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ERASMUS+ PROJECT
Re@WBC



Enhancement of HE research potential contributing to further growth of the WB region

Questionnaire for mapping the research human potential and issues in WBC universities

Introduction

To whom this questionnaire is intended

The questionnaire is a tool for mapping the research human potential and issues in University of Niš, University of Belgrade, University of Novi Sad, University of Kragujevac (RS), University of Montenegro (ME), University of Sarajevo, University of East Sarajevo (BA), University of Tirana (AL) and University of Vlora (AL). All above partners are invited to nominate one person from their Re@WBC team who will coordinate the local efforts in data collection, namely a local mapping coordinator.

Objectives

The objective of this questionnaire is twofold. First, it aims at establishing the state-of-the-art, namely a detailed and comprehensive picture of current human potential in science and research in targeted universities, including the issues, related to HR management, career development and employment of researchers, ethics, working conditions, accountability, training and collaboration. Second, it is a tool for development of individual HR strategies of each of the universities¹. It is foreseen that the tool will facilitate synthesis of a background data for gap analysis, relative to the principles of European Charter for Researchers and Code of Conduct for Recruitment².

Data collection

The questionnaire covers a range of topics relevant for HR management in research institutions, all of which are highlighted in the European Charter and Code, or The Human Resources Strategy for Researchers (HRS4R) process³. These topics are highly relevant for the overall objectives of Re@WBC project. The accuracy (or reliability, in case of estimations) and completeness of the input, provided by the partners are of extreme importance for the fulfillment of these objectives, in terms of establishment of a ground basis for the future activities. Thus, all partners are invited to put a good faith effort to provide accurate, reliable and complete data. Possible sources of data are internal documents and reports, information systems and databases, other projects' deliverables, contacts with employees in HR departments, researchers and CD centers.

How the data will be used

The data, collected by this questionnaire will serve as an input for drafting a synthesis report⁴. The synthesis report will be developed by University of Niš. It will highlight individual issues, as well as the good practices in resolution of these issues and in other aspects of HR management and career development. Additionally, EU partners will be invited to contribute with their feedback on the relevant topics. Their contribution will be included in the synthesis report. To the widest possible extent, the synthesis report will replicate the outline of the HRS4R template. Thus, it will make a valuable tool for

¹ HR strategies for each of the partner universities are planned deliverables of Re@WBC project

² <http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>

³ <http://ec.europa.eu/euraxess/index.cfm/rights/strategy4Researcher>

⁴ In the Re@WBC project, the synthesis report is referred to as "Comparative (gap) analysis"

the individual partners, in the activities of HR strategies' development. In fact, after the delivery of the synthesis report, the partners will be invited to prepare short action plans, aiming at resolution of most critical issues, and get endorsement of the upper university management for implementation of the foreseen actions.

Help and support

Person in charge for the mapping exercise from the University of Niš, namely a project mapping coordinator, is assigned. Project mapping coordinator will continuously keep in contact with local mapping coordinators, offer and provide help and assistance in data collection, missing and/or uncertain data situations. Role of project mapping coordinator is assigned to Milan Zdravković⁵.

Questionnaire

1. Research potential

1.1. Human resources potential

1.1.1. Provide a number of researchers employed at your university (full or temporary contract) at each stage, at each scientific field:

| | PhD candidate LEK. | PhD candidate with employ. contract | Teaching ass with PhD (doc) | Assistant professor | Associate professor | Full professor |
|-----------------------|--------------------|-------------------------------------|-----------------------------|---------------------|---------------------|----------------|
| Natural sciences: | 53 | 43 | 1 | | 38 | 46 |
| Economics | 45 | 52 | 5 | | 20 | 31 |
| History and Philology | 18 | 19 | 13 | | 17 | 27 |
| Foreign Languages | 45 | 62 | 0 | | 23 | 13 |
| Social sciences: | 19 | 39 | 4 | | 3 | 9 |
| Law | 18 | 0 | 31 | | 17 | 6 |
| IFBZ | 11 | 4 | 0 | | 1 | 5 |
| ISE | 2 | 0 | 0 | | 1 | 0 |
| KUKES | 7 | 0 | 0 | | 0 | 0 |
| SARANDE | 9 | 4 | 0 | | 0 | 0 |
| REK+ DEP | 14 | 1 | 0 | | 1 | 2 |

TOT 779

1.1.2. Provide a number of researchers from abroad currently working or studying (PhD) at your university (full or temporary contract, visiting professorship, PhD or a research grant), at each scientific field:

⁵ Email: milan.zdravkovic@gmail.com, Phone/Viber: +381 64 1144797, Skype: webtop

| | Full contract | Temporary contract | Visiting professor | PhD grant | Research grant |
|-----------------------|---------------|--------------------|--------------------|-----------|----------------|
| Natural sciences: | | | | | |
| Economics | | 1 | 1 | | |
| History and Philology | | | | | |
| Foreign Languages | | | | | |
| Social sciences: | | 4 | 4 | | |
| Law | | 2 | 2 | | |
| IFBZ | | | | | |
| ISE | | | | | |

1.1.3. Provide a number of PhD students at your university, at each scientific field:

| | Number of PhD students |
|-----------------------|------------------------|
| Natural sciences: | 186 |
| Economics | 173 |
| History and Philology | 486 |
| Foreign Languages | 154 |
| Social sciences: | 260 |
| Law | 329 |
| ISE | 154 |
| TOT | 1742 |

1.1.4. Provide accurate or estimated age structure of researchers employed at your university (in total or percentage):

<25 yrs
 25-40 yrs
 40-55 yrs
 >55 yrs
 TOT 779

1.1.5. Would you consider a gender balance in your university as fair? Highlight the most important aspects, including overall gender balance, scientific excellence (mentoring, project coordination and leadership, outstanding scientific achievements), management (deans, department managers, centers management, etc.) and situation in different scientific fields:

There is a large number of women working for our University and they carry out the same duties as men. They participate in projects and they mentor students in their Ma and PhD thesis. Some of them act as Head of Departments and others are Deans of faculties. There are 484 females and 295 males working for the University and holding different positions.

1.1.6. Provide a list of outstanding international awards (which award, when, which scientific field?) in specified scientific fields received by the individual researchers from your university⁶:

There are no outstanding international awards received by individual researchers from the University of Tirana.

⁶ Also including ERC grants

1.1.7. Any other remarks relevant to human resources potential at your university?

N/A

2. Employment and career development

2.1. Employment and promotion

2.1.1. How many researchers were employed (signature of a new contract, do not include extensions – career advance) at your university in 2014, per scientific field?

| | Employed |
|-----------------------|----------|
| Natural sciences: | 13 |
| Economics | 13 |
| History and Philology | 8 |
| Foreign Languages | 5 |
| Social sciences: | 8 |
| Law | 0 |
| IFBZ | 3 |
| ISE | 3 |

2.1.2. How many of those researchers were employed at senior positions (signature of a new contract for assistant professors or higher)?

| | Employed at senior pos |
|-----------------------|------------------------|
| Natural sciences: | 0 |
| Economics | 0 |
| History and Philology | 0 |
| Foreign Languages | 0 |
| Social sciences: | 0 |
| Law | 0 |
| IFBZ | 0 |
| ISE | 1 |

2.1.3. How many researchers were retired at your university, in 2014, per scientific field?

| | Retired |
|-----------------------|---------|
| Natural sciences: | 3 |
| Economics | 1 |
| History and Philology | 2 |
| Foreign Languages | 1 |
| Social sciences: | 1 |
| Law | 0 |
| IFBZ | 1 |

2.1.4. Where all open positions are advertized? Provide URL of a web page, if any.

All positions are advertised in www.app.gov.al and www.unitir.edu.al

2.1.5. What is the duration of position advertisement (in days)?

15

2.1.6. What are the maximum durations of contracts (with all possible extensions) for each of the positions? Indicate if a signature of permanent work agreement is possible for some positions⁷.

| | Max duration |
|----------------------|---------------------|
| Teaching assistant: | 1 year renewal |
| Assistant professor: | Indefinite duration |
| Associate professor: | - |
| Full professor: | Indefinite duration |
| Other: | |

2.1.7. What are the typical durations of contracts for each of the positions?

| | Typ duration |
|----------------------|---------------------|
| Teaching assistant: | 1 year renewal |
| Assistant professor: | Indefinite duration |
| Associate professor: | - |
| Full professor: | Indefinite duration |
| Other: | |

⁷ For example, in Serbia, all full professorships positions are permanent, while all others are temporary.

- 2.1.8. Does your university supports/implements transferrable grants⁸? If yes, could you shortly describe the process of a transfer?

Based on DCM No. 775, dated 24.09.2013 "On Administration of Foreign Projects in the Republic of Albania", all grants shall be registered in the "Central Treasury Account" of the Bank of Albania, through transit into special accounts opened in the name of any project with the Bank of Albania. Upon submitting the agreement between the beneficiary institution and the partner (donor) to the Ministry of Finances, the latter submits a request to the Bank of Albania to opening a project account with a bank of a second level.

The project coordinator, in any case, shall confirm and plan the payments and the activities in the context of the project. Project coordinator, who is part of the academic staff of the University of Tirana, shall be appointed by the head of the institution and in the event of moving to another institution, which is not under the supervision of University of Tirana, another member of the academic staff shall be appointed to continue the coordination of the project.

- 2.1.9. List all criteria factors⁹ which are formally taken into account for advancing career from one position to another¹⁰ (for example, from assistant to associate professor). Consider all

⁸ When a researcher transfers from one institution to another and requests continued support from a previously approved grant/project at the new location

⁹ Possible criteria factors include but are not restricted to papers in journals, books, mentoring, participation in evaluation committees, project coordination, etc.

¹⁰ Do not include the ones that are regarded but not mandatory, list only mandatory criteria.

possible promotions, not only the one given as an example.

There are certain criteria factors that are taken into account for advancing from one position to another. An example might be one for the associate professor title:

1. He/ she has at least taught for three years and has good teaching qualities.
2. Has participated and presented at 8 conferences and scientific meetings, 5 of which have been presented in international scientific activities. All these presentations should be published.
3. Researchers should have written at least 5 scientific original articles. The researcher has to be first author in at least two of them in an internationally recognized magazine. One of the articles has to be published in an impact factor magazine .
4. Researchers should have lectured a subject for more than two years and at the same time have prepared teaching materials such as lectures, exercises etc

In order for a researcher to get the title of Professor, he has to:

1. Have taught for at least 5 years (7 years for part time lecturers) after receiving their PhD degree.
2. They should have good teaching abilities and have actively participated in the institutional and academic development of higher education.
3. Have research or teaching experience in an international academic institution for at least one year.
4. They should be able to teach in one of the following languages: English, French, German, Italian, Spanish and Russian.
5. They should have prepared and presented 15 presentations in conferences, 8 of which in internationally scientific activities and published in the proceedings.
6. They should have published 9 original articles or reviews, 4 of which accepted by international scientific magazine, and two articles published in a impact factor magazine. They can also publish a scientific monograph in a foreign language which counts for 6 scientific articles. A scientific monograph published in Albanian counts for 4 scientific articles published in Albania.
7. Researchers should have lectured a subject or a module for more than four years and at the same time have prepared teaching materials such as lectures, exercises , programs of different subjects, one of which is taught in graduate level.

2.1.10. Describe shortly the process (in bullet points - steps) in which the members of evaluation committees are nominated. Are there any criteria for participation in evaluation committees?

The members of the ad hoc evaluation committees are nominated based on the Article 66 of the Statute of the University of Tirana. This committee is made up of:

- Head of the department
- A representative elected by the head of the department
- Two members elected by the Dean, one of which should be a representative of the Department
- A representative elected by the Rector.

The majority of the committee is made up by representatives of the respective department

- 2.1.11. Describe shortly the process of candidate selection (in bullet points - steps). Are there standard evaluation templates (allowing that different standard templates may exist for the different scientific fields)?

The selection of candidates in the University of Tirana is done through public competition procedures. The members of the committee decide on the points to be awarded according to the general and special criteria established for the position. The candidate needs to prepare a file with all necessary documents (diploma, degrees, trainings, teaching experience, participation in conferences, publications etc). The complete file is awarded 60 points. Then, upon reviewing the file and awarding the points, the candidate moves on to the interview phase. The interview has 40 points. It needs to be mentioned that candidates moving to the second phase fulfill all general criteria for the position. Then a report is prepared with all the evaluation of candidates and submitted to the Rector's office. Then, the Rector, as the employer of the institution makes a decision and informs the winning candidate.

- 2.1.12. Who is entitled to make a decision on announcing an open position at your university (or faculties, in case of disintegrated university)? List all possible factors for rendering such a decision, for example: long-term employment strategy, short-term need (available project grant), retirement, any other.

The Dean of the faculty is entitled to announce an open position. The head of the department submits to the dean a proposal for an open position. The head of the department also needs to submit a list of criteria to be fulfilled for the position. Then, the Dean of the Faculty approves the criteria or introduces his/ her own proposal and makes a decision on announcing an open position. It depends on different factors such as short term needs and participation in programs.

- 2.1.13. Would you consider a research positions at your university as competitive? How many candidates typically apply for a certain position?

A research position at the University of Tirana is considered as competitive, especially in the fields of social sciences, humanities and law, and not as competitive in the fields of mathematics, physics, chemistry etc. It is an established fact that no competition will be held unless 3 candidates have applied. If the number of candidates is less than three, then the procedure needs to start from the beginning and the competition is considered open once again.

- 2.1.14. Any other remarks related to employment and promotion at your university?

N/A

2.2. Career development services

- 2.2.1. Do you have a Career Development center, established at your university? If not, disregard the remaining questions in this section.

Yes

- 2.2.2. How many students were served by CD center at your university in 2014?

7000

2.2.3. What are the most commonly provided services to students?

| | | |
|----------------------|-------------------------------|-------------|
| Partnership | Training | Career Fair |
| Employment | Information about Toefl/Toeic | |
| Internship | Summer/Winter school | |
| Voluntary commitment | Debate Championship | |
| Workshop | Info Day | |

2.2.4. How much staff is currently employed or engaged in the CD center at your university? What is their specialty and/or background (legal, administrative, marketing, etc.)? How many full time employees in CD center (working exclusively in providing CD services) are there?

6 administrative staff (Full-time)

2.2.5. Did staff of CD center receive some training? In which skills?

Training in developing, promoting, managing, coordinating, implementing career services and activity:
1.Interface
2.La Rochelle University, France
3.USAID

2.2.6. Does CD center at your university provide services to PhD students or researchers? If yes, how many PhD students/researchers were served in 2014? What are the most commonly provided services to PhD students/researchers? If not, do you plan to extend the services of CD center to PhD students/researchers? Describe shortly this plan (when, which services will be offered, etc.)?

No

2.2.7. Does CD center at your university give trainings/courses to students/PhD students/researchers? In which skills? How many students/PhD students/researchers attended those trainings in 2014?

| | |
|-----------------------------------|-----------------------------|
| Communication Skills | Interviews |
| How to open a business in Albania | Transitional in Albania |
| Academic writing | Entrepreneurship in Albania |
| Leadership | |

2.2.8. Any other remarks relevant to activities of CD center at your university?

The structure of the Career Center in Albania is a new concept, and we face many challenges, but we aim at being successful at our work. Students have expectations and working with them is quite a powerful motivation to move forward with our mission.

3. Ethics

3.1. Institutional tools

- 3.1.1. Describe the process (in bullet points - steps) of nomination of members of Ethical Committees. Were there any complaints related to the transparency and credibility of this procedure? Were there any complaints related to questioning independence of the members of Ethical Committees?

The Ethical Committee is approved and functions on the basis of article 17, law nr.9741, date 21.07.2007 "For the Higher Education in the Republic of Albania". According to point 2 of this article, the members of the Ethical Committee are elected by the Senate of the University, after being proposed by the Faculties. The rights, duties, organization and functioning of the Committee are determined in the Statute and Regulation of the University as well as in the regulations of each Faculty.

The members of the Ethical Committee are nominated by the Academic Senate from the academic staff according to the Rector's proposal. The Ethical Committee has 7 members, 2 of which should represent each gender. Members are part of the academic personnel of the University and 1 member is from the Rectorate. Each unit proposes a respective candidate to the Rector.

The Ethical Committee elects its Chairman and proposes to the Academic Senate the Code of Ethics. The Code of Ethics decides on decision making processes, handling of complaints and respective restrictions.

- 3.1.2. Present a few typical reasons for Ethical Committee engagement (in bullet points).

The Ethical Committee serves as a leading body at the University of Tirana.

The Committee has the right to request and obtain information from the academic personnel, teaching and administrative staff as well as the member units of the University of Tirana, apart from the Academic Senate, Rector, Council of Administration and parallel structures and student councils in full compliance of the ethics in the completion of the duties of each member.

For all cases and the manner of verification in leading bodies of the University of Tirana and cooperation with individuals, and institutions, the Ethical Committee should get permission from the Academic Senate and Rector. The Ethical Committee informs the Rector and provides him with respective recommendations.

If cases relate to the academic personnel the Rector informs the Academic Senate.

- 3.1.3. How many cases are handled by the Ethical Committee annually, in average? In how many of those, misconduct was established?

There is no exact number of cases handled by the Ethical annually. The Ethical Committee meets in compliance with its duties and responsibilities approved by the Senate of the University of Tirana. Only one case of misconduct was established in 2014, where the Committee analyzed a case brought into its attention by the Council of professors at the Faculty of Social sciences. They found plagiarism in the dissertation of a lecturer at this Faculty. After reviewing the request, the Ethical Committee decided that the case was an infringement of the Code of Ethics.

- 3.1.4. What are the possible consequences of a found misconduct? Are there any consequences for a complainee if his/her complaint is found to be unsupported?

Is revoking scientific titles an option and under which conditions? Have it ever happened?

The possible consequences for misconduct are:
revocation of the scientific degree
unregistering the lecturer.
The previously mentioned case was sent to court.

- 3.1.5. Would you consider the cases handled by the Ethical Committee transparent? Which information is published on the university website (separately, during process and post-mortem)? URL?

The cases handled by the Ethical Committee are transparent since all meetings are open to the public and anyone can participate but is not eligible to vote.

- 3.1.6. Are members of Ethical Committees remunerated for their work? If yes, how the amount of remuneration is determined? How the work of Ethical Committees is funded?

The members of the Ethical Committee are not remunerated for their work.

- 3.1.7. Are there any tools in your university which can help members of Ethical Committees in their work, such as plagiarism monitoring tools, PhD databases, etc.?

There are no tools to help members. There is only one secretary who keeps the correspondence, takes down minutes of meetings etc.

- 3.1.8. Does Ethical Committee discuss about ethical issues arising from the research projects, such as privacy, data protection, animal testing, clinical trials, etc.?

The Ethical Committee does not discuss about ethical issues arising from research projects.

3.1.9. Any other remarks relevant to the work of ethical committee at your university?

N/A

3.2. Seniority culture and its impact to research freedom

3.2.1. What is the number of PhD students supervised by younger researchers (level of assistant professor) in 2014? If you don't have access to this information, would you consider such situation as common? In which scientific fields?

There were 235 PhD students supervised in total in 2014. Only 19 of them were supervised by assistant professors. .

3.2.2. What is the number of research projects managed by younger researchers (level of assistant professor and below)? If you don't have access to this information, would you consider such situation as common? In which scientific fields?

There are 8 research projects managed by young researchers.

3.2.3. What is the typical age structure among associate and full professors?

Full Professors (40-55) and >55
Associate professors- (40-55)

3.2.4. What is the typical distribution of scientific titles (assistant, associate, full professor) among research project coordinators at your university?

University of Tirana is at present managing 8 projects. Four project coordinators are associate professors and 4 are professors.

3.2.5. Any other remarks relevant to the seniority culture and its impact to research freedom?

N/A

4. Working conditions

4.1. Working conditions

4.1.1. Is there a EURAXESS Service Centre at your university? If yes, how many people are involved in its activities? What are their specialties and/or backgrounds? Which services are typically given? Does the center submit EURAXESS statistics regularly to European Commission?

There is not a EURAXESS Service Centre in the University of Tirana.

4.1.2. What is the typical teaching/research balance in your university (estimation in percentage, provide different estimations for different scientific fields, if relevant)? What is average

engagement (number of classes per week) in teaching, in different scientific fields, in different career levels/positions? Are PhD students involved in teaching activities? If yes, how much classes per week (typically)?

The typical teaching/ research balance in our university is:

- Teaching (annual norm is 200 hours for professors. 220 for assistant professor, 260 for PhD and lecturers and 300 for docents.
- 200-300 hours for research, development and technology
- Support for the institution

Each employee should fulfill the requirements as determined by the code, 192 days of work, 1536 hours. A full time employee should spent, at least 6 hours teaching, whereas part time staff should teach 150 hours a year.

Academic personnel employed in institutions and research centers can teach 20-30% of the norm, thus providing them with more time for research.

- 4.1.3. Would you consider the level of development of research infrastructure (lab equipment, devices, testing and demonstration facilities, etc.) in your university as satisfactory? Do you have agreements with industries and/or other research organizations related to access to their specific research infrastructures?

The level of development of infrastructure in our university is not so satisfactory as far as laboratories and devices are concerned.

As far as facilities are concerned, there have been some improvements in the recent years, though they can still be considered not in full compliance with international standards. (ratio students/ m2). As a result, the teaching process is carried out in shifts, until the late hours of the evening and in the weekends as well.

- 4.1.4. Did your university implement a specific award system for extraordinary achievements in science and research?

The University does not implement a specific award system for extraordinary achievements in science and research.

- 4.1.5. Is sabbatical opportunity used in your university? Under which conditions? What are the typical purposes? Under which conditions, a researcher working in your university can pursue the visiting professorship opportunity?

The sabbatical opportunity is used in our University in full compliance with article 52, law nr, 9741, date 21.07.2007 "on higher education in the Republic of Albania, as amended. The teaching and research personnel obtaining degrees have the right to work on their academic improvement once in 7 years. During this period, the teaching and research personnel, is not required to teach. He can also attend trainings and courses in other institutions. In these cases, there is a special contract that determines duties and responsibilities of parties, thus to be signed by the Rector and the interested party.

4.1.6. Any other remarks relevant to the working conditions at your university?

N/A

5. Accountability and public responsibility

5.1. Accountability of researchers

5.1.1. How would you consider the level of awareness of researchers in your university on the ethical issues and standards in research, related to data protection, privacy, confidentiality, plagiarism and others?

Very low Low Satisfactory Good Very good

Any specific remark on this topic?

5.1.2. How would you consider the level of awareness of researchers in your university on the contractual and legal obligations arising from work contracts, laws and by-laws?

Very low Low Satisfactory Good Very good

Any specific remark on this topic?

5.1.3. Which kind of reports related to teaching and research the researchers in your university are obliged to submit to management (in bullet points)? In which periods? How these reports are used, for statistical purposes/reporting to other bodies/individual assessment and evaluation/other?

- Report on the teaching process (submitted at the end of the academic year)
- Report on the research work (conferences, articles, mentoring) submitted once a year

These reports are used for statistical purposes and for reporting to the Ministry of Education and Sports, Institute of statistics etc. They can also be used for short term and long term studies; to increase the number of staff; evaluation of individual performance in cases of contract renewal, etc.

5.1.4. Any other remarks relevant to the accountability of researchers at your university?

N/A

5.2. Public engagement

- 5.2.1. List the typical activities (in bullet points) in which the scientific results and achievements in your university are presented to the wider public:

Projects;
Conferences;
Round Tables

- 5.2.2. Do you organize science career promotions in schools?

No science career promotions are organized in high schools.

- 5.2.3. Does your university have PR department? If yes, how many people work in this department? What are their typical activities (in bullet points)? Do you have media kits?

The University has a PR department. One person works in this department.
The typical activities are as follows:

- Awarding Honoris Causa
- Open Lectures
- promotional activities
- Media notification by phone and email

- 5.2.4. Do you have university Facebook or Twitter account? If yes, is it regularly used for promotional activities? URL?

Yes it is regularly used for promotional activities in <https://www.facebook.com/Universiteti-i-Tiranes-Faqja-Zyrtare-109920519178721/?fref=ts>

- 5.2.5. Any other remarks relevant to the public engagement at your university?

N/A

6. Training

6.1. Mentoring and supervision

- 6.1.1. Under which conditions (bullet points), a researcher at your university can work as a mentor and/or supervisor to a PhD candidate?

A researcher at our university can work as a mentor of a PhD candidate, based on the decision of the Council of Ministers, no. 864, date 05.12.2007, as amended, point4, if he has at least a PhD Degree from an international University. The mentor should be an associate professor or professor and he should have carried research in the field.

- 6.1.2. Under which conditions (bullet points), a researcher at your university can participate in a work of PhD evaluation committee?

The Evaluation Committee is made up of 5 members. Three of them should be professors. All members need to have national and international academic and scientific experience. The composition of the committee is proposed to the council of professors by the coordinator of the PhD program or head of the department. The Council assigns 2 or 3 opponents, one of whom has to be an external member and within the field of study.

- 6.1.3. When, after admission, a PhD candidate in your university is assigned a mentor or supervisor? In which process such an assignment is made (bullet points)? Does candidate have any influence to that decision (in other words, can he/she choose a mentor)?

The mentor of a PhD student, is selected by the student himself, at the time of application and submission of necessary documents to attend the third cycle of studies. Approval of the Council of professors is needed for the assignment of the Mentor.

- 6.1.4. Does PhD candidate or his/her mentor/supervisor submit regularly reports on his/her work? What exactly is reported (bullet points)? How these reports are used afterwards?

According to the PhD Regulation, article 5, the PhD candidate has to submit a report at least once a year. The report shows his performance in compliance with his program. In cases where student is found unable to continue with his studies, he can be unregistered upon request of his mentor and approved by the Council of professors.

- 6.1.5. Under which conditions a PhD candidate in your university can be granted a request to change an assigned mentor or supervisor?

A PhD candidate can be granted a request to change an assigned mentor after approval of the Council of professors. It has usually happened when the mentor has resigned or left his position.

- 6.1.6. Are mentors remunerated for the mentoring and supervision work? How?

According to instruction no. 20, date 09.05.2008 of the Minister of Science and Education "on the activity of the academic personnel in public institutions of higher education", the mentor is remunerated and that is considered as 180 teaching hours.

- 6.1.7. Are members of the PhD evaluation committees remunerated for their work? How?

Members of the PhD evaluation committee are not remunerated for their work, except for the opponent, who is remunerated for his work and that counts for 20 teaching hours.

6.1.8. Any other remarks relevant to the mentoring and supervision?

N/A

6.2. PhD training

6.2.1. Does your university offer accredited PhD and/or master courses in English language? In which scientific fields? If yes, did you implement such courses so far? Any identified issues? If not, what is the reason for not offering such courses?

University of Tirana offers Master courses in English language. Apart from master courses in English at the Department of English Language and Literature (Translation/ Interpretation; Communication and Tourism; Teaching Methodology), there are specifically two master programs at the Faculty of Economic in Finance, Accounting and Auditing and IT Business process Management and one program master in the Faculty of Social Science "Curriculum Development joint European Political Science MA.

6.2.2. Does your university offer joint PhD degrees in collaboration with other universities? In which scientific fields? If yes, did you implement such degrees so far? Any identified issues? If not, what is the reason for not offering such degrees?

Yes the University of Tirana offers joint PhD degrees. We have Cotutelle in the Faculties of Law, Economics, Foreign languages and History and Philology.

6.2.3. What is the typical engagement of PhD students in your university, in summer schools, visits to industry/other research organizations, participation at conferences and other similar activities? How the costs of such activities covered?

The PhD students at the University of Tirana are obliged to participate in scientific conferences. They are free also to participate in summer schools. The students have to use their own budget to pay for these activities.

6.2.4. In which transversal skills the PhD students in your university are trained during their studies¹¹? Is this training a regular part of the offered PhD courses?

Most PhD students in our university work as lecturers in different faculties, thus it is very easy for them to intertwine skills and use them to their benefit. Some of them work for different institutions, which gives them the opportunity to learn and share at the same time. There are certain criteria that students need to fulfill and training is among them, especially teaching.

¹¹ Examples of transversal skills: Creative skills (analysis, problem solving, critical thinking, ability for formulate new problems and ideas), Interpersonal (social) and leadership skills, Project management & organization, Research information management, Entrepreneurship, IPR, Self-management & work habits, Written and oral communication, Presentation skills, and others

6.2.5. Any other remarks relevant to the PhD training in your university?

N/A

7. Research projects and collaboration

7.1. Research projects

7.1.1. How is the research in your university funded? Can you estimate a proportion of overall research funding, coming from: a) national research fund; b) EU programmes; c) industry collaboration; d) own funds? Separate estimations in different scientific fields will be strongly regarded.

The research personnel, students of second and third cycle of studies have the right to apply for funding approved by the budget of the University, to pursue their research. The Academic Senate approves the annual financial plan and announces it to the Rectorate, Faculties and respective web pages. The winners are announced every year in April and informed on full and partial compensation. The beneficiaries of these funds sign a special contract, clearly stating duties and obligations, with the Rectorate.

Sources of funding for research in 2014 were:

- University incomes(funds for conferences, teaching, membership etc)
6,828,570 leke (approx. 50000 Euro)
- Agency for Research in Technology and Innovation
3,765,000 leke (approx. 28000 Euro)
- Foreign projects (IPA ADRIATIK-CBC, TEMPUS PROGRAM, ERASMUS MUNDUS)
21,474, 980 leke (approx. 155000 Euro)

7.1.2. Does university maintain a central database of research projects? Is this database open?

At University of Tirana we don't have a central database of research projects.

7.1.3. List all FP7/H2020 research projects in which university participated in last two years (ONLY research projects). Any MC/MSC¹² actions?

N/A

7.1.4. Any other remarks relevant to the research projects?

N/A

¹² Marie Curie/Marie Sklodowska Curie

7.2. Research collaboration

- 7.2.1. What is the uptake of industry representatives in formal research process (in specific, PhD studies and evaluation committees)?

There has not been so far any uptake of the industry representatives in formal research projects.

- 7.2.2. Describe your activities towards collaboration with alumni association and scientific diaspora. Who carries out those activities?

University of Tirana frequently organizes activities with Alumni association such as Open Lectures with important guests, Joint Symposium with students from diaspora, exchanging the best practices on education and research field during workshops and co-hosting events.

- 7.2.3. How would you rate the collaboration of research teams in your universities with other actors, e.g. public administration, NGO, etc.?

The University of Tirana has various bilateral agreements with public administration and NGOs. The University of Tirana has also signed agreement with different Ministries, Embassies, Law Courts etc.

- 7.2.4. Any other remarks relevant to the research collaboration?

N/A