

1.5 HR offices and centers equipped

Hardware purchase.

As informed (with the email on the update on the software and hardware purchase date 19.06.2017), the organization of bid procedures for purchasing this equipment, which will be made available to the academic staff for their daily scientific research work, started in October 2016. A series of bid procedures were carried out because the committee could not award the contract to any of the participating companies, due to lack of documents or failure to comply with the requirements set out in the call for bid. Finally, in March 2017 following the sixth bid procedure and after reviewing carefully the documentation submitted by the companies, the committee awarded the contract to the Company Gjergji Kompjuter.

On the 30th of March, the Rector of the University of Tirana and the Representative of the Company Gjergji Kompjuter signed the agreement for purchasing the electronic equipment. The procedure is frozen due to unclear points in the legislation in force, with regard to the separation of academic and administrative powers of the University. As a result, the execution of the contract is suspended until the situation is clarified. During this period, the University and the responsible persons have met constantly to follow up the procedures and to provide a solution to this impasse. The National office has been informed and updated on this issue as well.

Following the appointment of new Administrator of the University of Tirana, all the financial procedures are undergoing a legal audit, a procedure that has delayed the payment of the bill for the Hardware. From the continuous contacts with the new Administrator we learn that the process has his full attention. The Administrator of the university and the representatives of the company, are working with legal offices to overcome this handicap and finalize with the payment of the bill.

Attached the documents for the tendering procedures and we will send financial papers as soon as the payment procedure is completed.

Software Purchase

The software purchase was finally completed and the payment was sent to Turnitin, the company offering plagiarism detection software. All documents related to the purchase are attached to the email.

2.1 Reinforcing University Centers and HR offices

The Career Center at UT started to function in 2010. The main objective of this structure is to counsel students for a better approach to the labor market. An important support for the creation of this structure has been the Interface Tempus project, which has helped with staff training, providing basic tools for the offices of this center and organizing visits to European universities, partners with our university.

The main challenge that the Career Center faced during the implementation of the project was to raise students' awareness of the services this center offers. Today, career offices are fully integrated in the respective faculties and are visited daily by students who come to be informed and consulted with the heads of these centers.

The Career Center's first career office opened at the Faculty of Economics at the beginning of the academic year 5 October 2012 and then in March 2013, continued with the opening of the QAL in the Faculty of Law. At the end of the academic year 2014, the University of Tirana also counts two other Career Center offices, namely the Faculty of Natural Sciences and the Faculty of Social Sciences, to assist the students of the University of Tirana.

The Career Centers Mission is to support the students in their best preparation for employment and to serve in encouraging and developing their career in certain areas of study. The Career Center serves as a bridge between students and the labor market, creating the right contacts with potential employers, with a view to promoting the students of the University of Tirana and seeking new employment opportunities.

Being aware that there is need to have a successful career development practice and in line with the requirements of Re@WBC, University of Tirana plans on creating a strategy to better adapt and survive the competition with other universities both private and state ones.

2.4 HRS4R strategy created and adopted at partner universities

As far as the HRS4R strategy is concerned, University of Tirana has:

- a. Carried out an internal analysis
- b. A working group was established
- c. Documents required have been completed and are being reviewed
- d. A new letter of endorsement of Charter and Code was prepared and will be submitted
- e. All documents will be forwarded to the respective office in Brussels in April the latest

2.7 Implementation of plagiarism monitoring tools

As already informed, the plagiarism detection software was purchased by University of Tirana last week, thus the regulation on its use will be prepared by the law office at the Rectorate in full compliance with the regulation provided by you and then it will be sent to the Senate for approval.

2.8 Improvement of Ethical Committee

University of Tirana is working on drafting its new statute and it includes duties and responsibilities of the Ethical Committee. Please find below Article 38 from the draft statute that deals with the ethical committee.

Ethics Committee

- 1. Ethics Committee is a collegial body of the University of Tirana.*
- 2. Ethics Committee promotes and examines issues related to ethics in the teaching and research process activities as well as other institutional activities as provided by the Code of Ethics and the Legislation on Higher Education and Research in the Republic of Albania.*
- 3. The Committee has the right to request and take on its initiative information from the academic staff, academic and administrative auxiliaries and the constituent units of the University of Tirana regarding respect for the requirements of morality and ethics in the performance of their respective functions and duties.*
- 4. The Ethics Committee makes decisions by a majority of votes and submits its recommendations to the Academic Senate.*
- 5. Ethics Committee consists of 7 members.*
- 6. The Dean of each faculty proposes to the Academic Senate the candidacy, part of its full-time academic staff.*
- 7. The seventh member is selected by the Academic Senate among its members.*
- 8. In the process of appointing members, the Academic Senate should ensure that at least three members are of one of the genders.*
- 9. The Academic Senate selects from among the members of the Ethics Committee its chairman and secretary.*
- 10. The mandate of the members of the Ethics Committee is three years, with the right of reelection.*
- 11. The Ethics Committee proposes to the Academic Senate for approval the University Code of Ethics. The project code prepared by the Ethics Committee, before being sent for approval to the Academic Senate, must pass for consultation at all core and core units of the University of Tirana.*
- 3. The manner of reviewing the appeals, decisions, sanctions and the execution of such decisions are provided for in its Rules of Procedure drawn up by the Ethics Committee and approved in the Senate.*

University of Tirana has an existing code of ethics approved by the Academic Senate on 18.04.2011 which will be reviewed in the framework of the new law on Higher Education.

2.9 Cooperation with the scientific diaspora

There is an Alumni network established at University of Tirana but it is predominantly organized on a national level aiming at creating links between former and current students.

This national initiative seeks to strengthen alumni ties in order to build up a database of UT Alumni.

This network shall:

- Create a network for members to get connected (networking); - Foster work opportunities, self-development plans. - Collaborate in organizing specific activities like thematic workshop and cooperation in general/at large at the University of Tirana.
- Encourage the setting up of volunteer groups which will help promote the social, educational and cultural activities; - Recruit qualified candidates for companies;
- Match partnerships between alumni and interested partners;
- Gain a different view on work and live in the competitive workplace of nowadays;

UT considers cooperation with the scientific diaspora of a great importance in its internationalization strategy. Encouraging Brain Gain and cooperation with the scientific Diaspora, exchanging experiences among scholastic researchers from the Diaspora with those from Albania is of mutual benefit. Today, there are at hundreds of scientifically-qualified people who work in Western countries such as the United States, Italy, the Netherlands, Germany, the Nordic countries and others who are willing to contribute, should there be appropriate institutional procedures and structures that enable this exchange.

UT will create a plan on creating databases and enhancing cooperation among researchers.

3.2 Webpages offer opportunity links

University of Tirana offers access to relevant and up to date information about vacancies for academic and administrative staff in the official website of the Public Procurement Agency www.app.gov.al.

*Information on mobility programs, calls for projects and other notifications can easily be found on the official website of the university www.unitir.edu.al and its Facebook page *University of Tirana - Faqja Zyrtare*.*

The respective offices in the Rectorate inform the staff on important announcements.

Researchers have also access through the university's website to the European Charter for Researchers and code of conduct both in Albanian and English at <http://www.unitir.edu.al/index.php/sq/2014-07-09-11-14-35/karta-eu-kerkuesit-shkencor>

Due to changes that the university website is undergoing important links are offered to both students and researchers in faculties' websites such as:

www.fgjh.edu.al

<http://fshs-ut.edu.al/>

<http://www.fshn.edu.al/>

3.6 Pilot mentoring system

UT is in the process of creating a pilot mentoring system. Using suggestions from the project a regulation will be compiled and passed to Senate for approval.

5.5 Establishment of rewards for young researchers

5.7 Strategy on continual training of researchers

As for points 5.5 and 5.7 the Ministry of Education, Youth and Sports has prepared the national strategy for Science, Technology and Innovation found in

<http://www.qbz.gov.al/Botime/Akteindividuale/Janar%202017/Fletore%20215/VKM%20nr.%20710,%20date%201.12.2017.pdf>

And all higher education institutions are required to follow it.

Please be aware that the university is still expecting the new bylaws and that is the main reason impeding the University from taking steps in providing new regulations. As soon as Senate decisions are made on the points that specifically relate to the RE@WBC objectives, they will be uploaded on the project platform.