research mobility funds.	P	i	i	i	i	DHR, Research office, AS, AB	The number of post-doctoral scholars and outstanding Albanian researchers outside the UT
1.5 Implementation of a mobility support scheme for researchers at the faculty level according to a new guideline, based on a prior study	P	i	i	i	i	AB,AS, Faculties	Carried out study and the published Guide
1.6 Conduct of a feasibility study to promote a sabbatical institutional system for teaching staff and acting in accordance with the recommendations of this study.	p	i	i	i	i	AS,AB, DHR, Department s	Carried out study
1.7 Ensure appropriate and easily accessible information regarding employment in the UT main and basic units	p	i	i	i	i	DHR, DI, Faculties and epartments	On Line service offered by the UT departments
1.8 Development of a Good Practice Guideline for assessing individual research performance, according to well-defined criteria.	p	i	i	i	i	DHR, DI, AS, AB,Facultie s and epartments	Good Practice Guideline for assessing individual research performance
1.9 Establishment of a personalized performance system for professors and making recommendations that come out of it.	p	i	i	i	i	DHR, DI, AS, AB	Personalized performance system established in the UT

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	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
<b>Actions/Expected outcomes</b>							
1.10 Establishment of a solid information system for research, as part of the UT information system.	p	p	i	i	i	DHR, DI, AS, AB	UT information system of research set up in UT
1.11 Development of an integrated career development strategy and preparation of a guide for researchers at all stages of their careers.	p	p	i	i	i	DBNJ, DI, SA, BA, Department s	UT Career Development Guidelines
1.12 Provision of young researchers and their supervisors with opportunities to develop their research competences and skills.	i	i	i	i	i	Department s	Questionnaires for competencies self-evaluation
1.13 Designation and implementation of a plan to ensure the gender equality of human capital of research (to insure the inclusion of at least 40% of the sexes less represented in the research units).	p	i	i	i	i	AS, DHR, Department et	Gender equality is included in the UT Regulation
1.14 Design and implementation of an action plan to protect academic staff with special needs to ensure their work quality and equal participation, while reducing the potential obstacles they face	p	i	i	i	i	AS, DHR, AB, Administrat or and Administrat ors	Care for the academic staff with special needs guaranteed by the UT Statute and the UT Regulation

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<b>Actions/Expected outcomes</b>							
1.15 Full recognition of teaching in the scientific research appraisal system (Academic staff holding a "Doctor" degree and who has completed post-doctoral studies should have substantial teaching responsibilities to be formally considered as a co-lecturer).	i	i	i	i	i	AS, DHR, Department et	Guaranteed in the UT Statute and UT Regulation
1.16 Full recognition of research management responsibilities for researchers who have completed post-doctoral studies, including budget management and their supervisory role for doctoral students.	i	i	i	i	i	AS, Research Office Administrator and Administrators	Guaranteed in the UT Statute and UT Regulation
1.17 Doctoral training programs should include sessions on scientific integrity and the professional responsibility of researchers.	p	i	i	i	i	ALUMNI offices, DHR,	Guaranteed in the UT Statute and UT Regulation
1.18 Development of an "Open Data" policy for access to research data, including the creation of a digital structure for storing, processing and accessing these data.	p	p	i	i	i	AS,AB, DI, Departments	Established and functioning digital structure for storing processing and accessing these data.
1.19 Strengthening of research infrastructure within the UT main and basic units, increasing financial support for	i	i	i	i	i	AS,AB, Faculties, Departments	Increasing of funds for support for purchase, maintenance and repair of the equipment.

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	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
<b>Actions/Expected outcomes</b>							
purchase, maintenance and repair of the equipment.							
1.20 Efforts to improve the regulatory legal framework on financial management and procurement for higher education and research institutions, in support of academic autonomy and freedom	p	p	i	i	i	AS,AB, JD, MESY	Relevant amendments in regulatory legal framework.
1.21 Establishment of a system for investigating and preventing plagiarism in each UT main unit and increase of the capacity and functioning of the Ethics Committee (EC) at UT and the main units.	p	i	i	i	i	EC, Rectorate, AB	-An established and functioning anti plagiarism system. -Number of cases investigated.

<b>Objektive 2: Reasearcher Training</b>	<b>Time Frame</b>					<b>Responsible for Implementati on</b>	<b>Success indicators</b>
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
<b>Actions or expected outcomes</b>							
2.1 Developing an integrated and sustainable career development model for doctoral students, those who have pursued post-doctoral studies and the professorship.	p	i	i	i	i	AS, DHR, AB	Number and composition of the academic staff according to categories
2.2 Drafting and implementation of a qualitative training program for all categories of academic staff (PhDs, Postdoctoral PhDs and Professorships)	p	i	i	i	i	AS, DHR, AB	Number of training sessions and the number of the people trained.

Objektive 2: Reasearcher Training	Time Frame					Responsible for Implementation	Success indicators
	2018	2019	2020	2021	2022		
2.3 2.3 Organization of training on the protection of research results, their confidentiality prior to publication, as well as the protection of personal data collected during the research process.	p	i	i	i	i	AS, DHR, AB	Number of training sessions and the number of the people trained.
2.4 Establishment and implementation of procedures for the assessment of guidance and supervision activities.	p	i	i	i	i	AS, DHR, AB	Established and used procedures
2.5 Establishment of a "contract" system with doctoral students, with an emphasis on the protection of the copyright on the research materials and product	p	i	i	i	i	AS, DHR, AB	Number of contracts between doctoral students and their supervisors.
2.6 Implementation of new strategies of research funding at UT that will enable the institution to increase the number of researchers and students involved in research and cooperation between them.	p	i	i	i	i	AS,AB	Number of students involved in research
2.7 Encouragement and directions of the students of the three education cycles to disseminate their research results in order to ensure the development of their skills in researching and transferring knowledge.	i	i	i	i	i	Supervisors, Coordinators of Master and PhD schools.	Number of students involved in research
2.8 The main Units (Faculties, Institutes) shall increase their management capacities for research groups in order to effectively manage the	i	i	i	i	i	Faculties Dean Offices	Number of managerial staff trained for managerial

Objektive 2: Reasearcher Training	Time Frame					Responsible for Implementation	Success indicators
	2018	2019	2020	2021	2022		
Actions or expected outcomes							
supervisory work on scientific masters, doctoral dissertations.							aspects of Masters and PhDs - Number of students attending master's and doctoral studies

Objective 3: Management and improvement of resources and research infrastructure	Time frame					Responsible for Implementation	Success indicators
	2018	2019	2020	2021	2022		
Actions and Expected Outcomes							
3.1 Support and improvement of research infrastructure within the UT main and basic units (research labs for analyses in biology, biotechnology, chemistry, physics, computing, applied mathematics, accounting).	i	i	i	i	i	AS, AB, UT Administrator and faculty administrator	-Scientific equipment inventory of main and basic units -Creation of working groups to find Funding for Scientific Infrastructure
3.2 Effective and innovative management of research support units (administrative and financial units, libraries, etc.) to	i	i	i	i	i	AS, AB, UT Administrator and faculty administrator	-Number of Students and Academic staff involved in scientific research

provide better services and access to academic staff and students. E-learning can be a good opportunity for their continuous training as an innovative way of learning and sharing experiences in academic environments.							
3.3 Replacement of retired research staff and research assistants with human resources capable of ensuring the successful continuation of UT research programs.	i	i	i	i	i	DHR, Departaments	Code of Conduct for Recruitment researchers
3.4. Improvement of financial procedures to fix and replace existing equipment as well as obtain funds to purchase new equipment	p	i	i	i	i	AB, UT Administrator and Faculty Administrator	Laboratory equipment in scientific laboratories is in functional condition
3.5 Increase of financial support for research grants, for mobility at home and abroad for UT researchers, including students in this financing scheme as well.						AB, UT Administrator and Faculty Administrator	-Number of students who have received financial support for scientific research
3.6 Providing researchers with opportunities to be involved in national and international research projects, through institutional arrangements with faculties, by	i	i	i	i	i	Rectorate, UT Administrator of and Faculty Administrator	Number of scientific articles and scientific conferences



considering researchers as consultants on important issues of economic, social and cultural development of the country.							
3.7 Increase in quantity and quality of research, by increasing the efficiency of services provided by administrative and academic assistance units in support of research and reporting.	i	i	i	i	i	Rectorate	-Number of researchers involved in national and international consultations
3.8 Strengthening of the research office within the UT as well as in the Faculties with highly qualified and well-trained staff in the field of developing, managing and reporting research projects.	p	i	i	i	i	Rectorate , Office of Research, AB	Number of projects earned and implemented at UT
3.9 Establishing an online software / application for the administration of research, thus facilitating the management of grants, contracts, prizes, certificates and reports within the UT. This program shall increase productivity, improve communication among the research	p	i	i	i	i	Rectorate , DI	Scientific research software developed and functional

office and research community.							
3.10 Development and implementation of a communication research plan within the UT that shall identify, recognize and inform about the successes of the research conducted by the UT basic and main units.	p	i	i	i	i	Rectorate , CD	Communication plan on UT scientific research

<b>Objective 4. Establishment and strengthening of partnerships</b>	<b>Time frame</b>					<b>Responsible for Implementation</b>	<b>Success indicators</b>
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
<b>Action and Expected Outcomes</b>							
4.1 Increase and strengthening of the UT cooperation with other institutions at university level at home and in the region.	i	i	i	i	i	CD, Rectorate, AS	-Number of cooperation agreements with universities in the country and region; -Number of projects and joint scientific activities
4.2 Increase and strengthening of partnerships with institutions, organizations, businesses and industries, both at home and abroad.	i	i	i	i	i	CD, Rectorate, AS	-No. of cooperation / partnerships -No. of the academic staff that benefited from the partnerships
4.3 Increase the employment of students graduated with a Master's or Doctor degree in	i	i	i	i	i	CD	-No. of Master and Doctorate students employed

non academic institutions (business, industry, governmental and non-governmental organizations).							outside the academic world
4.4 Forwarding recommendations from doctoral theses in various fields of interest to businesses, institutions, organizations, with the view of increasing researchers' possibility to be involved in projects and consultancy.	i	i	i	i	i	CD	-Number of consultations required by UT; -Number of projects, consultancy with the involvement of UT researchers
4.5 Conducting a feasibility study for setting up a "Science Park" in the UT-Business partnership to develop and deliver the research product for the benefit of society and business.	p	p	p	i	i	AS, AB, Rectorate, MESY	-The completed study and the beginning of lobbying and promotion for the development of the "Science Park"

<b>Objective 5: Improving access to scientific research results</b>	<b>Time frame</b>					<b>Responsible for Implementation</b>	<b>Success indicators</b>
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
<b>Actions /expected outcomes</b>							
5.1 Developing and implementing a platform for communication and dissemination of research results to the general public.	p	i	i	i	i	CD, ID, IT-of the Faculties and departments	- Established and functional platform for communication

<b>Objective 5: Improving access to scientific research results</b>	<b>Time frame</b>					<b>Responsible for Implementation</b>	<b>Success indicators</b>
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
5.2 Increase of access to and use of digital research data in UT for the benefit of research and society.	p	p	i	i	i	ID, IT-of the Faculties and departments	Number of individuals using "Open data"portal
5.3 Establish a contemporary on-line library, where researchers have access to the latest achievements and news in various areas of knowledge, mainly to the OECD and EU scientific journals.	p	i	i	i	i	AS, AB, Libraries, IT-of the Faculties	Set up and functional on-line libraries at the UT
5.4 Raising funds for publishing research products for the benefit of the society and environment.	p	i	i	i	i	AS, AB	Funds for translation and publications based on each year
5.5 Establishment of the publishing house of the University of Tirana (UT-Press), with emphasis on interdisciplinary publications enhancing cooperation within and among UT research units.	p	i	i	i	i	AS, AB Rectorate	Established and functional UT-press
5.6 Organization of non-academic forms of cooperation with business, industry,	i	i	i	i	i	AS, Rectorate	Number of organized non academic events

Objective 5: Improving access to scientific research results	Time frame					Responsible for Implementation	Success indicators
	2018	2019	2020	2021	2022		
governmental and non-governmental organizations (training workshops, forums, industrial and technological innovations).							
5.7 Increase opportunities and promote the participation of master and doctoral students as well as academic staff of UT units in studies, analyses and consultancy with third parties.	i	i	i	i	i	AS, Rectorate, Faculty dean offices	- Number of students and academic staff involved in consultancy with third parties.
5.8 Promotion of a free enterprise initiative for the creation of companies, small-business start-ups and spin-offs based on research by academic staff and students.	i	i	i	i	i	AS, Rectorate, Faculty dean offices	-Number of small-business start-ups and spin-offs created by academic staff and students.
5.9 Drafting regulations for creation and support of "start-up" and "spin-off".	p	p	i	i	i	AS, Rectorate, Faculty dean offices	-Regulation for "Start up" and "Spin-off"

Objective 6: Better integration of UT into the European Space of Scientific Research	Time frame					Responsible for implementation	Success indicators
	2018	2019	2020	2021	2022		
Actions /expected outcomes							
6.1 Establishment of EURAXESS Focal Points at Tirana University in cooperation with the Agency.						AS, CD	EURAXESS contact Points at Tirana University
6.2 Conduction of EU-funded ongoing training for the research office and the academic staff of the basic and main units in order to enable them in writing and managing of research projects Funded by EU.	p	i	i	i	i	DK, Research offices at the UT and faculties	-Number of completed trainings and the number of people trained
6.3 Increase of grants/scholarships from EU funded research programs that can be obtained by UT researchers.	p	i	i	i	i	DK, Research Offices	-Number of grants/ scholarships earned -Number of patents and prizes won
6.4 Increase of number of research projects acquired from the EU funding programs: at least one project for each major unit per year where UT is the main partner.	p	z	z	z	z	DK, Research Offices	At least one project, annually, for each major unit where UT is the main partner.

<b>Objective 6: Better integration of UT into the European Space of Scientific Research</b>	<b>Time frame</b>					<b>Responsible for implementation</b>	<b>Success indicators</b>
	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>		
<b>Actions /expected outcomes</b>							
6.5 Increase of the cooperation and assistance of the National Office of ERASMUS and the UT research office on writing, technical and financial management of internationally funded EU projects, including reporting.	i	i	i	i	i	DK, Research Offices	Number of meetings and trainings conducted by the National Office of ERASMUS in cooperation with UT
6.6 Organization of information days for FP7, H2020 and other EU funded programs.	i	i	i	i	i	DK, Research Offices, EURAXESS contact point	-Number of information activities organized
6.7 Creation of a special fund to support participation in international conferences in the EU countries and the publication of scientific articles in journals with Impact Factors of OECD countries.	p	i	i	i	i	BA, SA, UT Administrator, Faculty Administrators	-Number of articles published in journals of OECD countries; -Number of presentations at international conferences in EU countries.