



ERASMUS+ PROJECT

Re@WBC

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



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	WORKPACKAGE 4. QUALITY
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Ref. No. and Title of Workpackage	4.3-4.4 Re@WBC reporting
Title of Deliverable:	Re@WBC reporting form
Institution:	University of Montenegro
Author/s of the deliverable	OliveraPopovic, DraganaCvetkovicilic
Dissemination Level	Internal

Dear Partners,

Please use this form for the annual report on the progress of WPs within your institutions, as well as for your internal quality assurance procedures.

With best regards,

Re@WBC Project's Steering Committee

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ERASMUS+ PROJECT
Re@WBC

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



INSTITUTION	UNIVERSITY OF TIRANA
WP1. Preparation for the HR research management reform	
1.1. Research potential at WBC universities mapped	
Start date	January, 2016
End date	March, 2016
Description of the activity carried out	<p>In January 2016, University of Tirana was invited to start working on collecting the data and information regarding the research human potential and issues at the University. A working group was established and all questions of the questionnaire were answered in detail so as to provide a complete overview of all issues that related to research.</p> <p>The questionnaire covered a wide 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) process. All data collected by this questionnaire served as an input for drafting a synthesis report which was later developed by University of Niš.</p> <p>The working group kept in contact with the mapping coordinator, Mr. Milan Zdravkovic for any clarification needed. The University completed the questionnaire, thus the first phase of the preparation of HR research management reform in due time.</p>
Specific and measurable indicators of achievement	The university provided a collection of data and information regarding the human research potential as a requirement of the project to be later consulted and improved in full compliance with EU regulations.
Planned results	The results of this questionnaire will help to consider in detail issues that need improvement.

INSTITUTION	UNIVERSITY OF TIRANA
WP1. Preparation for the HR research management reform	
1.2. Review of HR strategies at EU partners	
Start date	March 2016
End date	June 2016



<p>Description of the activity carried out</p>	<p>This project has offered the opportunity to researchers from Albania to participate in meetings organized by EU Universities. The main objective of these meetings has been to inform and discuss about HR strategies that EU Universities apply themselves. All meetings have discussed issues that relate to Ethics and professional responsibility, terms of Recruitment, working conditions and education and training.</p> <ul style="list-style-type: none"> ✓ The first meeting that was organized in Turin, informed us on the best practices that this University had in terms of HR management. Certain topics of interest included also the stage and job unit, strategies used by the Polytechnic University to attract international researchers as well as strategies for empowerment for employability. ✓ The second meeting was held in Liege. Participants from the Rectorate of the University of Tirana were informed on the procedures used by University of Liège in various fields. All information obtained from this meeting will be useful in order to enhance their research capacities. This meeting helped to create a network of reference persons that they will be allowed to consult at the later stages of the implementation of their strategic plans. ✓ The third meeting was organized in Coventry and it focused on researchers' career progression in the UK, supervisor training, research ethics and doctoral training. Participants had the opportunity to participate in sessions of the Coventry University annual conference.
<p>Specific and measurable indicators of achievement</p>	<p>All meetings served as guidelines for analyzing and comparing our current situation and think of further steps to be undertaken in order to improve strategies at our University.</p>
<p>Planned results</p>	<p>These meetings have been reported to top management and discussed, so that we expect improvement in strategies related to HR management.</p>



INSTITUTION	UNIVERSITY OF TIRANA
WP1. Preparation for the HR research management reform	
1.3. Comparative analysis	
Start date	January 2016
End date	December, 2016
Description of the activity carried out	<p>As regards the preparation for the HR research management reform, the work was divided into three main phases.</p> <p>First phase implemented a desk research, based on the “Questionnaire for mapping the research human potential and issues in WBC universities”, which has been developed in scope of Re@WBC project. For the purpose of a desk research, a work group was established at the university. The work group was coordinated by PhD Elvana Shtepani. Other members of the work group were: Prof. Dr. Shpresa Delija, Ms. Irma Balla, Ms. Grisilda Kadiu.</p> <p>The desk research involved a review of the different legal documents, reports, procedures and manuals and also data collection, which has been performed with the collaboration of the various departments and faculties.</p> <p>Data sources used were produced by the database of the Human Resources Department, at the University of Tirana, Rector’s Office.</p> <p>In the second phase, the outputs of the desk research were complemented with the data, collected by implementing a “Survey for mapping the research human potential and issues in WBC universities”. The survey has been developed by the Re@WBC project and customized by the university.</p> <p>The invitations were sent to the researchers, by using the database of the Human Resources department.</p> <p>149 researchers have participated in the survey, out of which 31.2% were PhD students. All scientific areas were represented among the respondents, with major participation of the researchers from social sciences (40.5%), humanities (27.7%) and natural sciences (22.3%). The remaining 9.5% of respondents were from the area of engineering and technology.</p> <p>Most of the respondents (61.1%) were in age group 25 - 40 with additional 28.2% in age group 40 – 55. 9.5% of the respondents were older than 55. All scientific positions were represented in the responses with more respondents with the lecturer title PhD (43.6% and associate professors (22.8%).</p> <p>30.9% of the respondents were aware of the European Charter and Code.</p>



Specific and measurable indicators of achievement	<ul style="list-style-type: none"> ✓ Completion of questionnaire and submission on time ✓ Completion of a Survey for mapping the research human potential and issues in WBC Universities
Planned results	Completion of the questionnaire and survey will be beneficial in preparing the action plan for steps to be undertaken in HR research management reform.

INSTITUTION	UNIVERSITY OF TIRANA
WP1. Preparation for the HR research management reform	
1.4. Action plans for HE management reform	
Start date	December 2016
End date	ongoing
Description of the activity carried out	The working group to compile the action plan was established at the University of Tirana. The working group is considering all issues raised during the first phases of the preparation of the HR management reform.
Specific and measurable indicators of achievement	<ul style="list-style-type: none"> ✓ Internal analysis already carried out ✓ Action plan prepared
Planned results	University of Tirana will use the action plan to better fulfill the needs of young researchers.

INSTITUTION	
WP1. Preparation for the HR research management reform	
1.5. HR offices and centers equipped	
Start date	October 2016
End date	ongoing
Description of the activity carried out	University of Tirana and University of Vlora agreed on a mutual tendering procedure for purchasing equipment which will later be installed at HR offices and centers and made ready for researchers and other staff to use. Plagiarism software will be used by the Ethical Committee members and supervisors aiming at reducing cases of plagiarism in research.



Specific measurable indicators and of achievement	The tendering procedure was finalized after several calls for bids. The equipment is installed at the Faculty of Foreign Languages and it is made available to researchers from all faculties of UT. The plagiarism software was bought and will be made available as soon as its regulation is approved by the Senate.
Planned results	Both Universities consider of great importance the completion of the procedure and the equipment of HR offices and centers with all necessary hardware and software.

INSTITUTION	
WP2. Excellent university for the researchers	
2.1. University centers and HR offices reinforced	
Start date	June 2016
End date	ongoing
Description of the activity carried out	<p>1. Information about concrete bylaws on your institutions regulating status of researchers and research in general: The Institutions of higher education in Albania carry out basic or applied scientific research, study or projects aiming development.</p> <ul style="list-style-type: none"> ✓ <u>Activities are defined by the Statute of the Institutions of higher education and by High Education Law (article 69 and 70 mainly).</u> Topics and deadlines for the research activity, field of research and requirements regarding the scientific publications are determined by the Institutions of higher education. <u>Different bylaws are regulating upgrading of staff from one position to another,</u> career development process, ethics in research and running of doctoral studies. <p>2. Main elements of research strategy like strategic aims and action plans:</p> <ul style="list-style-type: none"> ✓ Part of research strategy can be found inside different documents regulating development of the Universities. ✓ The scientific research is carried out and based on plans, programs and projects defined in laws and bylaws (article 59, 60 i 71). Performance research indicators are analyzed and evaluated by the governing board of the institutions of higher education. <p>In accordance with its teaching and scientific research mission, University of Tirana creates programs and projects based on the needs in different fields of study.</p> <p>3. Information about bylaws regulating work of research centers: The career development centers carry out scientific research activity. They also help in the completion of the program for the second cycle and third cycle.</p>



	<ul style="list-style-type: none"> ✓ The main office is part of the Rectorate and the other six centers, which depend on the main one, are part of the six Faculties. The head of the career development center is appointed by the Rector (when part of the Rectorate) or by the Dean when this is part of the Faculty(article 47). ✓ The structure and the organization of these centers are proposed by the respective Faculties and then approved by the Council of Administration. University has two institutes for Physics and European studies. Most of the things connected to research are regulated by University statute.
<p>Specific and measurable indicators of achievement</p>	<ul style="list-style-type: none"> ❖ Research strategy with common minimal principles ❖ Developing of all documents and bylaws regulating research on the University using existing good practice ❖ Regulating role of research centers and institutes by using also good existing practices ❖ According to the new structure the career centers will be part of each Faculty. Faculty of Foreign Languages opened the Career Office and also prepared its functioning regulation.
<p>Planned results</p>	<p>After a thorough review of existing bylaws and an improvement of them in full compliance with EU standards will result in the creation and adaptation of relevant bylaws. This will provide the University with an enhanced legislative aspect of its HR services.</p> <p>The Career Office will serve young researchers to inform them on the different opportunities offered.</p>

<p>INSTITUTION</p>	<p>UNIVERSITY OF TIRANA</p>
<p>WP2. Excellent university for the researchers</p>	
<p>2.2 Administrative staff competences improved</p>	
<p>Start date</p>	<p>September 22, 2016</p>
<p>End date</p>	<p>September 23, 2016</p>
<p>Description of the activity carried out</p>	<p>4 members of administrative staff from University of Tirana participated in a two day training organized by the University of Novi Sad. Main topics covered issues related to EU practice on implementation of the Charter& Code, the structure of data bases and an overview of the procedures and services for PHD students. .</p> <p>The main objective is to improve administrative staff competences in the field of Charter &Code and provide them with necessary skills and knowledge to deal with researchers' career development issues.</p>



Specific measurable indicators of achievement	and of	A more knowledgeable administrative staff on issues related to dealing with researchers Administrative staff will make researchers acquainted with the implementation of Charter & Code.
Planned results		Members of the administrative staff trained will apply gained knowledge in their everyday works and will also educate researchers on different issues related to the implementation of Charter and Code.

INSTITUTION	UNIVERSITY OF TIRANA
WP2. Excellent university for the researchers	
2.3. University managements educated on the C&C implementation	
Start date	June 8, 2016
End date	June 8, 2016
Description of the activity carried out	It is of great importance to make the university an excellent environment for the researcher. This creates a need for informing and updating top management on the significance of improving the position of human research potential. Two representatives from the University were trained on the implementation of the Charter and Code through the "HR Excellence in Research" by HR expert from the University of Nis.
Specific measurable indicators of achievement	Top management bodies were updated on the importance of the implementation of Charter and Code through HR Excellence in Research.
Planned results	All knowledge obtained on strategies to follow will be of benefit to University management bodies.

INSTITUTION	UNIVERSITY OF TIRANA
WP2. Excellent university for the researchers	
2.4 HRS4R strategy created and adopted at partner universities	
Start date	
End date	
Description of the activity carried out	After completing the first phases of preparing for HRS4R, University of Tirana has designed the action plan to be later submitted to the respective office.



Specific and measurable indicators of achievement	Internal analysis and action plan completed. All the documentation will be sent to the Senate for approval.
Planned results	HRS4R strategy created and adopted at University of Tirana

INSTITUTION	UNIVERSITY OF TIRANA
WP2. Excellent university for the researchers	
2.5. Training trainers	
Start date	December 15, 2016
End date	December 16, 2016
Description of the activity carried out	<p>The activity held in Coventry covered an agenda of variety, including presentations, workshops and group work, in which the participants gave their contribution and opinions regarding the issues being discussed. The activity was themed around the curriculum framework for the Phd students, communication-presenting your research and the approaches for researcher development.</p> <p>The first day of the training had the focus on training the supervisors of the PhD students while the second day had the focus on the different approaches for the early career researchers, middle career researchers and senior career researchers.</p> <p>Speakers on the first day were Prof Dobrila Petrovic, Dr Heather Sears, Dr Irene Glendinning, Mr. Philip Lewis and Mr. Luke Rhys Hicks. (The last two PhD students at Coventry University)</p> <p>The first topic of the training related to the curriculum framework for the full time and part time PhD students established at the University of Coventry. The presentation gave a detailed description of two main points: "Understanding the Progress Review Panel PRP" and "Chairing a PRP".</p> <p>Participants of the activity were even two PhD students at this university, who were there with the purpose of giving answers to any questions the participants from the WBC universities might have or even provide further information regarding the curriculum framework.</p> <p>The first part of the presentation "Understanding the Progress Review Panel PRP", the speaker explained the role of PRP which confirms marks for each phase of the Curriculum Framework (three phases) and decides progression. To progress from one stage of a</p>



programme of study to a subsequent stage, whether by full-time, or part-time study, a student must pass all modules required by the previous stage, which includes meeting any pre-requisite or mandatory or any other requirement set out in the course definitive documentation.

The curriculum frame work defines every research degree programme monitored via linked checklists which define deliverables. PhD student's progression is reviewed annually through the Progress Review Panel, which acts as their examination board.

The PRPs are important because they encourage the PhD student each year to reflect on their progress, plan for the next stage of their research, write throughout their programme, not just at the end and monitor compliance with policies on ethics and risk assessment, all of which help prepare the student for the final phase, the defence.

Some of the decisions taken by the PRP are: progress, repeat, transfer, fail.

The second part of the presentation had the focus on "Chairing a PRP". The aim of this part was to help the participants in the activity build upon the knowledge gained in the 'Understanding the PRP' workshop, to provide practical guidelines on chairing a PRP, to use case studies/scenarios to demonstrate potential issues that may arise in a PRP.

The presentation of Prof Dobrila Petrovic was then followed by a discussion on the criteria and phases the PhD students have to go through in the Western Balkan countries. There was a discussion on the part of Albania Universities on the conditions and criteria to be met before the defense of the Doctoral Thesis.

Dr Heather Sears organized a workshop on 'Train the trainer for supervisor development' regarding the authority of the supervisor, how the supervisory relationship might change with time, freedom for the PhD student relevant activities. Based on the discussion, the speaker followed with a number of activities and explained how we could use them with the supervisor.

There was some special emphasis on the relationship between the student and the supervisor and the different form or models of this relationship, such as: project-manager-team worker, senior partner-junior, supervisor-student, teacher-student, doctor-patient, friend etc. The speaker also handed some case studies which we were assigned to discuss either in small groups or pairs.

The second day followed with presentations intertwined with



	<p>workshop and group work. The topics discussed are:</p> <ul style="list-style-type: none"> - Approaches to Researcher Development, Train the Trainer which gave some insight on the importance of research development, what constitutes the researcher development, reflection about the communication skills – all of these issues discussed in groups. The speaker described Coventry’s approach to research development. - Presenting Your Research, and Train the Trainer – Through discussion and examples the focus was on planning and structuring the talk and techniques useful for a successful and engaging presentation. - Introduction to Research Funding – in small groups we discussed about the advantages of funding support for research, groups/institutions or companies that support the research funding financially, strategies and framework of research and how to adapt them so that can be able to secure funding.
<p>Specific measurable indicators of achievement</p>	<p>The two –day training proved to be successful and effective. Being related to research development, the criteria we should meet, the training helped the participants reflect on their research development and how to present their work in order to get their ideas across.</p>
<p>Planned results</p>	<ul style="list-style-type: none"> - organize a seminar at our university based on the issues being dealt with at the training for trainers at Coventry University - try to apply the presentation skills we discussed not only when presenting our research but also in teaching or delivering lectures

<p>INSTITUTION</p>	<p>UNIVERSITY OF TIRANA</p>
<p>WP2. Excellent university for the researchers</p>	
<p>2.6. Promotion procedures improved</p>	
<p>Start date</p>	<p>July 2016</p>
<p>End date</p>	<p>December 2016</p>
<p>Description of the activity carried out</p>	<p>A thorough analysis related to the promotion procedures shows that University of Tirana has a well-established routine in the academic development of its own staff. The candidate aspiring for promotion must demonstrate sustained performance. Generally, it is not possible to demonstrate sustained performance in research or teaching within a year of appointment or promotion.</p> <p>Broadly speaking there is a strong emphasis on research aspects or research combined with teaching at the University of Tirana nowadays.</p> <p>It is important to mention that the University in Albania is committed to the full range of academic responsibilities: research, teaching, and service. Faculties at the University of Tirana, in the ordinary course of their development, are working on determining the weight of these</p>



	<p>various commitments, and adjust them from time to time during their careers, in response to their individual, professional development. Such adaptability and flexibility are hallmarks of respected institutions of higher education in our country because they are contributing to establishing and maintaining the excellence of university and to fulfilling the educational and social role of the institution.</p> <p>In fulfillment of the requirements of the Activity 2.6 with regard to the improvement of the promotion procedures, the UT Academic Senate approved the new Statute of the University.</p> <p>Based on the article 33,Point 2 and article 38. point 1/ of the Law no 80/15 "On higher education and research in the HE Institutions in the Republic of Albania"; after the preliminary approval from the Board of Administration of the University of Tirana, with the Decision no 35, date 21.02.2018 "On the approval of the Statute of UT" and after having examined the draft statute introduced by the working group, in its meeting of 14/09.2018,The Academic Senate of the University of Tirana, decided to approve the Statute of the University which highlights the promotion procedures for obtaining the different scientific titles.</p>
<p>Specific and measurable indicators of achievement</p>	<p>The Statute foresees the following articles related to the establishment of the Commission for the promotion of the Academic Personnel and the Commission for the awarding of the PhD title:</p> <p>Article 38 <i>Permanent Commission for Promotion of Academic Personnel</i></p> <ol style="list-style-type: none"> 1. The Permanent Commission for the Promotion of Academic Personnel is the structure responsible for awarding the titles "Professor" and "Associate Professor" at the University of Tirana, in accordance with the legislation in force. 2. The Commission is composed of 7 members. They are self-nominated and elected by the Academic Senate for a two-year term with the right to re-election. 3. At least one member of each UT faculty should be part of The Commission. 4. The members of the Commission shall meet the following criteria: <ol style="list-style-type: none"> a) be full-time academic staff; b) Hold the title "Professor" and have at least five years of teaching experience after obtaining this title; c) have a working experience as a member of the academic staff for at least 10 years, c) not be a member elected to the governing bodies.



	<p>5. The Commission shall decide by majority vote of all its members by secret ballot.</p> <p>6. The organization and functioning of this Commission shall be laid down in its Rules of Procedure.</p> <p>7. During its activity, the Commission applies the criteria set out in the applicable legal and sub-legal acts for the evaluation of candidates and the award of academic titles.</p> <p>Article 39 <i>Permanent Commission for awarding the scientific degree of "PhD"</i></p> <p>1. Permanent commissions for granting the "Doctor" degree are established at the main UT units.</p> <p>2. These commissions consist of not less than 5 members and not more than 11 members who are self – nominated from among the academic staff. The members of these commissions should have at least the academic title "Associate Professor" and be part of the full time academic staff for a period of 5 years at least.</p> <p>3. The academic staff assembly decides on the approval of candidatures for members of the permanent commission for awarding the "Doctor" degree.</p> <p>4. The Commission shall decide by a majority vote of all members, by secret ballot.</p> <p>5. The organization and functioning of this Commission shall be laid down in its Rules of Procedure.</p> <p>6. During its activity, the Commission shall apply the criteria set out in the applicable legal and sub legal acts for the evaluation of candidates and the award of scientific degrees.</p> <p>7. in case one of the main units does not fulfill the requirements set out in point 2 of this article then the completion of the membership in this commission is done with academic staff of the other faculties of the main UT units. The composition is proposed by the head of the main unit and approved by the Rector of UT.</p> <p>The Re@WBC project has assisted in reconsidering the importance of the promotion procedures in line with both national, regional and international legislation and requirements.</p>
<p>Planned results</p>	<p>Alongside with the objectives of the RE@WBC project, The University will adapt and improve any procedures in full compliance with EU regulations and also with the requirements of the researchers.</p>



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INSTITUTION	UNIVERSITY OF TIRANA
WP2. Excellent university for the researchers	
2.7. Plagiarism monitoring tools implemented	
Start date	
End date	
Description of the activity carried out	University of Tirana has completed the procedure to purchase plagiarism monitoring tools.
Specific and measurable indicators of achievement	A working group was established to prepare the document which will regulate its purpose and functioning.
Planned results	The University will implement the plagiarism monitoring tool as soon as the regulation for the use of the plagiarism software will be approved by the Senate.

INSTITUTION	UNIVERSITY OF TIRANA
WP2. Excellent university for the researchers	
2.8. Ethical committee procedures improved	
Start date	September , 2016
End date	December 2016
Description of the activity carried out	In fulfillment of the requirements of the Activity 2.8aiming to improve the procedures followed by the Ethics Committee the UT Academic Senate approved the new Statute of the University which regulates the formation and the work of the Ethics Committee. The Academic Senate of the University of Tirana approved in September 2018 the Statute of the University based on the article 33, Point 2 and article 38. point 1/ of the Law no 80/15 "On higher education and research in the HE Institutions in the Republic of Albania".



<p>Specific and measurable indicators of achievement</p>	<p>Article 43 explains the composition and duties of the Ethics Committee</p> <p style="text-align: center;">Article 43</p> <p style="text-align: center;">Ethics Committee</p> <ol style="list-style-type: none"> 1. The Ethics Committee is a collegiality body of the University of Tirana. 2. The Ethics Committee promotes and examines issues related to ethics in the teaching and research process activity 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 Ethics Committee makes decisions by a majority of votes and submits its recommendations to the Academic Senate. 4. The Ethics Committee consists of 9 members. 5. The Dean of each faculty proposes to the Academic Senate the candidacy, part of its full-time academic staff. 6. The seventh member is selected by the Academic Senate among its members. 7. two members, from the students, with an average grade over 9, are elected on the basis of self – nomination from the Academic Senate. 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 members of the Ethics Committee lasts for 4 years, with the right to reelection. 11. The Ethics Committee proposes the Code of Ethics of the University for approval to the Academic Senate. The project code prepared by the Ethics Committee should be forwarded for consultation to all core units of the University of Tirana, before being sent for approval to the Academic Senate. 12. The manner of reviewing the appeals, the decisions, the respective sanctions and the execution of such decisions are provided for in its Regulation, which is drafted by the Ethics Committee and approved in the Senate.
<p>Planned results</p>	<ul style="list-style-type: none"> ✓ A new regulation in force ✓ Clearly defined ethical principles and issues applying to all types (and each type) of research. Drafting an exhaustive list. ✓ The composition of the ethics committees revisited ✓ Clearly defined procedures for ethical assessment. ✓ Facilitating the work of the ethics committees through proper legal, institutional and technical instruments.



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INSTITUTION	UNIVERSITY OF TIRANA
WP2. Excellent university for the researchers	
2.9. Cooperation with scientific diaspora established	
Start date	July 2016
End date	ongoing
Description of the activity carried out	<p>University of Tirana was in charge of preparing a report on <i>Establishing links with scientific Diaspora by creating and updating databases</i>. After having collected most reports from other Universities a final and detailed report was prepared and submitted to the coordinator. As far as University of Tirana is concerned there are a few elements that need to be mentioned in relation to the actual situation about establishing links with the scientific diaspora and the updating of databases.</p> <p>Alumni network is predominantly organized on a national level. Its specific objective is:</p> <ul style="list-style-type: none"> - to open up and maintain communication channels between graduated students and present students. - to broaden the engagement of alumni. <p>Individuals who join the Alumni Network are expected to have a desire to support and enhance the contributions that further Tirana University's mission of educating students.</p> <p>The UT Alumni network connects and engages its alumni in meaningful activities to create initiatives for greater good. Alumni network is a valuable group of the University of Tirana whose activities offer regular opportunities for alumni to stay involved and active in the life of the University.</p> <p>This national initiative seeks to strengthen alumni ties in order to build up a database of UT Alumni. Those that participate in this network also seek to grow and develop the relationship between the University and the Alumni Network.</p> <p>Former students, or alumni, are important members of the University of Tirana community. Any individual who has successfully completed a degree, a full year of study, study abroad/exchange program of one semester of study at the University of Tirana can be a member of the University's alumni community. They need to 'sign up' and all alumni who keep their contact details up-to-date with the University will be treated as active members of the University's alumni community.</p> <p>Alumni network provides opportunities for the graduates to receive</p>



	<p>information on career opportunities and study. This network creates a network for members to get connected (networking), fosters work opportunities, self-development plans, collaborates in organizing specific activities like thematic workshop and cooperation in general/at large at the University of Tirana. It also encourages the setting up of volunteer groups which will help promote the social, educational and cultural activities, promotes and expands the Alumni network.</p> <p>Exact figures about scientists living and working outside Albania are unavailable and no systematic analysis or survey of scientific diaspora has so far taken place. In order to involve the scientific diaspora in domestic development programs, awareness among the general public about this population’s possible contribution and the setting up of scientific diaspora networks are very important.</p> <p>Efforts are continuously made both from governmental and national institutions of higher of education to link migration with development goals and to “mobilize” the large Diaspora for cooperation and contribution. However, most often the way from the idea to a concrete realization is far and complex. For this reason, we intend to increase Research activity mainly concentrating on the development impact of migrant remittances and the scientific Diaspora.</p> <p>There is a first step toward the application of these strategies - The First Summit of Albanian Diaspora. At the decision of the Albanian Government, the First Summit of All - Albanian Diaspora will take place in Tirana from 18 – 20 November 2016.</p> <p>These findings would help to show ways in which the contribution of alumni and Diaspora for the development of higher education systems in Albania can be reinforced and also feed into the early stages of future programs.</p> <p>Through surveys organized for different purposes such as obtaining information on the alumni with regard to their occupation, status and possibilities for enforcement of cooperation, it has been understood that a large number of these alumni could assist the university in various ways.</p>
<p>Specific measurable indicators of achievement</p>	<ul style="list-style-type: none"> ✓ alumni database updated ✓ Researchers being continuously informed on different job opportunities and recent developments in technology



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Planned results

- create a program to connect scientific diaspora Alumni from everywhere around the globe in order to strengthen the links between the Albanian scientists living and working abroad with the scientists living and working in Albania and create a network.



INSTITUTION	UNIVERSITY OF TIRANA
WP3. Excellent researchers for the community	
3.1. Researchers trained on C&C and HRS4R	
Start date	December 22, 2016
End date	January 18, 2017
Description of the activity carried out	<p>The two trainings of WBC researchers concerning the role and significance of C&C and HRS4R had as their main objective to inform participants (young researchers, interested academic staff) and raise awareness on the role and significance of C&C and HRS4R and the opportunities that Higher education Institutions are offered nowadays.</p> <p>These trainings were mainly created in a way that all participants could be informed on the Re@WBC; Euraxess Albania; and most importantly about the principles of Charter and Code for researchers as well as an overview of the challenges that researchers in Albania face. A great importance was given to the specific information about HRS4R and the importance of implementing C&C principles.</p> <p>There were 107 participants from different Faculties of the University of Tirana. The training aimed at informing a larger audience and master students were also invited to participate. All participants expressed their interest about trainings of this kind and were eager to learn and share their own thoughts and perspectives.</p>
Specific measurable indicators and of achievement	The training was organized in two days and there was a large number of participants thus making it possible for them to be informed on the Charter and Code Principles but also on HRS4R. In the discussions they express their own thoughts but also reassured that all the information they received will be distributed to their colleagues and other researchers.
Planned results	A large number of researchers are now aware of the principles of Charter & Code and its implementation in HEI and also of the opportunities offered to them through Euraxess and HRS4R.

INSTITUTION	UNIVERSITY OF TIRANA
WP3. Excellent researchers for the community	
3.2. Webpages offer opportunity links	
Start date	
End date	ongoing



Description of the activity carried out	The website of the University of Tirana, is undergoing changes and as soon as it is made available it will define new functionalities and offer links to create a useful and appropriate environment for researchers from Albania and the region as well to be timely informed on the opportunities.
Specific measurable indicators and of achievement	University of Tirana has a database which is mainly used for different announcements but it aims at finding new ways to provide useful links for researchers.
Planned results	Once completed, we expect more access to important information and career opportunities for researchers and also transparency of procedures and exchange of information.

INSTITUTION	
WP3. Excellent researchers for the community	
3.3. Young researchers trained on research methodology	
Start date	24 May 2017/
End date	29 May 2017
Description of the activity carried out	A-two day training on research methodology within activity 3.3 was organized by the University of Tirana. This training was entitled “Creative thinking – from problem to solution” and it was divided into three main presentations. A large number of students showed great interest to be trained on a topic that would provide lots of insight about different ways they can find while preparing their research.
Specific measurable indicators and of achievement	All presentations covered topics related to common tools, methods and research methodologies for solving real life problems. After each presentation, participants were given the opportunity to ask questions, discuss and comment on different issues and share their own experience. Apart from the prepared presentations, all presenters complemented them with examples from their own experience as researchers.
Planned results	There were 183 participants from different Faculties of the University of Tirana. The training on research methodology had as its main objective informing a larger audience and many students participated. All participants expressed their interest about trainings of this kind and were eager to learn and share their own thoughts and perspectives.

INSTITUTION	
WP3. Excellent researchers for the community	



3.4. Young researchers trained in various skills	
Start date	September 2017
End date	September 2017
Description of the activity carried out	This two day training aimed at informing and training researchers in various skills. The welcome speech was held by Prof. Dr Mynyr Koni, Rector of the UT, who emphasised the importance of the Re@WBC project for University of Tirana. One of the main pillars underpinning the organization and management of the University is the enhancement of the quality of Scientific Research, envisaged in the project and the new Law on Higher Education. Quality enhancement is realized not only through the individual work of each member of the academic staff, but a special role is played by the participation of the University of Tirana in various projects that enable not only staff qualification but also serve for the internationalization of the University and creation of spaces for productive cooperation with other Universities of the Region and beyond.
Specific and measurable indicators of achievement	First day of the training was dedicated to topics of great interest that relate to Project management, Ethics, and Writing a research project. During the second day of the training other issues of interest to young researchers were dealt with and they covered Outreach communication; How to write clearly; Communication of European project; How to improve the CV to enhance the possibilities to find a job; Interview and behavior and Social network.
Planned results	This training was attended by 39 participants the first day and 31 participants on the second day. Participants were given the opportunity to ask questions, discuss about the topics and their importance in their everyday life as researchers and also to share their own experiences. This training was really helpful to researchers.

INSTITUTION	
WP3. Excellent researchers for the community	
3.5. Training on teaching methodology	
Start date	15.12.2015
End date	14.01.2018



<p>Description of the activity carried out</p>	<p>Members of the Junior teaching staff were trained during two one-day trainings in Teaching methodology. The trainings are intended to facilitate the start of teaching careers to the just elected assistant professors and give them appropriate support.</p> <p>The trainers were lecturers from the Faculty of Foreign Languages and Faculty of Economics whereas the participants involved junior teaching staff and master students of teaching branch.</p>
<p>Specific and measurable indicators of achievement</p>	<p>123 participants were trained on topics that involved Bloom's taxonomy, different active ways in working with students, teachers in the 21'st century and the different teaching processes.</p> <p>Participants were given the opportunity to ask questions, discuss about the topics and their importance in their everyday life as researchers and also to share their own experiences. This training was really helpful to researchers.</p>
<p>Planned results</p>	<p>More informed junior teaching staff about teaching methodology.</p>

<p>INSTITUTION</p>	
<p>WP3. Excellent researchers for the community</p>	
<p>3.6. Pilot Mentoring system introduced</p>	
<p>Start date</p>	<p>15.12.2015</p>
<p>End date</p>	<p>14.10.2017</p>
<p>Description of the activity carried out</p>	<p>Pilot mentoring system is created, and tested at least at one faculty (department) of each WBP university, with the purpose of aiding the newly promoted assistant professors to better respond to new responsibilities. This is intended as a possible response to the need of the junior teaching staff to continue receiving help and guidance from their supervisors after the completion of their PhD studies, given that this is precisely the moment that is crucial to a successful continuation of their careers.</p>
<p>Specific and measurable indicators of achievement</p>	<p>Attempts are being made to pilot test the mentoring system at the Faculty of Foreign Languages. All laws and other relevant documents are being reviewed so as to pilot test the mentoring system in compliance with other bylaws.</p>
<p>Planned results</p>	<p>The result of this activity will clearly influence researchers by encouraging and supporting them in advancing with their career.</p>



INSTITUTION	
WP3. Excellent researchers for the community	
3.7. Measures for enhancement of multidisciplinary in research	
Start date	15.12.2015
End date	14.01.2018
Description of the activity carried out	In each WBP university, a workshop will be organized for 50 participants at each of WB partner university to demonstrate the benefit of multidisciplinary approaches, with specific case studies of a poor and profitable research, at which also the example of the University of Nis, where a Scientific Council for Multidisciplinary Studies has been established, is offered to the remaining WBC partners.
Specific measurable indicators and achievement	<p>University of Tirana organized training for young researchers within activity 3.7: Measures for enhancement of multidisciplinary in research. This training aimed at informing young researchers on the benefits of multidisciplinary in research.</p> <p>One of the presentations was specifically prepared to inform researchers on different kinds of research. At the very beginning there was an overview of what research entails, how is that divided and what multidisciplinary involves; how a project needs to be defined; explanation of the research team formed by experts of different disciplines; need for multidisciplinary research and advantages and disadvantages. This presentation was organized in a way to involve the participants and get feedback from their own experience.</p> <p>Apart from this main presentation, there was another presentation made with regard to 'Elements of culture in spoken and written language' with the main focus on Culture and Language for specific purposes.</p> <p>Participants were given the opportunity to get involved by discussing about problems they face and suggested ideas for improving and considered innovation as really important in their future undertaking. There were 43 participants.</p>
Planned results	Researcher obtained more information on different approaches to multidisciplinary.

INSTITUTION	
UNIEVRSITY OF TIRANA	
WP3. Excellent researchers for the community	
3.8 Guide book published	
Start date	15.12.2015
End date	14.04.2018



Description of the activity carried out	A guidebook in English will be prepared and published, with the purpose of helping young researchers at the starting point of their careers, containing answers to many typical questions related to publishing their first paper, browsing scientific journals' databases, SCI lists, citation indices and impact factors, participation in scientific conferences etc.
Specific measurable indicators and of achievement	University of Tirana was in charge of preparing chapter 6 entitled "Writing PhD thesis". The chapter was submitted to UNIKG in July 2017. The revised version of the chapter was submitted in September 2017.
Planned results	The book will help young researchers with several aspects of research, like PhD thesis preparation, research proposal preparation, ethics, publication etc.

INSTITUTION	UNIVERSITY OF TIRANA
WP4. Quality at Re@WBC	
4.1. Quality Assurance Committee (QAC) established	
Start date	
End date	
Description of the activity carried out	Quality Assurance Committee was established in the first kick off meeting and University of Tirana has its own representative. The first QAC meeting took place in Podgorica on 23-25 March 2017
Specific measurable indicators and of achievement	This Committee will ensure that all processes required by the project be properly and timely fulfilled.
Planned results	Better organization and continuation of the project.

INSTITUTION	
WP4. Quality at Re@WBC	
4.2. Project quality procedures developed	
Start date	15.12.2015
End date	14.06.2016



Description of the activity carried out	Re@WBC will develop relevant documents and templates necessary for efficient project development. In the first place, it is necessary to create a Financial Management Guide (FMG) to help all partners with the most sensitive issue of budget management and harmonize all financial practices of the partners. Besides the FMG, various templates will be designed to further facilitate all procedures related to activities leading to staff costs and travel costs.
Specific and measurable indicators of achievement	UoM created the following documents: 1. Quality Control and Monitoring Manual 2. Financial Management Guide 3. Dissemination and Exploitation Management 4. Templates to be used for all the procedures related to the project activities.
Planned results	University of Tirana has used the manual, the guide and all templates for reporting to the project coordinator for all its carried out activities.

INSTITUTION	UNIVERSITY OF TIRANA
WP4. Quality at Re@WBC	
4.3. WP reports	
Start date	June 2016
End date	November 2016
Description of the activity carried out	University of Tirana prepared a report on <i>Establishing links with scientific Diaspora by creating and updating databases</i> under work package 2. After having collected most reports from other Universities a final and detailed report was prepared and submitted to the coordinator
Specific and measurable indicators of achievement	<ul style="list-style-type: none"> ✓ Overview of the situation in all universities ✓ Recommendations for further efforts
Planned results	The analysis of the report has recommended necessary changes and steps that can be undertaken.

INSTITUTION	UNIVERSITY OF TIRANA
WP4. Quality at Re@WBC	
4.4. Annual QA reports	
Start date	December 2016
End date	February 2017



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Description of the activity carried out	Members from the project have gathered and discussed on all issues that relate to activities carried out in compliance with the project plan and have prepared the annual report.
Specific measurable indicators and of achievement	<ul style="list-style-type: none"> ✓ Complete analysis of the first year of the project ✓ Discussion on the unrealized duties ✓ A list of ideas on how to cope with difficulties encountered and suggestions for further steps
Planned results	Better performance in the following years.

INSTITUTION	UNIVERSITY OF TIRANA
WP4. Quality at Re@WBC	
4.5. Reports analysis	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	The Quality Assurance Committee analyses the reports submitted by all WP leaders as well as annual reports by all other partners. This analysis is necessary to identify issues and try to solve them. The Committee makes conclusions which are compulsory for all project partners.
Specific measurable indicators and of achievement	University of Tirana has submitted the two annual reports within the set deadline.
Planned results	UT expects suggestions for improvement .

INSTITUTION	UNIVERSITY OF TIRANA
WP4. Quality at Re@WBC	
4.6. External monitoring	
Start date	15.10.2015
End date	04.07.2017

**Description of
the activity
carried out****First meeting**

The National Erasmus+ office carried out its first monitoring visit at the Faculty of Foreign Languages, University of Tirana, on July 14, 2016, in the framework of the project.

During this first monitoring visit the Albanian Erasmus + office provided a clear overview of the new regulations and guidelines on CBHE project management and also clarified any penalties related to poor project performance. This visit was an opportunity to better understand the objectives and expected outcomes of the Re@WBC project and to have a wider and clearer view of the activities realized so far, future activities, as well as to observe if the project has encountered any financial or operational problems that needed further consideration.

Working program of the visit:

1. Welcome address, Prof. Dr. Artur Sula, Dean of The Faculty of Foreign Languages, University of Tirana, Prof. Dr. Shpresa Delija, Department of English, Faculty of Foreign Languages
2. Introduction of participants
3. Presentation of the project “Enhancement of HE Research Potential Contributing to Further Growth of the WB Region - Re@WBC, Dr. Elvana Shtepani
4. Presentation of the activities carried out (all participants in the project)
5. Discussion

Second meeting

The Albanian Erasmus + Office carried out its second monitoring visit in accordance with the activity schedule planned by the Executive Agency EACEA in Brussels. This visit was held on July 4, 2017 and it aimed at monitoring the implementation of the activities within the project, identifying possible problems and recommending solutions to them. All people involved in the project so far were asked to participate and provide the National Office with their own experience in the project and discuss matters of interest. This visit was an opportunity to consider issues from a different perspective which will be beneficial in the future.

Participants:

Ms. Edit Dibra, head of the Albanian Erasmus + Office
Ms. Elona Saraci, Albanian Erasmus + Office



	<p>Mr. Oltion Pengu, Albanian Erasmus+ Office Prof. Dr. Shpresa Delija , Coordinator of Re@WBC Dr. Elvana Shtepani, contact person for Re@WBC, University of Tirana, Faculty of Foreign Languages, Department of English Language Dr. Irena Pata, Lecturer at the Faculty of Foreign Languages Prof. ass Aida Gjinali, Lecturer, Faculty of Foreign Languages Dr. Etleva Kondi, Lecturer, Faculty of Foreign Languages Dr. Klodiana Venetiku, Lecturer, Faculty of Foreign Languages.</p> <p>Working programme</p> <ol style="list-style-type: none"> 1. Introduction of participants 2. Presentation of the project “Enhancement of HE Research Potential Contributing to Further Growth of the WB Region- Re@WBC, Dr. Elvana Shtepani, contact person for Re@WBC 3. Presentation of the activities carried out (all participants in the project) 4. Presentation of project results (all participants in the project) 5. Monitoring of project implementation <p>Q&A.</p>
<p>Specific and measurable indicators of achievement</p>	<p>These meetings offered an opportunity to discuss on issues of interest for the University and the National Erasmus Office. The University informed the office on the issues encountered and was informed of steps to be taken in the matters of interest that would benefit both the University and the project coordinator.</p>
<p>Planned results</p>	<p>All operational and financial issues were discussed and later introduced to the top management of the University.</p>



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INSTITUTION	UNIVERSITY OF TIRANA
WP5. Dissemination and exploitation at Re@WBC	
5.1. Project web-site created and regularly updated	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	Project website is created. All information related to different activities carried out in the framework of the project is shown online thus ensuring a sustainable and effective dissemination process.
Specific and measurable indicators of achievement	University of Tirana submits reports to the project coordinator about activities completed which are later published on the website. Upon improvement of the University of Tirana website a link to Re@WBC webpage will be made available.
Planned results	Ongoing updating of information about all project activities and deliverables are available on the Re@WBC website.

INSTITUTION	UNIVERSITY OF TIRANA
WP5. Dissemination and exploitation at Re@WBC	
5.2. Promotional material distributed	
Start date	January 2016
End date	March 2016
Description of the activity carried out	Promotional material for the Re@WBC has been distributed to all faculties of the university, so as to raise awareness among the young researchers about the opportunities offered by the project, its main objective and planned outcomes.
Specific and measurable indicators of achievement	A wide range of young researchers were informed about the objectives of the project Enhancement of HE Research Potential Contributing to Further Growth of the WBC Region (Re@WBC).
Planned results	The distribution of promotional materials along with the different trainings and activities will raise awareness on the importance of informing young researchers on the EU programs that relate to research.



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INSTITUTION	UNIVERSITY OF TIRANA
WP5. Dissemination and exploitation at Re@WBC	
5.3. Project results disseminated	
Start date	June 2016
End date	ongoing
Description of the activity carried out	There have been many presentations on the project, its objectives and different activities organized to both the academic and administrative staff.
Specific and measurable indicators of achievement	A large number of researchers became aware of the project and its direct benefits.
Planned results	Present a project update at the end of the project to all members of the University in some separate meetings.

INSTITUTION	UNIVERSITY OF TIRANA
WP5. Dissemination and exploitation at Re@WBC	
5.4. The label "HR Excellence in Research" obtained by a number of WB partner universities	
Start date	15.10.2015
End date	14.06.2018
Description of the activity carried out	Within the framework of Re@WBC, it is hope that a large number of partner universities obtain the "HR Excellence in Research" label. This will is obtained by a number of WBP universities. This will enhance HR potential and create opportunities for WB universities to reach levels close to European ones.
Specific and measurable indicators of achievement	University of Tirana is working on the action plan and hopes to submit it as soon as it is approved by the Senate.
Planned results	University of Tirana hopes to obtain the label after submitting the application.



INSTITUTION	UNIVERSITY OF TIRANA
WP5. Dissemination and exploitation at Re@WBC	
5.5. Establishment of awards for young researchers	
Start date	15.10.2015
End date	14.07.2017
Description of the activity carried out	Precise award criteria are to be created and adequately formulated bylaws concerning the system of awards are to be adopted, in order to stimulate and motivate young researchers (prizes, promotional events, grants etc.), with a tendency of further continuation of this practice, possibly leaving Career Development Centers in charge of it.
Specific and measurable indicators of achievement	The proposal for an award for researchers will be presented to the Senate during the month of March.
Planned results	University of Tirana will work closely with other partner universities to develop criteria and introduce bylaws for an ongoing system of awards for young researchers.

INSTITUTION	UNIVERSITY OF TIRANA
WP5. Dissemination and exploitation at Re@WBC	
5.6. Mentoring system adopted	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	The Mentoring system is endorsed by the universities' management boards and made mandatory by installing appropriate bylaws. We firmly believe that the management boards, already having recognized a need for installing such a system, will readily embrace the adoption of these bylaws.
Specific and measurable indicators of achievement	Not completed yet.
Planned results	More encouraged young researchers for advancing in their careers.



INSTITUTION	UNIVERSITY OF TIRANA
WP5. Dissemination and exploitation at Re@WBC	
5.7. Strategy on continual training of researchers adopted	
Start date	15.10.2015
End date	14.07.2017
Description of the activity carried out	Precise award criteria are to be created and adequately formulated bylaws concerning the system of awards are to be adopted, in order to stimulate and motivate young researchers (prizes, promotional events, grants etc.), with a tendency of further continuation of this practice, possibly leaving Career Development Centers in charge of it.
Specific and measurable indicators of achievement	<p>With regard to Activity 5.7 Strategy on continual training of researchers adopted, the Senate of the University of Tirana has approved the Strategic Plan of Research on April 26, 2018. The mission of scientific research at University of Tirana is to create new solutions on global issues to serve the needs of the society in the fields of natural and social sciences. University of Tirana aims to develop scientific research at the service of the freedom and variety of ideas to establish and empower the democratic society and the rule of law.</p> <p>In full compliance with the priorities of the development of the country, UT has as its mission to prepare young researchers and scientists to contribute to the increase of standards. University of Tirana bases its strategy of research on the principles of <i>The European Charter for Researchers and Code of Conduct for the recruitment of researchers</i>. These principles, <i>the Law on Higher education and Research in the Republic of Albania Nr.80/2015</i> and the <i>National Strategy for Research, Technology and Innovation (2017 - 2022)</i> require a thorough review and new developments in the strategic plans of the universities and academic institutions.</p> <p>Re@WBC project has played an important role in the preparation of the strategic plan of research at UT since it has provided important guidelines to the enhancement of research potential, and development of young researchers through various trainings.</p> <p>Following is one of the objectives of the strategic plan of research at UT that is closely linked to activity 5.7 relating to the continual development of researchers.</p> <p><u>Objective 2. Training of scientific researchers</u></p> <p>The development of talent and the excellence for all categories of staff is one of the main strategic objectives of the University of Tirana.</p>



UT researchers should have access to high quality trainings. This is part of the institutional vision of the development of a creative community for the knowledge workers who are well equipped and capable for a world that changes fast and continuously. University of Tirana will be engaged with the researcher's community and will stimulate the creation of a solid basis for a mentality of "lifelong learning" at all the academic staff. UT will invest in the empowerment of researchers with scientific titles and post-doctoral studies through the enforcement of awareness for the wide range of possibilities they have to develop their career within the academic institutions and beyond.

The training programs and career development for different categories of researcher would be:

1. For researchers holding "PhD" and the ones who have followed "post-doctoral" studies, the training program offered by high level specialist would involve these topics:
 - Career management
 - Communication
 - Leading skills and personal efficacy
 - Research and performance evaluation
 - Creativity, positivity and adjustment capability

2. For the professoriate the training program would involve:
 - Leading skills and mentoring
 - Management of research groups
 - Department management
 - Management of conflicts within the academic staff

Actions / expected results

2.1 The development of a stable and integrated model of career development for the PhD students, the ones who have followed post-doctoral studies and professoriate.

2.2 The preparation and application of a qualitative training program for all categories of the academic personnel (PhD, post-doctoral students, professoriate) according to the above mentioned topics.



	<p>2.3 The organization of trainings for protection of scientific research results, confidentiality before publication as well as personal data protection gathered during the research process.</p> <p>2.4 Establishing and applying the procedures of evaluation of the supervision and mentoring procedures.</p> <p>2.5 Establishment of a system of “contract” with the PhD students by emphasizing the protection of the right to authorship on the materials and the scientific product.</p> <p>2.6 Application of new strategies of financing scientific research in UT that will enable the institution to increase the number of researchers and students that deal with scientific research as well as collaboration between them.</p> <p>2.7 Encouraging and directing students of all the three cycles of study to distribute the results of their research aiming to ensure the development of their skills to do research and transfer knowledge</p> <p>2.8 Main units (Faculties, Institutions) need to increase their managing capacities for research groups in order to effectively manage the supervision of scientific masters, PhD works and projects with wider cooperation.</p>
Planned results	University of Tirana will continue further developing the strategy and reassuring its benefits for the whole community of researchers

INSTITUTION	UNIVERSITY OF TIRANA
WP6. Management at Re@WBC	
6.1. Kick-off and coordinating meetings realised	
Start date	December, 2015
End date	October, 2018

Description of
the activity
carried out

Researchers from the University of Tirana have participated in all meetings organized in the framework of the project.

- 1. Kick off meeting (2 participants).** *This meeting served to introduce the partners; establish the different bodies governing the project and discuss financial matters related to the duration of the project.*
- 2. Meeting in Turin.** Mapping HR management strategies at EU universities. 21-25 March (**2 participants**). *The meeting at the Polytechnic University in Turin was the first EU partner to welcome us and also introduce us to the best practices they had on the HR management strategies, empowerment for employability, the stage and job unit and also how to attract international researchers.*
- 3. Meeting in Liege.** Mapping HR management strategies at EU universities 18-22 April 2016(**2 participants**). *The visit in Liege served as an opportunity to learn about the procedures used by Université de Liège in various fields which will be useful in order to enhance their research capacities. The participants attended presentations and exchanged ideas and opinions with experts in these fields. This meeting helped to create a network of reference persons that they will be allowed to consult at the later stages of the implementation of their strategic plans.*
- 4. Meeting in Belgrade.** Seminar on HRS4R strategy for Universities management 8th June 2016, Belgrade(**2 participants**). *This meeting aimed at gathering top management of all partner universities and discuss on important principles of HRS4R.*
- 5. Meeting in Coventry.** Mapping HR management strategies at EU universities 20-25th June 2016(**3 participants**). *The meeting in Coventry focused on researchers' career progression in the UK, supervisor training, research ethics and doctoral training. Participants had the opportunity to participate in sessions of the Coventry University annual conference.*
- 6. Meeting in Novi Sad.** Training of WBC administrative staff related to research services, 22-23rd September 2016(**4 participants**). *Participants from WBC universities were trained on how to build a sustainable soft skills training program for PhD candidates and researchers, the experience of the actions implemented at the Polytechnic University of Torino, Italy in regard with the support to researchers; the implementation of the UK Concordat to support the career development of researchers at the Coventry University and discussed the challenges and innovations for research support staff.*



7. Meeting in Kragujevac. *Enhancing of ethical committees through legislative improvements and trainings, 10-11th November (2 participants).* This training treated issues related to the importance of the Ethics Committees, their role and function, responsibilities for scientific research and the challenges faced by the Ethics Committees.

All participating universities brought their experience from the organizational perspective in establishing their own ethics committee. Other topics of interest were also the policies, the regulatory framework and agreements in support of the Research Integrity. Codes, principles, different ethics research associations, as well as policies of the Higher Education institutions in Europe and abroad, which have leading role in ethics issues in frame of scientific research were broadly discussed by trainers.

8. Meeting in Belgrade. 1st Steering Committee of Re@WBC project meeting, 1-2 December (2 participants). *This meeting began with a presentation of the overall progress of the project activities during the first year of the project implementation as well of those that are yet to be realized in the forthcoming period. The main project deliverables produced in this period were presented by the corresponding work package and task leaders.*

9. Meeting in Coventry. Training for trainers at Coventry University, 15-16th December 2016 (2 participants). *This training was organized in a way that firstly participants were to be introduced to topics related to supervision training for supervisors and students whereas the second day was mostly focused on approaches to development for early career researchers.*

10. Meeting in Podgorica. QA meeting. 23-25 March 2017. (1 participant)

11. Training for trainers, 05 - 07 April 2017, University of Belgrade, Belgrade (3 participants)

12. Erasmus Staff Training in Liege, 08 - 12 May 2017, University of Liege, Liege (2 participants)

13. Seminar on soft skills and entrepreneurship, 23 - 26 May 2017, Politecnico di Torino, Torino (2 participants)

14. 2nd Steering Committee meeting and 2nd Quality Assurance Committee meeting, 6-7 October 2017, University of Sarajevo, Sarajevo



Specific and measurable indicators of achievement	All meetings organized so far had their own importance ranging from the theoretical and informative part that started with the meetings in the EU universities where participants were informed on different issues that related to mapping of HR Strategies in these Universities to the trainings that provided participants with insight on research services, improvement of the ethical committees duties as well as other trainings that related directly to teaching methodologies/
Planned results	All meetings have served as an opportunity to be informed on issues that relate to strategies used by EU partners in relation to research but also organization of the higher education. Experience benefited from all these visits will be useful to top management people at University but also to all researchers that will be trained by the trainers who participated in these meetings.

INSTITUTION	UNIVERSITY OF TIRANA
WP6. Management at Re@WBC	
6.2. Procedures for project management	
Start date	
End date	
Description of the activity carried out	
Specific and measurable indicators of achievement	
Planned results	

INSTITUTION	UNIVERSITY OF TIRANA
WP6. Management at Re@WBC	



6.3. PA signed	
Start date	
End date	
Description of the activity carried out	Partnership agreement was signed in due time.
Specific and measurable indicators of achievement	Benefits to the researchers and University itself.
Planned results	

INSTITUTION	
WP6. Management at Re@WBC	
6.4. Software platform for project management	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	Re@WBC developed a website available to all interested parties who would like to get information about the project. All project documents are uploaded on the platform and selectively available to project management bodies provided with passwords.
Specific and measurable indicators of achievement	University of Tirana uploads all necessary documentation on the platform.
Planned results	

INSTITUTION	UNIVERSITY OF TIRANA
WP6. Management at Re@WBC	
6.5. Day-to-day coordination	
Start date	



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End date	Ongoing
Description of the activity carried out	The contact person from the University keeps continuous contacts with the coordinator and other contact persons from WBC Universities.
Specific and measurable indicators of achievement	
Planned results	

INSTITUTION	UNIVERSITY OF TIRANA
WP6. Management at Re@WBC	
6.6. Financial management	
Start date	
End date	ongoing
Description of the activity carried out	The University has provided financial documents to the respective office and also has uploaded documents on the project platform. There has been a continuous communication via email and also in different meeting to clarify unclear issues.
Specific and measurable indicators of achievement	
Planned results	

INTERNAL QUALITY ASSURANCE PROCEDURES	
REPORT PREPARED BY	Prof. Dr Shpresa Delija Dr. Gentiana Kera Dr. Elvana Shtepani
DATE	28 October 2017



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