



REPUBLIC OF ALBANIA  
"EQREM ÇABEJ" UNIVERSITY  
GJIROKASTËR

**SELF-EVALUATION REPORT FOR  
INSTITUTIONAL REVIEW**

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Date: 19. 02. 2021



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## ACRONYMS

<b>HEQAA</b>	Hgher Education Quality Assurance Agency
<b>IEG</b>	Internal Evaluation Group
<b>EEG</b>	External Evaluation Group
<b>LHE</b>	Law on Higher Education
<b>MoEYS</b>	Ministry of Education Youth And Sports
<b>IQAU</b>	Internal Quality Assurance Unit
<b>UGJ</b>	Universiteti i Gjirokastrës “Eqrem Çabej”
<b>HPI</b>	High Pedagogical Institute
<b>UGJL</b>	Library of Gjirokastra University
<b>HMS</b>	HEQAA Managment System
<b>FESS</b>	Faculty of Education and Socail Sciences
<b>FNS</b>	Faculty of Natural Sciences
<b>FE</b>	Faculty of Economics



## Introduction to the Self-Assessment process

“Eqrem Çabej” University of Gjirokastra comes in the process of institutional accreditation after a successful experience three years ago, where the Institution with Decision No.67 dated 21.09.2017 was accredited for a period of three years by the Accreditation Board of HEQAA. This accreditation process is a continuation of this experience and aims to meet the quality standards of UGJ, work that has continued intensively after the previous institutional accreditation process, taking into account all recommendations of the EEG (External Evaluation Group) and improving any weaknesses identified by them.

The report of the internal evaluation group of UGJ is drafted in accordance with the criteria and standards provided in the "Quality Code of Higher Education", to monitor the implementation of state quality standards, on the recommendations left by EEG during the first accreditation process and on the quality standards set by the legislation in force, in order for a successful operation to achieve satisfactory results.

The Internal Evaluation Group (IEG) was set up under the responsibility of the head of the institution, Rector Prof. Dr. Bektash Mema, with Order no. 06, dated 16.02.2021, based on the decision of the Academic Senate No. 38 dated 09.12.2020, pursuant to Article 103 of Law No. 80/2015 *“On higher education and scientific research in higher education institutions in the Republic of Albania”*, the Statute of UGJ, as well as in the *“Code of Quality of Higher Education”*.

In setting up the IEG and in selecting its members, the Rectorate took into account the previous experience of the candidates as well as the satisfactory results of the work of this group. It was considered reasonable that the deputy rectors of the institution be part of this group to facilitate the work and help coordinate with units, directorates and sectors of the UGJ. IEG is composed of representatives from the three faculties of the Institution and a representative from the students. From the moment of its establishment onwards, the members of the group have been working together by coordinating the work between them.

In order to monitor the implementation of quality standards, the internal evaluation report was drafted in accordance with the criteria and standards provided.

***The following stages were followed for the drafting of the report:***

- a. The working group made a division of tasks, according to the respective fields for each member. This division was not exhaustive as each area and each document



administered was discussed together by all members, in the periodic meetings of the internal evaluation team.

- b. The official quality standards and the defining criteria of these standards for each field were initially studied.
- c. The working group organized meetings with the people responsible in the relevant units and sectors, in order to gather the necessary information from each structure and for each field.
- d. Collection of documentation and discussion of any document administered by all members of the working group.
- e. Compilation of the narrative part of the report by matching each required criterion with the relevant evidence that supports its fulfillment.

**Stages of the internal evaluation procedure by the HEI:**

- Request for the start of the external institutional evaluation process by the University of Gjirokastra "Eqrem Çabej". No.561 / 1 Prot Date 28.05.2020
- . Accepting the request from the Agency for Quality Assurance in Higher Education. No. 131/1 Prot, Date 06.10.2020
- Establishment of the Internal Evaluation Group by the head of the HEI.No 99 Date 11.12.2020
- Carrying out internal evaluation according to ASCAL instructions.
- . Preparation of the self-assessment file.
- .Drafting the Internal Self-Assessment Report (ESA) according to the requirements, instructions and laws in force.
- Consultation of the draft with the academic staff at UGJ and stakeholders in an open meeting. Approval by the Academic Senate of the Internal Evaluation Report
- Submission of the Internal Self-Assessment Report (RVB) to ASCAL together with the accompanying printed documentation and in electronic format.

In the framework of the recommendations of the Accreditation Board (Decision No. 67, dated 21.09.2017), for the first institutional accreditation, UGJ during the 3-year period (2017-2020), undertook a series of measures to fulfill them.

**For the recommendation no. 1,** UGJ has started a more effective method in monitoring its graduates and in parallel has held meetings with local stakeholders.



**For recommendation no. 2,** UGJ has taken a series of measures for encouragement and use by the academic staff of ICT in the curricula and currently this has become functional with the use of the MICROSOFT TEAMS platform and the official licensing of the MICROSOFT 365 package, accessible from each member of the academic staff, academic assistants and students.

**For recommendation no. 3,** UGJ has taken the necessary measures to create a research strategy with standards of the best European universities, which is being improved through participation in a KA2 project of the Erasmus Plus program.

All these are presented in detail in the following material:



## **I. HISTORY OF HEI**

“Eqrem Çabej” University of Gjirokastra was established by decision of the Council of Ministers no. 414, dated 12 November 1991, on the basis of the Higher Pedagogical Institute, which was opened in 1971. It is the most important educational, scientific and cultural institution of the Southern Region of Albania.

Higher education in Gjirokastra has a considerable tradition and experience before the establishment of the University. In 1968, the Branch of the Faculty of Economics (part time) of the University of Tirana was opened, which operated for 11 years.

A year later (1969) the Branch of the Higher Agricultural Institute (branch of Agronomy) was opened, which lasted for 10 years. In the same year (1969) the 2-year Pedagogical Institute was opened without separation from work for the preparation of teachers for specialities such as Language - Literature, History - Geography, Biology - Chemistry, Mathematics - Physics. Also, in the same year, the Branch of the Institute of Physical Culture "Vojo Kushi" was opened which operated for 5 years.

On the basis of this experience in 1971, with Decision of the Council of Ministers no. 4 date 08.01.1971, 3-year Higher Pedagogical Institute began its activity with full time students, initially with the branches History-Geography and Mathematics-Physics.

In 1980 the branch of Biology-Chemistry was opened.

In 1991, the 3-year Higher Pedagogical Institute, by Decision of the Council of Ministers no. 414 dated 12.11.1991, was transformed into a 4-year Higher Pedagogical Institute. In the same year (1991) the branch of teacher training of the elementary education was opened and with Decision of the Council of Ministers no. 255, dated 24.07.1986, the branch of Albanian Language and Literature was opened.

For a period of 10 years, the 4-year Higher Pedagogical Institute was completed with all the profiles of teacher training, was consolidated, enriched with the necessary material-teaching base. The new building was built with all the necessary facilities for learning as well as the dormitory building. From year to year the level of qualification of pedagogues increased.

In the academic year 1993-1994, with Decision of the Council of Ministers respectively No. 435, dated 03.09.1993, and No. 300, dated 21.06.1994, the University of Gjirokastra was expanded with the opening of two new branches, namely the branch of Greek Language and



Literature, which prepares teachers for the schools of the Greek minority and that of English Language.

In the following years, the University of Gjirokastra is supplemented with other study programs of the First Cycle, beyond the teaching profile, such as Accounting-Finance, Public Administration, Tourism, Senior Nursing, Nursing Midwife, as well as study programs of the Second Cycle "Professional Master" and "Master of Science" and the Third Cycle "Doctorate".

In general, the contingent of UGJ students comes from the districts of Southern Albania. Over the years, there have also been students from Albanian territories outside the borders of Albania, from Kosovo, the Republic of Northern Macedonia, Montenegro, as well as foreign students from Greece, Turkey, Poland, etc.

Meanwhile, today, the geographical map of student registration has expanded. We have contingents that come from Central Albania, even from the northern regions.

Admission of students after 1990 until 2005 was done on the basis of an entrance test organized by the university itself, and from 2006 onwards the admission of students in full-time study programs is done on the basis of the "State Matura". While in the study programs of the second cycle "Master of Science" and "Professional Master", the admission of students is based on the criteria determined by the University itself. Students can attend studies in the form of full-time and extended study based on Article 69 of Law 80/2015 on Higher Education and Scientific Research.

From 1994 onwards, Eqrem Çabej University started operating on the basis of departments. According to the Decision of the Ministry of Education no. 128, dated 27.10.1994, three faculties and 10 departments started functioning (Faculty of Natural Sciences, Faculty of Social Sciences and Faculty of Education).

With decision no. 823, dated 05.12.2007 of the Council of Ministers, the Faculty of Social Sciences and the Faculty of Education are merged and the Faculty of Education and Social Sciences was created.

By Order of MASR No. 126 dated 20.03.2017, the Faculty of Economics was established.

**Currently, Eqrem Çabej University, Gjirokastra has three main units:**

***Faculty of Education and Social Sciences FESS***

There are 6 basic units in this faculty.





### ***Faculty of Natural Sciences. FNS***

This faculty consists of 3 basic units.

### ***Faculty of Economics FE***

This faculty consists of 3 basic units.

In detail:

1. Faculty of Education and Social Sciences, with study programs of the first cycle Bachelor, Master, Professional Master, Master of Science and Doctorate in his research fields: Albanian language, primary education, preschool education, Albanian literature, foreign languages (English, Italian, Greek), history, geography, albanology, 2-year professional librarian and librarian programs, tour guides and educators for early childhood development.

2. Faculty of Natural Sciences, with Bachelor and Professional Master study programs in its research fields: biology, chemistry, mathematics, physics, information technology, informatics, general nursing, midwifery nursing and nursing sciences.

3. Faculty of Economics, with Bachelor study programs, Professional Master in the fields of his research: public administration, finance, accounting, tourism, as well as 2-year programs in economist, administrative assistant and assistant manager in tourism services.

<b>I. FACULTY OF EDUCATION AND SOCIAL SCIENCES</b>	
<b>DEPARTMENTS / BASIC UNITS</b>	
1.	Department / Basic Unit of Albanian Language
2.	Department / Basic Unit of Albanian Literature
3.	Department / Basic Unit of History and Geography
4.	Department / Basic Unit of Education and Teaching Methodology
5.	Department / Basic Unit of Foreign Languages
6.	Department / Basic Unit of Greek Language, Literature and Civilization
<b>II. FACULTY OF NATURAL SCIENCES</b>	
<b>DEPARTMENTS / BASIC UNITS</b>	
1.	Department / Basic Unit of Mathematics, Informatics and Physics
1.	Department / Basic Unit of Biology-Chemistry
2.	Department / Basic Nursing Unit



III. ECONOMY FACULTY	
DEPARTMENTS / BASIC UNITS	
1.	Department / Basic Unit of Accounting - Finance
2.	Department / Basic Unit of Public Administration
3.	Department / Basic Unit of Economic Policy and Tourism

Currently the University of Gjirokastra is complete with the three study cycles:

- a. The programs of the first cycle of studies "Bachelor", which include **18** full-time study programs.
- b. Second cycle study programs "Master", "Professional Master" and "Master of Science", which include **8** study programs "Master", **7** study programs "Professional Master" and **5** study programs "Master of Science", full time.
- c. The program of the third cycle of studies, "Doctorate in Albanology".
- d. UGJ also offers **6** 2-year full time professional study programs.

Based on the experience and achievements so far, the University has conducted several studies related to its future development, both in terms of restructuring and expansion with study programs and other activities.

One of the objectives of the reorganization includes the opening of dual programs with foreign universities in the field of cultural heritage. In order to comply with the requirements of Law no. 80/2015 *"On higher education and scientific research in institutions of higher education in the Republic of Albania"*, UGJ continues its efforts to open these programs, according to standards relevant and applicable legislation.

All study programs and their curricula are reorganized, in order to adapt them in accordance with the law on higher education 80/2015 and the new bylaws in force.

Since the establishment of UGJ (1991) onwards, work has been done to create structures and auxiliary institutions for the teaching process and scientific research activity. The university is equipped with laboratories, cabinets with modern internet network and a scientific library. The University is also an important research, scientific and publishing center. In its function and service, in the academic and scientific research activity as well as the capacity building of the institution, UGJ has built a wide cooperation with all other universities of the country and has signed cooperation protocols with many western universities. In the framework of inter-institutional cooperation with other Albanian



universities, an important role is played by participation in and cooperation with the Conference of Rectors.

Internationalization policy has been widespread among UGJ staff. This has enabled staff exchanges with partner universities and has encouraged and contributed to capacity building, in the framework of European Union capacity building projects. This has resulted in the realization of a series of international activities in UGJ.

The University of Gjirokastra is a member of many international associations. Membership in these associations also helps professors to participate in international conferences, joint projects, publication of articles in scientific journals of universities with which the University has cooperation.

The University of Gjirokastra is involved in many cooperation programs in the framework of European projects "ERASMUS PLUS", "IPA INTERREG CBC Greece-Albania 2014-2020", etc. The teachers' individual scholarships benefited in the framework of the KA1 ERASMUS PLUS programs have significantly influenced the increase of their qualification, their pedagogical-scientific experience as well as the establishment of contacts with many professors of universities of other countries.

## **II. Mission**

UGJ has the mission to transmit, develop, generate knowledge through teaching, research and services. UGJ focuses on the professional training of senior specialists in the fields that are covered by all study programs (LSE(*lower seconadry education*) teachers, general nurses and midwives, economy specialists, information technology specialists), continuous training and qualification in order for everyone to maximize the expectations of the individual perspective and at the same time to be able to respond to the challenges of national development.

UGJ also has the mission to serve as an important research-scientific-publishing center, in coordination with the National Research and Development Programs and Sectoral Development Policies.

## **III. Vision**

UGJ aims to be identified as an important regional and national reference center in university academic cooperation, in research, publishing activity, promotion of higher education values; education and training of professionals covering the strategic sectors of



Albanian regional and national development. UGJ aims to increase the quality of research by orienting it with priority areas of research, technology and innovation (referring to Law No. 80/2015 *"On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania"*)

UGJ also aims to offer joint degrees with partner universities, in the framework of agreements and study programs of common interest.

The University aims to adapt and precede social and economic development with a primary focus on the southern and cross-border region. The establishment of an interdisciplinary research and development center with priority areas of cultural tourism, agrotourism, ecotourism, etc., will increase the contribution of UGJ in the sustainable development of the Region.



## 1. FIELD OF EVALUATION: ORGANIZATION AND MANAGEMENT OF THE INSTITUTION

AUTONOMY
<p>The institution and its structures function in accordance with the statute of the institution. (Chapter III Standard I.1)</p> <p>The main document of the University "Eqrem Çabej" Gjirokastra (UGJ) is the Statute which is in accordance with the Law on Higher Education 80/2015 [E1.1], approved by the Academic Senate (AS) [E1.2], the Council of Administration (CA) [E1.3] and by MoEYS UGJ operates according to the Statute and internal regulations of UGJ [E1.4]. The regulation of UGJ has been updated in accordance with the bylaws and, as defined in the statute of UGJ, has been approved by the Academic Senate of UGJ [E1.5].</p> <p>The faculties and Departments of UGJ function in accordance with the Statute of UGJ, as well as based on their internal regulations approved in the respective units (main and basic) [E1.6.-E1.8] [E1.9- E1.11] and UGJ internal regulations. [E1.6.1-E1.8.1].</p>
<p><b>The institution is organized in such a way as to ensure efficiency in management.</b> (Chapter III Standard I.2)</p> <p>The institution is managed by the governing bodies and authorities of UGJ (academic and administrative), defined in law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania" and the statute and internal regulation of UGJ. UGJ enjoys academic, financial and organizational freedom and staff selection autonomy. The main governing bodies of UGJ are AS, BA, Rectorate, Dean's Office, Ethics Council and Standing Committees. All the competencies and obligations of the governing bodies are defined in the Law on Higher Education as well as in the Statute and the regulation of UGJ [E1.1]. The Statute of UGJ [E1.1] defines the functions of AS.; guarantees the autonomy of UGJ; proposes the strategic development plan (which is submitted to BA for approval); approves of the statute and regulations(after prior approval in BA); drafts the general structure of UGJ and proposes to BA the number of staff at all levels; approves the opening, reorganization or closure of study units and programs; approves the annual activity report of UGJ; approves the establishment of standing committees; guarantees internal quality assurance; approves the annual and medium-term budget plan and forwards it to BA for approval. The AS meets periodically to discuss important institutional issues related to teaching, research and / or organizational, administrative and financial issues. AS has internal rules of operation [E1.12], which define all procedures for the preparation and conduct of meetings, for keeping documentation, for their decisions and clarifications. During the last 3</p>



years, AS has taken the necessary decisions in accordance with the academic and administrative priorities of UGJ. AS decisions for the well-functioning of all UGJ units are seen as a factor for the sustainability and development of UGJ. UGJ Administrator: prepares / drafts the annual budget based on the requirements of the main units and basic units, the strategic plan of UGJ, the medium-term budget plan; proposes the criteria for the administration of financial and material resources and submits them to BA for approval; drafts and submits for approval BA and AS financial reports according to academic years; cooperates with the rector to meet the objectives of UGJ.

Rectorate: based on the priorities of the institution drafts the strategic plan of the institution based on the needs and proposals of the academic units (basic and main) as well as the administrative ones and forwards them to the AS for approval; formulates criteria for the distribution of financial, material and human resources; submits to AS for approval the annual plan of academic and scientific research activities, the detailed annual report of the activity of the institution, proposals on project agreements, collaborations or memberships of the institution in national / international bodies or institutions.

The Board of Administration is the highest collegial Administrative body which guarantees the financial and administrative well-being of UGJ [E1.1,]. The criteria and composition of BA are clearly defined in law 80/2015, DCM no. 782, dated 26.12.2018, the Statute of UGJ and the Regulation of BA [E1.22].

BA: guarantees financial sustainability, approves the strategic plan, medium-term annual budget, number of staff, determines the rules for the distribution of income provided by the institution from the exercise of its activities, etc. In detail the functions of BA are defined in the Statute of UGJ and the Regulation of BA [E1.1, E1.22]. The functioning of the Ethics Council (EC) is defined in the UGJ Statute [E1.1]. AS has approved the new members of the EC [E1.23]. The EC promotes and reviews issues related to ethics in the activity of UGJ, on its own initiative or through complaints received from the structure inside and outside the institution. The EC issues a decision and proposes to the Rector to take disciplinary measures. The operation of UGJ is also based on the Code of Ethics [E1.24]. According to the MoEYS Order no. 8 dated 14.01.2020, the EC has been entitled to anti-plagiarism control and the verification of legality, the acquisition of the scientific degree and the academic title. AS has adopted anti-plagiarism criteria and standards [E1.25].

The Dean's Office is the highest collegial body at the level of the Main Unit and consists of the Dean (who chairs it), the Deputy. Dean / s, heads of Basic Units. According to the Statute





[E1.1] of UGJ, the functions of the Dean's Office are clearly defined. There, various decisions and proposals are made and forwarded to the Rector / Rectorate / AS. The Dean's Office discusses issues related to study programs, admission criteria, etc. The Dean's Office approves the development priorities of the unit, study programs, quotas and admission criteria for students; coordinates and integrates the activity of basic units; drafts and approves the internal regulations in advance, gives the ethical permission to conduct scientific research, etc. The Dean is the highest academic authority of the Main Unit and its legal representative [E1.1]. According to the Election Regulations [E1.27], the Dean is elected by secret ballot by the full-time academic staff of the main unit and the students at the rate of 10% (ten percent) of the total votes [E1.27]. The Head of the Basic Unit is elected by the full-time academic staff of the Basic Unit [E1.1, E1.27]. Based on the results of the 2020 UGJ elections, the Institutional Election Commission (IEC) has announced the winners [E1.28]. Following the announcement of the winners by the IEC, the governing authorities of the UGJ were appointed [E1.29]. The institution has drafted and approved the new election regulations [E1.27]. Due to the non-fulfillment of the number of academic staff with the title of Professor, UGJ has not yet set up the Council of Professors.

**The institution favors constructive debate.** (*Chapter III Standard 1.3*)

The AS meets on the initiative of its chairman and holds periodic meetings, as a rule once a month. AS members are notified by the secretary of the date and agenda electronically or in writing and are required to confirm or not their participation (AS Rules). The meeting is chaired by the chairman of the AS and only in case of objective absence the meeting is convened and chaired by the vice-chairman. The AS may also convene an extraordinary session at the request of one-third of the number of members [E1.12]. Meetings are organized by the secretary of the AS, while the agenda, the date of the meeting is set by the Chairman. All materials and agenda are made available to members at least one day before the meeting [E1.12]. Only in emergencies can this procedure not be followed. Requests for items to be included in the agenda must be submitted at least three days prior to the written meeting (AS Rules). The AS meeting can take place only in cases when 50% +1 of the members are present. AS decisions are implemented by Basic Units and Main Units, academic and administrative support structures.

Students are also part of the constructive debate, organized as: elected students, representatives in the Senate, and as representative students, members of the Standing Committee on Student Relations.



**The institution respects the limits of its autonomy.** *(Chapter III Standards I.4)*

UGJ adheres to the boundaries of its autonomy defined by law.

Financial autonomy in UGJ, is provided through autonomy to generate income of from teaching activities, from scientific research activities, from intellectual rights, from trademarks and patents, from services, from artistic and sports activities, as well as from other economic activities, which are used in accordance with the legislation in force, through setting tuition fees, administering movable and immovable property in accordance with their mission. (E1.15). In addition to self-financing, financial autonomy is ensured through the benefit of funds from the state (E1.15.1) and other bodies, which in the case of UGJ, are EU-funded projects (E1.34). Currently UGJ is implementing 11 projects funded by European programs and beyond) [E1.34], five (5) ERASMUS + projects, four (4) INTERREG IPA Cross Border Albania-Greece and 2 projects with funding from HEQAA for the establishment of laboratories in the service of the teaching/learning process). UGJ has set the internal rules of financing, distribution and use of revenues, according to the activity and needs of the institution. (4.17)

Academic freedom contains the autonomy to organize teaching, research, innovation, and creative activities. (E.18). The academic autonomy of UGJ also consists in the autonomy to design and develop study programs and to define the areas of scientific research activity. (E1.21). Also, in the framework of academic autonomy, UGJ has organized the process of promoting academic staff, evaluating their activity. (E1.38).

Organizational autonomy in UGJ, is related to the autonomy to self-govern, to elect governing bodies, to organize structures and regulate the ways of exercising their activity through their internal acts, drafted in accordance with the law, bylaws and internal acts. Elections are organized according to the relevant regulations. (E1.27).

**The institution drafts a development strategy.** *(Chapter III Standard I.5)*

UGJ has designed and implements its development strategy. The strategy of the institution is drafted in accordance with its mission and purpose as an institution of higher education, defined in the Law on Higher Education and the Statute of UGJ. Over the years UGJ has built a collaborative culture. All decisions taken by the Collegiate Bodies and the governing authorities of the UGJ are widely discussed. Many times different documents or issues are discussed in several meetings in order to improve the document until the final version is reached. The Development Strategy [E1.33] is one of the main documents for UGJ and therefore its drafting required a lot of work from the Basic Units and the Main Units. Initially





at the Institution level a working group was set up in order to draft an Institution Development strategy. This development strategy was approved by AS [E1.33.1]. It then moved on to a more in-depth phase by implementing more advanced models of strategic developments. The process involved all key core units and resulted in the development of development strategies according to these units. Examples of the Strategic Plan of the Faculty and Departments are given at [E1.43-1.48] and at <https://uogj.edu.al/strategjia-e-zhvillimit/> (FESS) and <https://uogj.edu.al/strategjia-fshn/> (FNS). The drafting of these aimed at including all academic staff according to the respective units but also of student groups. Currently UGJ has the Development Strategy 2020-2025, approved by AS [E1.33.1]. According to the Development Strategy [E1.33], UGJ is created to serve the knowledge, education and well-being of the Albanian society. UGJ aims to remain a well-known and sought-after public university not only in the territory of Albania, but also beyond, strongly relying on its values in quality teaching, professional research, integrity and social dignity. The UGJ Development Strategy has clearly defined the objectives as well as the development scenarios for the next five years. For each scenario, strategic lines are presented, and for each strategic line, methods and mechanisms for achieving and completing them are presented. All objectives and scenarios are presented in detail in the Development Strategy. For each scenario, and strategic line actions are specified or more precisely the Action Plan, the Instruments for their achievement, the time limit, the implementation as well as the cost of each action. These are presented in detail in the Development Strategy. The UGJ Statute [E1.1] and the Development Strategy [E1.66] are in coherence and aim at achieving the UGJ's mission and goals.

**The institution publishes the annual report, submits it to the Ministry of Education, Sports and Youth and to the academic staff and students. (Chapter III Standards I.6)**

The annual report of the activity of the institution is the document which summarizes the annual academic activity and the annual financial activity; assists in the internal and external evaluation of the institution, for the very fact that it contains a detailed analysis [E1.41]. The final document is based on the reports of the academic activity of the main units as well as other constituent units of UGJ. The document is discussed and approved at the meetings of the Rectorate, Senate and Board of Administration. The document is sent to MoEYS and published on the official website of UGJ.

#### ORGANIZATION OF HIGHER EDUCATION INSTITUTIONS



**The institution sets up appropriate structures for the realization of its mission and purpose. (Chapter III Standards II.1)**

"Eqrem Çabej" University, as an institution of higher education has the mission to create, develop, transmit and protect knowledge through teaching, scientific research, as well as to promote and develop arts, physical education and sports. UGJ's mission is to provide equal opportunities to benefit from higher education and lifelong learning, integrating teaching with research, promoting international cooperation in the field of higher education. In this way, the mission of UGJ is to contribute to economic and socio-cultural development at the level of national and regional, supporting the strategic priorities and development interests of the country.

UGJ, in support of legal provisions, is organized in Main Units (faculties), Basic Units (departments) and other academic and administrative auxiliary units. Each faculty has at least three core units.

UGJ departments, as basic units, have in their composition at least 7 full time members of the academic staff, among which at least 3 have degrees and titles. Main Units and Base Units have organized human and infrastructural capacities in function of this mission. These units have dedicated laboratories for IT as well as specific laboratories to integrate theory with practice.

UGJ offers study programs based on the traditional historical culture of UGJ and the needs of the labor market, through orientation towards a market in accordance with the development priorities of the country, contributing to the increase of development standards and welfare in the country . The study programs offer teaching practice, which is realized thanks to the collaborations of UGJ with central and local national institutions, HEIs or institutions abroad.

The institution has its official website: [www.uogj.edu.al](http://www.uogj.edu.al)

**Governing bodies facilitate decision-making by favoring debate in the institution's councils. (Chapter III Standards II.3)**

In the framework of decision-making, the governing bodies of UGJ are organized at Institutional level and Main Unit level. The members of these bodies are elected or appointed. The highest academic governing body of UGJ is the Academic Senate. Other academic bodies are the assembly of academic staff and standing committees.

The Senate consists of 21 (twenty one) members. The Main Units are represented in the Senate.

Students are also represented in the Academic Senate of UGJ, in the amount of 10% (ten



percent).

The highest governing administrative body is the Board of Administration. This body is responsible for ensuring the fulfillment of the mission of the higher education institution, its financial and administrative well-being.

Other collegial bodies at the institutional level (UGJ) are: the Rectorate and the Ethics Council.

UGJ Rectorate is a collegial body headed by the rector and consists of: rector, deputy rectors, administrator of the institution, heads of main units (Deans). The Rectorate meets periodically. The functions of the Rectorate are defined in the Statute of UGJ and the way of its organization and functioning are defined in the regulation of UGJ.

The Ethics Council of UGJ is a collegial decision-making body, which promotes and reviews issues related to ethics in the activity of the teaching and research process, violation of integrity and institutional interests, as well as other institutional activities. The Ethics Council reviews and decides on the activities of the academic staff and the assisting academic staff whether they constitute a violation of ethics or not. The Ethics Council consists of 3 (three) members who are representatives from each main unit, who are self-nominated and elected by the Academic Senate by a simple majority of votes. The Ethics Council carries out its activity in accordance with the legal acts, bylaws in force as well as based on the internal acts of the UGJ.

Collegial body at the main unit level: The Dean's Office is a collegial body headed by the Dean and consists of: Dean, Deputy Dean / s, heads of basic units. The Dean's Office meets periodically. The Dean's Office carries out its activity in accordance with the legal acts, bylaws in force as well as on the basis of internal acts of the UGJ.

Standing committees are collegial bodies which perform functions in the areas defined in the statute [E1.1,].

UGJ with the decision of SA has approved the establishment and functioning of standing committees [E1.54]. The approved commissions are:

1. Commission of Scientific Qualification and Academic Promotion,
2. Student Relations Commission;
3. The Commission for guaranteeing the Quality Standards of the Institution and the programs of study.

#### **PARTNERSHIP**

**The institution conducts a market study to achieve its mission and purpose.**

*(Chapter III Standards III.1)*



The institution is involved in scientific, socio-economic activities, such as national and international conferences and symposia, which create the opportunity to be continuously acquainted with regional economic, social and educational development and to reflect on the adaptation of curricula with the reality of the labor market.

The institution has practices of monitoring the employment of its graduates, by maintaining contacts with graduate students and by creating a database at the institutional level, to see how well the training they receive in this institution matches the requirements of the labor market. This monitoring is carried out by the Library, Archival and Student Services Sector (Career Counseling and ALUMNI office), which is a structure of academic support staff of administrative character, at institutional level [E.1.14]. UGJ collects information about the problems faced by graduates in finding suitable employment in the country, in order to improve curricula and offer study programs according to market demands. We are constantly working to have more complete information and database for this process, as a systematic part of the activity of UGJ.

UGJ respects the rules of free and fair competition in the market, basing its marketing on the priorities and features of the modern study programs it offers, in compliance with the programs offered by the demands of the labor market and the trained staff and qualified as one of its strengths. In the proposals made for the opening of new study programs, UGJ has conducted labor market research, where the need of the labor market for specialists in various fields has been studied.

**The institution pursues an open strategy for cooperation and partnership at regional, national and international level** (*Chapter III Standard III.2*)

The institution has clearly defined, in its institutional development strategy, the priorities of its cooperation policy. These priorities are reflected in the cooperation agreements with other national and international universities as well as with local, national and international institutions.

Through the establishment of special structures in the Rectorate of UGJ, the process for achieving the objectives of internationalization is administered. The institution has developed partnerships with higher education institutions, at home and abroad [E1.35]. These partnerships have resulted in the organization of important joint activities such as national and international conferences, international activities for quality assurance of HEI, organization of promotional activities of Erasmus+ mobility, ongoing training and qualifications for students, etc. [E1.36].



These partnerships have revitalized cooperation in the framework of capacity building projects, of which UGJ is a part [E1.34]. The institution has been visited by various delegations of partner universities, diplomatic representative units, who have been initiators of new study projects and infrastructure projects.

UGJ partners are also central and local public institutions [E1.62]. These partnerships are mainly oriented towards the provision of teaching practices, in all study programs, for UGJ students as well as the organization of open lectures with current topics and issues, where students have played have been factors. All these activities are published on the website of the institution, <http://uogj.edu.al/gjithe-aktivitetet/>

**The institution pursues a strategy of cooperation with other supporting institutions.**  
(Chapter III Standards III.3)

The Institution cooperates with many different Institutions for the provision of services to students. In cooperation with the Albanian Post, it offers the student card, while the Municipality offers its free services to students and support for the organization of various activities such as the graduation ceremony, sports activities, etc.

In order to finalize studies at UGJ, students are required to complete teaching internships. For this reason, UGJ cooperates with numerous Institutions such as Regional Education Directorates and Education Offices, Gjirokastra Regional Hospital, Commercial Banks, Court, Gjirokastra Region, Chamber of Commerce, Regional Employment Directorate, etc. [E1.62].

UGJ collaborates with other partners to meet its needs, in order to implement study programs, such as the US Embassy, through Fulbright and ELF (English Language Fellows) programs.

**The institution pursues a favorable policy for the mobility of academic staff and students at the international level.** (Chapter III Standards III.4)

UGJ pursues a favorable policy for the mobility of academic staff and students. Favorable policy is also followed with foreign academic staff and students who come to UGJ. The call announcement, application and selection procedure is public. These mobilities are provided through: Organization of ERASMUS + outgoing mobilities (from UGJ to partner institutions) in the framework of partnerships with partner universities, the procedures and modalities of which are specifically regulated. (E1.38 and E 1.39). The student mobility period is subject to the procedure of recognition and transfer of credits.

**Organizing mobility ERASMUS + incoming** (from partner universities to UGJ), where students and academic staff are provided with the necessary information and assistance. For





this purpose UGJ relies on the Erasmus + Guide [E1.65] in English and presents all the steps from the moment a foreign student chooses UGJ to pursue his / her studies for a short period of time, until he / she leaves. Details are provided on the various options of how to come to UGJ, procedures for obtaining a residence permit, accommodation, etc. The steps mentioned above are the basic policies that UGJ has designed and is implementing for the integration of foreign students. Throughout the period that foreign students attend lectures at UGJ, the Sector for Scientific Research and Foreign Relations communicates with them and assists them in any issues and difficulties they encounter.

UGJ has drafted the Regulation on the Implementation of Inter-Institutional Agreements within the Erasmus + KA107 International Credit Mobility Program [E1.64]. It has therefore signed 36 KA1 short mobility agreements for academic staff, academic assistants and students [E1.36]. From these agreements, from 2017 until today, 27 students, 67 professors and 2 academic / administrative support staff of UGJ have benefited from short-term mobility with European funding [E1.37, E1.38, E1.39]. In parallel with the drafting of this regulation, UGJ has assisted and encouraged its academic staff to benefit from the Sabbatical year [E2.30].

UGJ invites professors from other Universities of Albania or the region. Detailed list of guest lecturers is presented in the Evidence [E1.53]. Under the KA1 agreements, in the last three years 63 foreign professors have visited the Institution and conducted teaching and / or research activities [E1.38].

#### **Completion and Evaluation**

UGJ has worked hard not only to fill the gaps / weaknesses / recommendations of the EEG in the last evaluation process of institutional accreditation, but also to apply effective practices based on European experiences. The drafting and development of a new Scientific Research Strategy for the cooperation and internationalization of UGJ with the increase of mobilities and the number of applications and absorption of foreign funds, are just some of the achievements of UGJ.

UGJ has guaranteed by law the autonomy of functioning and academic freedom as an Institution of Higher Education, based on the legal framework in force. The rights and privileges deriving from academic freedom and autonomy are crucial in the main functions of the Institution, mainly in teaching and research. Within the autonomy and within its limits, the Institution and its constituent structures exercise the activity based on the Statute and the Regulation of the UGJ, acts which are based on the legal framework in force. The internal



structure of the institution, defined in the law and the statute, is such as to ensure effective cooperation in decision-making and management, favoring constructive debate from the Basic Units to the Academic Senate and the Board of Administration.

The activity of UGJ is guided by a development strategy 2020-2025, which is along the line with the mission of the institution, and becomes transparent for state bodies (MoEYS) as well as for academic staff and students. UGJ considers the market research for the fulfillment of its mission and purpose.

UGJ pursues a very favorable policy in order to expand and strengthen the relationship between UGJ and Higher Education Institutions in the region and beyond. UGJ has managed to establish close relations with HEIs inside and outside the country. These cooperative relations are based on the exchange of ideas, staff and students, organization of joint conferences, engagement in joint research projects for capacity building through Erasmus +, Horizon 2020, etc. The integration and harmonization of the requirements and needs of our institution with those of other institutions, foreign staff and students, has been placed at the center of these favorable policies.

UGJ has a statute and a regulation, based on the new law on higher education and its bylaws. In order to fulfill its mission and goals, UGJ is organized in special structures with separate tasks. The decision is made after discussion and constructive debate of any proposal and opinion. All these provide the institution with an efficient management. UGJ's numerous efforts to systematically monitor the employment of graduates have improved with visible results, but much work remains to be done.

Based on the analysis and evidence reported in this report, IEG concludes that the standards for the field of Organization and Management of the Institution are **FULLY MET.**



## 2. FIELD OF EVALUATION: RESOURCES

### HUMAN RESOURCE MANAGEMENT

**The institution pursues an open policy of employment and recruitment of human resources.** (*Chapter III Standards IV.1*)

The complete organization chart of the university is published on its official website <http://uogj.edu.al/organograma-e-universitetit/> according to the respective positions [E2.2].

In addition to full-time employment, the university also employs part-time human resources for its institutional needs [E2.6, E2.7, E2.8,].

For each new position that is presented, the vacancies are published in the Bulletin of Public Announcements and on the official website of UGJ and then proceed according to the articles of the regulation of UGJ [E1.5] and the regulation on employment procedures [E2.1] in full transparency with the legal basis.

UGJ pursues encouraging policies of promoting its staff, training on "Steps and Techniques of Writing a Quality Proposal Project", "Information sessions by representatives of the National Erasmus + office in Albania"

According to the Regulation of UGJ [E1.5], the Main Units based on the needs for the realization of the teaching process, forward for approval to the Rectorate the requests for invited academic staff, with full or part time contract, adhering to the number approved by the Board of Administration for this category of employees. The competition for the academic staff for both categories is carried out through the evaluation of the file. The candidate must first meet the general requirements set out in the UGJ Regulation as well as the specific criteria set out in the regulations of the Main Units. The selection is made in accordance with the law 80/2015 on Higher Education (amended) and the statute of UGJ [E1.1].

Decision of AS, [E2.15] clearly defines the rules and procedures for the employment of academic support staff and the respective steps followed for recruitment [E1.1, E1.5] starting with the announcement of the vacancy by the basic unit / main unit / other unit at the institutional level, the preparation of the application, the announcement of the competition, the approval of the criteria or qualifications required for the vacancy, the application forwarded to the relevant unit for reconsideration, the announcement of the public competition on the Web of the institution and in the Bulletin of Public Notices, the deadline for the application, the establishment of an ad-hoc commission by order of the Rector for the review and evaluation of candidacies, which proceeds according to the steps in accordance





with the employment procedure in UGJ and until the selection of the winning candidate [E2.9 ].

Employment policies pursued by UGJ give priority to the recruitment of qualified academic staff at prestigious international universities

**The institution pursues an integration policy of academic staff, academic teaching-scientific support staff and administrative staff.** *(Chapter III Standards IV.2)*

UGJ pursues an integration policy of all its employees full time, part time, guest or contract in the strict and correct implementation of the employment procedure [E2.1]. Its internal regulations define the employment criteria and procedures and this is implemented in accordance with the legal basis. In the framework of the integration of the new academic staff, UGJ has adopted the Charter and the European Code for Researchers, which promote and integrate the staff in the policies and trainings of UGJ for this purpose [E1.18].

The University engages the staff in organizing open days [E2.1, E2.13, E2.12] or those of informing the graduates in the high schools of the region and beyond, to promote UGJ and to attract as many students as possible in the study programs offered. Informative meetings are accompanied by informative tools such as brochures, leaflets, posters [E2.11], Power Point presentations, etc., which reveal and give a brief overview of the policies pursued by the university and its study programs [E2.11]. More details on this can be found on the UGJ website. (<http://uogj.edu.al/aktivitete-te-universitetit-eqrem-cabej/>).UGJ also favors and supports the integration of staff in its social life, urges and encourages them to become part of various activities of entertainment, information, literature, sports, etc. organized by the institution, or by other institutions or bodies in the district of Gjirokastra [E3.42] and not only.

**The institution pursues a policy of assessing the skills of its staff.** *(Chapter III Standards IV.3)*

UGJ pursues an ongoing policy of assessing the skills and qualifications of its staff. Academic staff is evaluated for performance in the teaching process, exceeding the teaching load foreseen at the beginning of the academic year and performance in research [E2.14]. For capacity increase UGJ participates in EU projects, which serve the training, expansion of knowledge and professional-academic skills, qualification according to the relevant areas of staff. [E1.34].

**The institution pursues a policy of social development.** *(Chapter III Standards IV.4)*

The social development policy in UGJ is focused on social activities and initiatives for



students and staff, in accordance with the national strategy for social development policy. In UGJ, students benefit from economic scholarships as well as exemption from the payment of the annual tuition fee, after meeting the requirements defined by the bylaws in force [E 2.54]. In cooperation with local and foreign partners, various activities are organized in UGJ, such as book promotion activities, awareness of violence against women, gratitude ceremonies for important figures, theatrical performances, national and international sports activities, etc. UGJ students and staff have become part of the national initiative to support with human resources and financial assistance, those affected by the devastating earthquake of November 2019 in Albania.

**The institution ensures efficient management of human resources** (*Chapter III Standard II.2*)

The UGJ statute clearly defines the functions and hierarchy of recruited human resources. It ensures efficient human resource management for assigning responsibilities according to the respective functions, rigorously evaluating and implementing not only its legal basis [E1.1, E1.5], but also the recruited human capacities. Each staff member is positioned depending on the function and purpose of recruitment in UGJ [E 2.1, E2.2].

**FINANCIAL MANAGEMENT**

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

UGJ allocates and uses financial resources in accordance with the rules and standards of the budget program and public financial management [E1.1]. It drafts the draft budget depending on the concrete requests and proposals coming from the basic and main units [E2.17], as well as the medium-term budget, depending on the rules and procedures set by the Ministry of Finance and the BA regulation [E2.33]. The drafting of the budget is done according to the structure of the Budget of the State, determined by instruction of the Minister of Finance of the Republic of Albania. After the drafting process, the proposed budget is discussed in the senate [E2.33] and in the board of administration [E2.16] of the institution. Upon approval the detailed budget [E2.34] passes for management to the finance office and is delegated depending on the requirements or needs of the units.

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

According to the Statute, the Administrator is responsible for the implementation of financial policy. Under his subordination are the Directorate of University Services, consisting of the finance-procurement sector and the services sector. UGJ Board of Administration guarantees



its financial and administrative well-being.

The Directorate of University Services prepares detailed financial reports [E1.23] and strictly and rigorously implements the drafted budget [E1.24], following a transparent policy of distribution of financial resources, which is published regularly on the website of UGJ <http://uogj.edu.al/raport-auditi-dhe-buxheti/>) Also, the Directorate of University Services is responsible for compliance with accounting rules based on relevant legislation in force, in accordance with the criteria of financial administration of other public institutions [E2.36]. The University analyzes all indicators of monitoring the implementation of financial policies [E2.37]. In the periodic meetings of BA [E2.38, E2.39] the indicators of the implementation of the financial policy are analyzed, the detailed results of which are published regularly on the website of UGJ së (<http://uogj.edu.al/raport-auditi-dhe-buxheti/>).

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

The institution is regularly subject to its MoEYS audit conducted by the audit sector. [E2.38] and State High Council.

Pursuant to point 1, article 116, of Law 80/2015, these inspections are periodic [E2.38] and all reports that are compiled after inspections together with the relevant recommendations are discussed in meetings with the Board of Administration and UGJ staff. . The decisions of these meetings are made public on the official website of (<https://uogj.edu.al/bordi-i-administrimit/>).

#### INFORMATION SYSTEMS MANAGEMENT

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

UGJ has provided the relevant structures for the development and dissemination of information at vertical, and horizontal level. Their activity is defined in the Statute of UGJ [E1.1], in the regulations and internal self-regulatory acts.

UGJ has a well-organized information system. This system consists of the system of giving information / feedback electronically and of providing information from the auxiliary academic structures in the Rectorate of UGJ as well as near the main units. Information on decision-making, announcements, public calls, is subject to the law on the right to information and the law on private data private <http://uogj.edu.al/njoftime-te-universitetit-eqrem-cabej/>.

Also part of the procedures and notices are published in the bulletin of the Public Procurement Agency.

UGJ publishes its internal acts, <http://uogj.edu.al/legjislacioni/>, data on study programs and



academic offers. UGJ also publishes data on the decision-making of the Senate and the Board of Administration, Budget, Cooperation Agreements, in the dedicated portal <http://uogj.edu.al/marredhenie-dy-paleshe/>.

UGJ has made available an e-mail address for anyone interested in receiving information: [info@uogj.edu.al](mailto:info@uogj.edu.al). Students, for problems and information on the daily life of their activity related to the ESSE3 system, communicate with IT specialists, in their e-mail.

**The institution coordinates activities in the field of information technology.**

*(Chapter III Standards VII.2)*

To enable the coordination of information either horizontally or vertically, UGJ has applied the online system for ESSE3 students,

<https://www.uogj.esse3.u-gov.rash.al/AddressBook/ABStartProcessoRegAction.do> [E2.20].

The main goal is to manage student data and improve academic and administrative processes. Each user is provided with a password and security code to manage their account. The data provided by ESSE3 are secure data and easily verifiable only by authorized persons.

UGJ has clearly defined the responsible personnel, who have access to personal manual and electronic data. The structure responsible for managing the software database is the IT office. The IT Office Specialist is responsible for processes such as: collecting, recording, storing, sorting, adjusting, adjusting, exploiting, using, blocking, deleting or destroying personal data done through this computer program. The personnel who have access to this data, use them in accordance with the law on "Protection, processing, storage and security of personal data", and the Decision of AS [E2.44].

Any documentation based on ESSE3 data is verified with a hardcopy database (various registers or other documents) and takes legal form when signed by the responsible person. Communication between academic staff / assistants, students and vice versa is realized through the official email addresses of staff and students (first letter of name and last name@uogj.edu.al). The IT Office has made its user manuals available to academic staff and students [E2.46].

UGJ has at its disposal for its staff and students 1 (one) audiovisual room, three (3) computer rooms and 1 (one) multimedia room. UGJ offers several classrooms equipped with audiovisual tools such as projectors, smart boards or computers depending on the study program and the relevant subject. For the development of laboratory classes, UGJ has made available to each faculty / department 18 teaching laboratories [E1.48]. Each laboratory contains relevant computer software depending on the requirements of the departments.



Currently UGJ does not offer distance education programs.
<p><b>The institution manages real estate.</b> <i>(Chapter III Standards VII.3)</i></p> <p>The Statute of UGJ [E1.1] clearly states that UGJ has under administration 3 (three) State Buildings under the ownership of MoEYS [E2.47].</p> <p>UGJ has continuously worked on a master plan on security, rehabilitation, expansion, and restructuring of real estate.</p> <p>Asset management in UGJ is defined in its Statute [E1.1]. To meet the needs of third parties UGJ has approved by Decision of BA the price for renting its premises [E2.49].</p> <p>UGJ surveys the construction and reconstruction projects of its assets, through the contracting of external experts. Supervision and testing of reconstructions and reconstruction projects was carried out in accordance with DCM, no. 354 dt. 11.05.2016.</p>
<p><b>The institution ensures the preservation, maintenance and development of its academic, cultural and scientific heritage.</b> <i>(Chapter III Standards VII.4)</i></p> <p>UGJ pursues a policy of preserving its academic, cultural and scientific heritage, serving as a structure for the storage of written and electronic information as well as the organization of activities promoting books, authors and contemporary cultural, scientific and literary trends.</p> <p>UGJ publishes periodically and makes available to its staff and students its Scientific Bulletin which contains the scientific articles of UGJ professors, other Albanian or foreign authors. On February 1, 1989, the first issue of the Pedagogical Bulletin was published, which later (2001) was renamed the Scientific Bulletin "<i>University Research</i>", Periodical "<i>Social Sciences and Education</i>". This bulletin serves as an asset not only for UGJ but also beyond it and is continuing with the updating of bulletin articles with ISSN, while with the Decision of the Academic Senate the bulletin and its periodicals have been reformatted into a single bulletin which includes the three sections entitled "<i>Scientific Research</i>". For standardized and unified digitization of books / textbooks or necessary scientific articles, UGJ is in the process of unification with the University Library network led by the Library of the Academy of Sciences, to meet of the national plan for the digitalization of the University Libraries and those of the network.</p>
<p><b>The institution pursues a policy of managing its assets.</b> <i>(Chapter III Standards VII.5)</i></p> <p>UGJ has a suitable infrastructure for the development of its activity, with lecture halls, seminars, libraries, laboratories, information offices for students, secretary, offices for professors, relaxation facilities, service facilities for third parties, etc., in each faculty.</p> <p>UGJ has facilities available for the activity of the academic staff, in proportion to its number,</p>





creating conditions for each of the academic staff to have his job post in offices and facilities suitable for conducting teaching activity (lecture halls). , seminars, laboratories, etc.). Each member of the academic staff and academic assistants is equipped with a logistical base (desk, chair, closet, pc or laptop, printer and photocopier, air conditioner, stationery, etc.) and enjoys Internet access in order to perform their respective professional tasks. The areas of the facilities that the University has made available to the academic staff, for carrying out their didactic and scientific activity are in direct proportion to their number and in full compliance with state standards.

**The institution establishes a logistical administrative structure for the performance of functions of common interest** (*Chapter III Standard VII.6*)

The logistical administrative structure of the UGJ is organized in such a way as to serve the common interest. UGJ offers facilities for the development of the teaching process, auditoriums and laboratories as well as student green relaxation areas. Next to each main unit is a faculty library. UGJ has its own central library, with facilities dedicated to study by students and academic staff. Near the UGJ library there is special logistics for organizing conferences, meetings and a center, dedicated to lifelong learning. UGJ has provided its facilities to the service of third parties, according to legal acts and bylaws in force, for socio-cultural activities. [2.49].

**INSTITUTIONAL ACTIVITY MANAGEMENT**

**The institution provides facilities and infrastructure suitable for academic-scientific activity.** (*Chapter III Standard V.1*)

UGJ has at its disposal to its students, professors, researchers and staff 3 (three) buildings (buildings A, B and C) which have been restructured from time to time to improve and meet the teaching standards [E2.48]. Periodically UGJ is subject to inspection of drinking water by HSD(Hygiene and Sanitary Directorate) Gjirakastra as well as State Health inspection by the Regional Branch of Gjirakastra [E2.23]. These buildings are built with quality modern materials which meet the hygienic-sanitary conditions for students and academic and administrative staff. During the reconstructions carried out, it was ensured that the buildings meet the technical standards of the project by providing good acoustics and sound proof, temperature fluctuations and humidity insulation. The buildings are located in the center of the urban area away from industrial or polluted industrial areas, which are located on the outskirts of the city [E2.22].

UGJ provides sufficient and appropriate facilities for the development of academic and administrative activity: teaching auditorium (53 rooms); facilities for laboratories in faculties



(25 laboratories); facilities for pedagogical staff in relevant departments (76 offices); premises for administrative staff at the offices of the Rectorate (16 offices); technical and storage facilities (in each building); 1 (one) Senate hall; 1 (one) audiovisual hall; three (3) computer and multimedia rooms. Also, UGJ provides 3 (three) reading rooms of the library, which are equipped with audio-visual tools such as projectors and computers [E2.21].

Based on the MoEYS Report on *"Verification of waiting capacities for admission to study programs, according to the declared quotas for the academic year 2019-2020"*, UGJ offers an expected normative according to the faculties as follows:

- The Faculty of Education and Social Sciences offers an expected norm of 3.9 m<sup>2</sup> / student.
- The Faculty of Economics offers an expected norm of 3.4 m<sup>2</sup> / student.
- The Faculty of Natural Sciences offers an expected norm of 4 m<sup>2</sup> / student [E2.21].

UGJ has made available to the practical training of students special environments, which are suitable and sufficient for the development of the practical teaching process. In total, UGJ owns 18 teaching laboratories which are equipped with electronic and IT equipment, free internet signal, which guarantee the realization of the theoretical and practical teaching process, through the use of modern technological methods of teaching and learning. Also, teaching laboratories provide the necessary infrastructure for the development and implementation of laboratory classes. Cooperation with local institutions, public and private, has been in the framework of the accomplishment of teaching practices offered in the first and second cycle study programs (Professional Master).

UGJ meets the technical norms of natural lighting, the window area covers a minimum (15 - 20)% of the floor area and the lighting is oriented to the left side of the student, and the height of the premises is not less than 3.0 m (ceiling -floor) [E2.21]. Currently only the "Grand Auditorium" Hall is the only space that has capacity for more than 200 students and has emergency exits. UGJ has a system of protection against atmospheric discharges as well as a system of protection against fire. Each building is equipped with alarms and in the halls of each building fire containers and hydrators are installed, which are accompanied by the relevant signalling [E2.22].

The institution provides air conditioning systems in most of the halls and offices, while Buildings A, B and C have central heating system installed. UGJ has alternative sources for electricity supply (1 motor generator in Building A) and sufficient reserves of usable water, as the water supply is uninterrupted round the clock.



**The institution has complete documentation of academic activity on paper (hardcopy) and in electronic form. (Chapter III Standard V.2)**

Referring to the organizational chart [E2.2] of UGJ, and pursuant to the Law on Higher Education, the University has established in its structure the Directorate of Academic Administrative Assistance Services (DAAAS), as a structure responsible for the collection, creation, registration, storage and archiving of documents at the institutional level. Within DAAAS a number of offices operate.

The Human Resources Office is the structure responsible for collecting, storing and updating the data of academic, academic and administrative staff.

The office of the teaching secretary is responsible for collecting, registering, storing, updating and archiving the institutional documentation and personal and academic data of the students. The teaching secretariat of each Faculty compiles, administers and is responsible for the maintenance of the basic student register [E5.1]. This register is completed in written and electronic form, without corrections and is not changed for any reason. It is kept in permanent storage [E2.39]. Each student who enrolls for the first time in UGJ, is provided with a unique registration number from ESC (Education Service Center), which accompanies him until receiving a diploma or certificate, respecting the instructions of MoEYS. The registration, use and processing of personal data of students is done by the teaching secretariat in accordance with Law No. 9887, dated 10.3.2008 on "The protection of personal data in Albania" and the UGJ regulation on the protection, processing, storage and security of personal data (E.2.44).

The teaching secretary follows and records step by step all the student study activity according to the specific study plan, until the fulfillment of the academic obligations. They keep the register of academic achievements with the evaluations received while attending the study program, as well as the release register, diplomas and certificates where data on the diploma / certificate or diplomas / certificates obtained together with the diploma supplement, etc., are formatted according to state standards [E2.44] (E2.45). The registers are completed in writing, without corrections and are not changed for any reason.

The Standards and Curriculum Sector [E 2.2] ensures the standardization of the entirety of the UGJ academic document (curricula in the entirety of their elements); manages, processes and systems all quality assurance documentation; prepares information, reports and statistics in accordance with the function and services of UGJ. The Office of Standards and Curricula among its functions has the monitoring and storage of syllabi for each study program.

The IT office is responsible for digitizing data, storing documentation in electronic form and





collecting statistics; plans, designs, integrates, transfers, updates, manages and supports information technology systems and applications, including electronic education. The ESSE3 computer system administers the information, documentation and activity of the academic staff and students engaged in the implementation of the program [E2.46 ].

Duties are regulated through regulations: "*On the organization and functioning of the Directorate of Academic Administrative Assistance Services*"; "*On the Teaching Secretariat*"; "*For the creation, registration, storage, service, submission of documents in UGJ*" approved by the Rector [E2.43]. The storage and administration of academic and administrative documentation in faculties and departments is defined by Decision of AS [E2.39].

UGJ has general data on the program, form, curriculum, accompanied by mandatory study credits. All documentation is stored with the secretariats [E2.44]. UGJ has dedicated a space on its website to students, which enables them to get information about exam schedules, academic calendar, library, etc. Also students can get information on curricula, enrollment in lectures and seminars, lectures posted, classrooms, etc., through their access to the ESSE3 system.

### **Conclusions and Evaluation**

UGJ has a significant improvement in the field of human resources, either in the establishment of relevant structures and legislation, or in the procedures followed for this purpose. IQAU (the Internal Quality Assurance Unit) is active in fulfilling its mission. UGJ has made continuous efforts for the qualification of the teaching staff, by organizing several activities for this purpose. There is still work to be done, especially in this regard, or even in the engagement of foreign professors in teaching and promotion juries, to increase the performance and improve the image and credibility of the institution at the international level. Financial management is provided in accordance with the established legal framework and procedures.

UGJ pursues transparent financial policies which are published regularly on the official website of the institution. To support and facilitate the functioning of academic, administrative and data digitization procedures, UGJ has set up the Microsoft TEAMS Learning Platform Management System. The structure responsible for its management is the IT office. It manages and publishes any information or documentation within the information, functioning, progress and transparency of all activities of the institution on its official website [www.uogj.edu.al](http://www.uogj.edu.al).

UGJ employs and recruits human resources according to the legislation in force and its



internal acts. The institution is engaged in the implementation of integration policies of its staff, promoting cooperation between academic and non-academic staff for the correct implementation of the teaching process. UGJ evaluates the achievements of its staff, noting these achievements in the annual teaching and research analysis at the department, faculty and university level. The institution encourages the training and promotion of academic staff in Western universities, utilizing all possible spaces. In UGJ, social dialogue is favored through raising and discussing issues in relevant structures. The institution applies clear rules for assigning responsibilities according to the respective functions defined in the UGJ regulation.

The distribution of financial resources and their use in UGJ, as a public institution of Higher Education, is achieved in accordance with the rules and standards of budget programming and public financial management. The institution pursues a policy of preserving its academic, cultural and scientific heritage. UGJ offers a suitable infrastructure for the development of its activity, with lecture halls, seminars, libraries, laboratories, information offices for students, secretary, offices for teachers, sports facilities, service facilities for third parties, etc. in each of its faculties. Work is still underway to complete the infrastructure capacity.

UGJ makes available teaching facilities with quality modern materials that meet the hygienic-sanitary conditions for students and academic and administrative staff.

UGJ has a structure responsible for storing paper documentation. UGJ has basic registers of students in written and electronic form, which reflect their personal data, academic achievements and graduations / certifications along with supplements, which are stored in the teaching secretaries.

The logistical and physical infrastructure is constantly improving to be put in function of the smooth running of all activities of the institution. During this period, significant investments have been made for the reconstruction of existing buildings, the improvement of logistics in auditoriums and offices, or the establishment of laboratories. Based on the analysis and evidence reported hereto, the IEG concludes that the *standards for the Resources area have been **LARGELY MET***.



### 3. FIELD OF ASSESSMENT: CURRICULUM

#### STUDY PROGRAMS OFFERED

**The institution offers programs in accordance with the mission and conditions of its infrastructure. (Chapter I Standard I.1)**

UGJ, as a public HEI offers study programs, in all three study cycles, Bachelor (18), Master (8) Professional Master (7), Master of Science (5), Doctorate (1) 2-year professional programs (6) [E1.42]. UGJ provides the opportunity for the study programs offered by him to be recognized by the public. Each Faculty and Department on the official website (<http://uogj.edu.al/>) enters the data related to the study programs it offers for each study cycle (the study program documentation, curriculum, syllabi, etc.).

(<http://www.uogj.edu.al/upload/Plan%20programet%202020/Infermjeri%20Mami.pdf>).

In the notice board, each department displays the study plan, which is known not only to students, but also to the general public whenever it is physically present in the premises of UGJ. In the strategy of every academic and administrative unit of UGJ (Rectorate, Faculty, Department, Administration) is to maintain contacts with high schools to inform students about the academic offer of UGJ, in order to attract quality students.

This is achieved through open information days, formal or informal contacts of the governing authorities of UGJ with the principals of high schools, Regional Education Directorates, etc. These activities are coordinated with the Alumni Career Counseling Office [E5.27].

The list of UGJ study programs is published on the official website (<http://uogj.edu.al/>) as and distributed in the form of leaflets, mainly to graduates, during open days [E2.11]. The study programs are in line with the mission of UGJ, to form senior specialists and prepare young scientists, in accordance with the priorities of the country's development, contributing to the rise of various standards. UGJ study programs are programs that are related to the tradition and culture of the institution, but enriched with contemporary elements, which respond to the needs and dynamics of the labor market. The study programs are offered full time, organized in courses and evaluated in credits, in accordance with the European Credit Transfer System (ECTS).

The study programs offered by the institution are organized in such a way as to harmonize all their components.

They are subject to review on a case-by-case basis, in accordance with the requirements of the labor market, making the curricula as functional and harmonized as possible in these



components.

UGJ, with the decision of the Senate No. 03 dated 8.09.2020, has approved the Regulation of Studies at the University of Gjirokastra "Eqrem Çabej" (Regulation of studies) [E4.8], which has as its object the definition of rules, procedures, duties, responsibilities related to the attending studies at UGJ as well as extends its effects on the academic staff, academic, administrative and UGJ students. All UGJ units have harmonized their regulations as well as the activity in accordance with this regulation [E 4.8].

**Continuous education is an integral part of study programs.** *(Chapter I Standard I.2)*

LL (Lifelong learning) has been set up and is functioning in UGJ, in the framework of lifelong learning. The center was established within the project for capacity building TEAVET PROJECT WEB SITE (Developing Teacher Competencies for a Comprehensive VET System in Albania), the development of teacher competencies for a comprehensive training and education system in Albania (<https://teavet.org/>), as a center for training of pre-university education teachers. The center provides the necessary infrastructure and technology for the implementation of certified training modules for teachers (<http://uogj.edu.al/index.php/al/III-modulet-e-trajnit>). UGJ, Faculty of Education and Social Sciences, in cooperation with MoEYS and the Agency for Quality Assurance in Pre-University Education (ASCAP), has accredited and offers 16 certified training modules for teachers [E 3.21]. Participation in these activities is increasingly high, also serving as an indicator of the necessity for the continuous training of specialists.

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

UGJ has adopted its own development strategy for the period 2020-2025 [E1.33]. This document clearly states that the fulfillment of the role and mission of UGJ is based on several main pillars (teaching and study, institutional profile, value education, research, infrastructure, cooperation / partnership, internationalization, quality assurance and standards, inclusion and social responsibility). The academic offer of UGJ goes in the direction of the Institutional development policy and strategy of the University. The study programs at UGJ, which form the basis of the teaching mission, belong to different fields which provide and prepare students with academic knowledge and competencies for a sustainable professional career. The objectives of these programs are in line with the UGJ strategy, in the whole teaching process [E 1.33]. On the basis of these principles, the didactic offer of UGJ is based. [E 3.26].



The UGJ academic offer coherently integrates all information on the degrees offered (including curriculum, syllabus, syllabus, syllabi) [E3.26].

**Study programs are offered in accordance with national and international objectives.**  
(Chapter I Standard I.4)

UGJ functions only as a central institution and has not had and has no branches in the country. At UGJ, study programs are offered in accordance with national and international objectives, as described in the strategy and its statute. All study programs aim to preserve and consolidate the Albanian national tradition. They are offered in accordance with the national and European qualifications framework.

The academic offer of UGJ is diverse, where study programs aim to be programs of comprehensive activities, where multidisciplinary is a feature of programs for the development of students' skills and is considered as a strong point of the didactic offer of UGJ (especially the programs of first cycle), which facilitates transfer and fluidity in attending second and third cycle programs. Foreign language is a discipline present in all undergraduate study programs. Criteria for admission to a study program of the second cycle "Master of Science" is the recognition by the candidate of one of the foreign languages of the European Union: English, French, German, Italian, Spanish [E3.27].

UGJ aims to become a haven of cultural values and meeting points based on the Internationalization Strategy, strengthening not only international cooperation, but also becoming a promoter of tolerance towards respect and recognition of different cultures [E1.21]. UGJ does not have active joint study programs with other HEIs, but there are efforts and initiatives in the framework of international projects, for the provision of joint programs [E3.28]. UGJ will continue its efforts to provide joint study programs with partners in the framework of Erasmus funding and collaborations (Joint Master degree, Joint Phd). There are European universities and research institutes such as Italian, Spanish, Greek, etc. who have expressed interest and in some cases have initiated procedures for joint programs and scientific research collaborations, especially in the field of cultural, economic heritage and education.

**Study programs are offered in accordance with the capacities of the institution.**

(Chapter I Standard I.5)

In all basic units of UGJ the workload of pedagogues is determined in accordance with the bylaws according to the categories of academic staff "Assistant-lecturers", "Lecturers", "Professors" [E3.30].





The additional teaching load is financed from the internal resources of the institution, respecting the laws and bylaws in force [E3.30.1, E3.31]. The study programs and the planning of the annual working time of the academic staff are organized in order to harmonize the standardized teaching, scientific research and institutional support, which is formalized through the agreement concluded with the academic staff [E3.32].

**The study programs are easily understood and their objectives are clearly defined.**

*(Chapter I Standard I.6)*

At UGJ students have the opportunity to easily be aware of the content of the study program, curriculum and course program, as the content of the curriculum and syllabi are published on the website of each department responsible for the implementation of the study program ([www.uogj.edu.al](http://www.uogj.edu.al)). In UGJ it is a tradition that the lecturer of each course in the first class of the course informs students about the syllabus of the course (knowledge and skills, content, method of assessment, etc.). The information of the content of the study program can be easily accessed by the students also through the teaching secretary and the career counseling office. Study programs have objectives which are defined in the Regulations of Study Programs, as well as in the application forms for the opening of new study programs. [E3.33, E3.34 E 3.35]. These objectives describe the body of knowledge, skills and professional competencies that students must acquire at the end of the study program and that characterize its cultural and professional profile. Admission criteria are set for all study programs offered by UGJ. The statute of UGJ, defines the general principles of admission of students in the three study cycles [E1.1].

In the study programs of the first cycle, the main criterion is that of the average grade of the high school. The admission criteria in the first cycle for each study program are also reflected in the u-albania portal. In the second cycle study programs the basic criteria that is applied is average grade and field of study [E3.3, E3.4].

**Undergraduate study programs aim to equip students with basic knowledge on general scientific methods and principles.** *(Chapter I Standard I.7)*

The Statute of UGJ states that studies at UGJ are organized in three consecutive cycles referring to levels 6, 7 and 8 of the Albanian Qualifications Framework. The Statute clearly shows the progressive transition from the first cycle to the second cycle of studies.

All first cycle study programs are organized with 180 credits and provide access to the second cycle academic offer offered by UGJ and other HEIs inside and outside the country [E3.26]. The wide variety of disciplines offered in undergraduate study programs also



enables a variety of student opportunities to pursue postgraduate studies.

The division of disciplines in all undergraduate study programs strictly follows the division into disciplines as core subjects, characteristic subjects, interdisciplinary subjects, supplementary subjects and concluding obligations, providing students with basic knowledge on general scientific methods and principles and formation of special habits.

**The first cycle study programs are designed in such a way as to facilitate the student's acclimatization to the university environment. (Chapter I Standard I.8)**

In UGJ students with very good results, students studying in priority fields and students in need receive scholarships according to applicable law (DCM 39, 23.01.2019, DCM 40, 23.01.2019; DCM 780, 26.12.2018) [E2. 25]. To support students with good performance, UGJ provides students with study mobility in Universities with which UGJ has cooperation agreements (Erasmus, etc.) The criterion of merit (average grade) is applied for the selection of students for these mobilities [E1.64]. Another aspect of supporting student progress is the organization of student conferences and the establishment of laboratories in support of the learning process [E3.38].

The UGJ Regulation and the Study Programs Regulations contain clear rules regarding enrollment, transfer to subsequent years, student rights and obligations, etc. The UGJ ESSE3 system, to which students have full access, is designed to minimize potential student errors and facilitate procedures. The Career Counseling Office guides students on various problems of their academic progress. The Academic Staff in the Departments has consultation hours with the students.

UGJ academic staff, in addition to the traditional form of teaching, which is predominant, also applies alternative / interactive forms. This is achieved by utilizing technological capacities through audiovisual presentations, online communications, internet, social networks etc.

**The second cycle study programs are based on research and for their realization the institution cooperates with actors in the economic field. (Chapter I Standard I.9)**

In line with the mission of higher education, at UGJ, second cycle study programs are based on research. Second cycle students have a genuine scientific research orientation, while professional master students have an orientation towards practical research. Study programs are drafted by the departments and are the result of proposals and discussions of all members of the department. (E1.42).

Professional internships are developed as part of curricula, in collaboration with the private



sector and state-owned companies, concluding the internship with evaluation. (E3.45).

Students prepare their diploma theses, under the supervision of the leading professors as well as the relevant instructions, in the form of a manual for the diploma thesis. (E4.8). This document realizes the effective support and organization of the procedures for the preparation, management, defense and evaluation of the diploma thesis.

The institution in teaching in master study programs, has engaged invited academic staff, who are local or foreign researchers and personalities. (E3.39).

**The study programs aim to promote the mobility of Albanian students in Europe and beyond. (Chapter I Standard I.10)**

In UGJ all study programs are offered in accordance with the Bologna process, in three study cycles, Bachelor, Master, Doctorate, referring to levels 6,7,8 of the Albanian Qualifications Framework [E 1.1] UGJ study programs, through the format of the subject program provide sufficient information even for a foreign observer: the presentation of the content of the format is detailed (in all its quantitative data: teaching hours, individual study hours, credits, assessment forms, etc.). The study program is organized in courses and evaluated in European credits according to the European Credit Transfer and Accumulation System (ECTS), but is not available to everyone in English. Diplomas awarded at the end of the first and second cycle study programs are accompanied by the diploma supplement, which is available in Albanian and English for all study programs [E3.41].

Study programs at UGJ offer the possibility of acquiring an updated curriculum, evidenced by the high number of cooperation agreements concluded with partner universities in the framework of Erasmus + projects for short-term mobility [E 1.64]. Students are not only beneficiaries of mobility, but also the process of recognizing these periods of mobility, is a process, which is realized to the extent of 100% in each study program with a level of credit recognition of 75%. Students can benefit from mobility, only once during a study cycle. The mobility period, depending on the cooperation agreement lasts from one semester to one academic year. The institution maintains a database of realized mobilities. In addition to UGJ students [E 1.64], who realize mobility in partner universities, in UGJ there are also students from partner universities, who realize their mobility periods, near UGJ study programs.

UGJ, in the regulation of studies, has determined the possibility of organizing special seasons for the realization of exams.

The University offers opportunities for transfer of credits earned inside or outside the country, through the equivalence of parts or full study programs from the point of view of the





right to continue education in a similar or similar study program in a partner institution.

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

Study programs are organized according to different components, where the practical application of knowledge is an important component. Auditorium classes are organized in all programs in lectures and seminars (practical exercises), in laboratory classes, but many lecturers use interactive methods and do not use the traditional division: lecture / seminar.

The application of theoretical knowledge is also achieved through course projects, course assignments, provided in the approved syllabus for each study program.

The institution supports organizationally and financially, the realization of teaching internships, several days, outside the university (field internships). Field internships are part of several study programs, mainly humanities and natural sciences [E3.45].

**Study programs aim to prepare students for employment.** *(Chapter I Standard I.12)*

In UGJ, the basic and main units include in the study programs characteristic disciplines (with genuine professional character) in about 90-99 credits (ECTS), (50-55%) and integrative subjects with characterizing subjects (21-27 credits 12- 15%), additional courses (18 - 27 credits 10-15%) which may include subject modules of legal and economic culture area.

Most study programs (cycle I + II) in UGJ include teaching practices as their integral part [E 3.45]

**Conclusions and Evaluation**

In UGJ, study programs are organized to meet national quality standards, respecting in form and content the requirements arising from laws and bylaws. They are in line with the objectives of institutional development. The content of the study programs offered by UGJ aims to meet the scenario of professional leadership foreseen in the strategic plan of institutional development. Study programs are designed to facilitate student mobility at home and abroad. During the design of these programs, the needs and requirements related to the labor market, information obtained from various sources outside the University, the experiences of foreign universities, available resources and strategic objectives of institutional development are taken into account. Study programs have clear objectives of formation and training of students. The rules of progress in the study programs are provided in the application forms for opening new programs, in the regulations of the study programs and in the regulation of UGJ. In UGJ study programs are analyzed to evaluate their



performance and draw relevant conclusions. Based on these findings, study programs at UGJ are subject to continuous improvement, based on indications coming from sources inside and outside UGJ, as well as the changes that these programs undergo at other universities at home and abroad. UGJ academic staff is the guarantee for ensuring academic quality in these study programs.

Based on the analysis and evidence reported in this report, the Self-Assessment Group concludes that in UGJ *the standards for the field of Curricula have been* **FULLY MET.**



#### 4. FIELD OF ASSESSMENT: TEACHING, LEARNING, ASSESSMENT AND RESEARCH

##### ORGANIZATION OF STUDY PROGRAMS

**The announced study programs are implemented under appropriate conditions.**  
*(Chapter I Standard II.1)*

UGJ ensures the efficient organization and documentation of the curriculum of study programs. The way of organizing the studies offered by UGJ and the teaching documentation in written form are clearly defined in the statute and the regulation of UGJ [E1.1, E1.5]. Meanwhile, the regulations of the basic units of UGJ [E1.6, E1.7, E1.8] ensure the implementation in appropriate conditions of the study programs they offer, in accordance with national and international standards of higher education. Efficient documentation of each study program is provided through the study program file that contains all the necessary information (information about the institution, study program, responsible academic and other cooperative structures, general training framework of the study program, academic staff for the implementation of the program, curriculum, available infrastructure of the program, admission criteria, curriculum, syllabi of subjects, the regulation of the study program and the diploma supplement) [E3.7, E3.8, E3.9, E3.10]. The correct implementation is also ensured through the announcement of the general schedule that takes place at the beginning of each semester where the forms of teaching are clearly defined, the day, hour and hall where it will take place as well as the respective lecturer [E4.1]. The schedule is published on the UGJ website [E4.2] and displayed on the UGJ premises.

The enrollment of students in the subjects is realized through the electronic system ESSE3, where each student and academic staff of UGJ has his personal account and the complete manual on how they can access or use the system [E2.20].

The institution coordinates the work of the academic staff to ensure the coherence of the content by matching the qualification of the academic staff with the specifics of the program. In the file of each study program is defined the academic staff according to the field of specialty [E3.7]. UGJ guarantees sufficient capacities for the realization of practical and professional training of students, which is realized through laboratory works that are enabled in the laboratories of the basic units. UGJ has a total of 25 laboratories [E1.48] while teaching practices are enabled according to the specifics in the field or in institutions thanks to the cooperation agreements that UGJ has with various institutions [E4.24]. Teaching practices are supervised by the relevant lecturer who may be full-time part-time staff



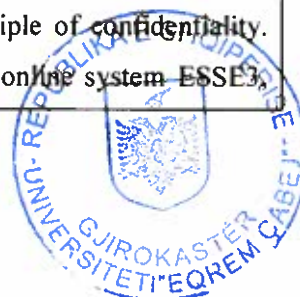
[E3.45]. The doctoral program at UGJ has its own regulation which clearly defines the rules and criteria for graduation [E1.19]. Necessary, basic and supporting literature for the study program is made available to students for each subject not only through its reflection in the syllabus of the subject [E3.20], providing information from the first hour of the lecture, but also through UGJ library [E4.5]. At the beginning of each academic year in each department the basic literature is approved, which will be used for the study program [E4.4]. UGJ has defined the standards and criteria that must be met by the literature that the academic staff brings to be reviewed and approved in the department [E4.5] and that can be used as basic literature. The necessary supporting literature is provided by the continuous enrichment with literature, where according to the requests of the faculties it is possible to purchase them from UGJ funds, but also from various donations [E4.6, E4.7]. UGJ students now have access through the digital platform U- L I B R A R Y <https://ulibrary.rash.al/> where they can also find supporting literature for the curriculum and more.

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

The rules and requirements for graduation are clearly defined in the regulation of UGJ [E1.5], in the regulations of the basic units [E1.6, E1.7, E1.8], of the study programs that are publicly announced and made familiar to students from the first class of the course. The rules and requirements of the graduation exam are approved by the responsible university structures and are made known to all through regulation. UGJ makes known (announces in visible places) the criteria and procedures of graduation, according to the relevant regulations. They are displayed on the stand of each faculty and published online on the official website of the UGJ. Students are informed about exam dates, graduation dates, in public places in the respective faculties as well as on the website of the institution.

Anonymity is respected when correcting exams. All written exams are done by secretion, a procedure set out in the study regulations. After the evaluation, the commission gives the answer to each of the students according to the deadlines set in the regulations. The appeal of the exam results is reviewed by a commission set up in accordance with the study regulations, the faculty regulations and the respective study program, always respecting the appeal deadlines set out in the regulations [E4.8]

Students have access to personal exam results, respecting the principle of confidentiality. Each of the students has a personal username and password of the online system ESSE3.



where they can verify the results of the exams, which are also communicated verbally by the commission within the deadline set by regulation [E2.46].

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

The academic staff is evaluated by the structures of the institution that follow the quality implementation of the study programs, as well as by the leading structures: the Dean's office, in the meetings of the analysis of the teaching work; the department in evaluative analysis during the academic year, by the deputy rector appointed to evaluate the performance of the lecturer. A very important element for the evaluation are also the institutional questionnaires and the questionnaires for the teaching process, organized by the Internal Quality Assurance Unit IQAU [E1.1 E.1.31]. Students, as the main focus of the Institution Development Strategy, contribute directly with their assessment of the institution and the quality of teaching. This contribution is an important source of information for increasing the quality of institutional services and academic offered by UGJ [E4.9].

UGJ evaluates the achievements of its staff, noting these achievements in the annual teaching and research analysis at the department level [E2.40]. The academic staff completes its own evaluation sheet of its scientific activity, which is submitted and enriched at the end of each academic year.

At the end of each academic year, the study programs are reviewed to be updated and improved so that the curriculum is as functional as possible and better adapted to the demands of the labor market. The discussion takes place first in the departments, then the proposals for change are forwarded to the Dean's office where there is again a discussion about the proposals made and further forwarded to the Academic Senate for discussion and decision-making. Student opinion is taken into account.

**The institution pursues a clear policy to improve the quality of teaching.** (Chapter I Standard II.4)

The department is a basic structure, which promotes continuous improvement of teaching, but the policy of the university is to encourage the mobility of academic staff, in order to exchange experiences related to the improvement of teaching in the university.

UGJ encourages and supports academic staff in the field of scientific research, considering this as a strategic priority in order to further improve teaching. At the same time, it offers facilities so that the staff can focus on scientific research, through the reduction of the teaching load, the sabbatical year, etc.





Academic staff is continuously trained to improve teaching, through participation in trainings inside and outside the country, within projects, in which UGJ is a partner. UGJ implements capacity building projects, which focus on human capacity building, through training and qualifications, infrastructure capacity building, through the establishment of laboratories dedicated to this purpose and the exchange of study visits between partners. Information on the projects where UGJ is a partner, are found published on the website, along with the relevant links of each project (<http://uogj.edu.al/projekte-nderkombetare/>).

The UGJ Senate has set the modalities and standards for the recruitment of academic staff, while the departments set criteria according to the specifics they have in relation to these recruitments [E 2.1]. UGJ does not have enough sports fields in its premises, but through agreements concluded with public or private institutions, it is continuously enabled providing these necessary spaces [E 4.24].

#### **RESEARCH: RESEARCH RESULTS, THEIR DISSEMINATION, EVALUATION AND TRANSFER.**

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

UGJ has 3 main units with 12 basic units. Each of these units is grouped according to the respective teaching disciplines and in them operate the respective teaching-research groups, which conduct various research studies in the fields related to the programs they cover. The research groups are composed of staff members focused mainly on research and publications, to give impetus to research at UGJ, in line with the long-term development strategy of the institution [E 1.33]

The basic unit is responsible for the progress of scientific research work of research groups in accordance with the annual plan, it also monitors research groups regularly and coordinates research activities. In different periods, the members of the Basic Unit share among themselves the information related to the scientific research activity that they carry out and express the requests that they may have in relation to the facilitation of the scientific research activity. Each department has the responsibility to compile an annual report that evaluates the progress of scientific research work of research groups. The Head of the Basic Unit announces the achievements of the department by promoting didactic-scientific publications, involvement or cooperation in projects and updating the sections on the UGJ website; UGJ core units are financially supported in a transparent manner. The institutional budget plan provides funding for research for each department. [E 1.1 E 1.5]

Based on the results of the work of the research groups, the basic units in UGJ suggest the continuation or cessation of their activity.





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

The institution supports new scientific research groups and projects. UGJ welcomes and encourages research proposals and decides on their progress throughout the academic year, based on approved financial resources [E2.15, E2.16].

UGJ is collaborating with other public and private research institutions especially in the field of teaching [E1.62].

The various structures within UGJ interact with each other, but also with various public or private institutions inside and outside the country to enable the provision of continuous improvement of the quality of teaching and research.

**The institution focuses on the internationalization of research (Chapter II Standard I.3)**

UGJ organizes and participates in scientific conferences organized by other institutions. This is regularly reflected on the website of the institution. Each of the faculties has organized several national or international conferences in partnership with other universities at home and abroad. In the last five years, a total of 12 national and international conferences have been organized on various topics related to the development policy of UGJ as well as market development trends and ongoing research [E4.18]. All activities are published in the website of the institution <http://uogj.edu.al/gjithe-aktivitetet/> as well as in the official social networks: <https://www.facebook.com/Universiteti-Eqrem-Cabej-Gjirokastër-Faqja-Zyrtare>

UGJ has the capacity to be present in international academic settings. Academic staff members in addition to the teaching activity pay attention to engagements in the field of scientific research through participation in international scientific conferences, publication of scientific articles in international scientific journals or other engagements of this type [E 4.22].

UGJ has signed numerous agreements with HEIs inside and outside the country. The process of internationalization is one of the priorities of the institution. For this reason, the increase of cooperation, the organization of joint events and various initiatives for scientific research, have started from these agreements to be concretized in genuine projects which are currently being implemented.

**The institution defines the primary areas of scientific research. (Chapter II Standards I.4)**

Departments and research groups, based on the proposals of its members, determine the basic areas of research and orient the priorities of the institution in the field of scientific research, based on the development strategy of the institution. [E 1.1 E 1.5] These priorities are in line



with institutional goals. Teaching and learning methodology, Historical and linguistic development; Biodiversity and environment, Demographic developments, Tourism, etc., are the fields of study proposed by the basic and main units.

UGJ favors scientific debate in the primary areas of scientific research. This is achieved through the organization of academic days, open lectures, discussions of new lectures in departments, seminars, where academic staff engages in discussion of ideas and scientific achievements.

**The institution implements scientific research priorities.** *(Chapter II Standard I.5)*

The institution provides the means for the implementation of the priorities set by it. UGJ has continuously set up and improved the infrastructure in support and function of scientific research activity. The structure and bodies of UGJ provide the means (such as laboratories, library facilities, etc.) for the implementation of certain priorities. The facilities, the staff, the support provided by the institution enable their implementation.

The institution recruits qualified academic staff in the field of scientific research, in function of the development strategy of the institution. UGJ takes care in approaching qualified academic staff in the field of scientific research, expressed in the regulation of recruitment of academic staff. [E 2.1] UGJ gives priority to applicants who hold academic degrees or titles, especially those who have received these degrees at reputable foreign universities.

UGJ research priorities such as: strengthening cross-border cooperation in the field of research, increasing cooperation between the community of researchers and the business, etc., are in line with institutional goals, which derive from the development policies of the institution.

**The institution ensures continuity in the field of scientific research.** *(Chapter II Standards I.6)*

Research is one of the key points of UGJ development strategy [E1.43].

UGJ cooperates closely with national private and public institutions on the basis of memoranda of cooperation and contracts. UGJ has close cooperation with structures of the Academy of Sciences, the Academy of Albanological Studies, other universities of the Republic of Albania, etc.

The institution pursues an integration policy for foreign researchers. UGJ has expanded and welcomes any collaboration with foreign scholars. The presence of some foreign researchers in UGJ has been enabled by participating in international conferences organized at UGJ, also foreign researchers have participated as invited academic staff, in various study programs at



our university [E1.38].

UGJ pursues a favorable policy for the mobility of academic staff. UGJ encourages academic staff to participate in research projects in institutions inside and outside the country. Members of the academic staff of UGJ are lecturers or members of research groups at universities abroad. Issuance of paid administrative permits for professors participating in short-term projects, creation of facilities for mobility, allocation of the sabbatical year, for professors conducting long-term scientific research, are good practices in this regard [E1.37, E.1.38] .

UGJ, in order to promote the increase of quality and internationalization of studies, invites foreign academic staff to participate in teaching in the form of open lectures and engagements part time.

**The institution announces the results in the field of scientific research.** *(Chapter II Standards I.7)*

Pursuant to Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", has the obligation to make public the scientific research activity as well as the relevant results. UGJ pursues a supportive policy for the publication of results in the field of scientific research. It does this by publishing in its organ "Scientific Bulletin", which is also internationally verifiable, volumes with summaries of references, papers held within a scientific activity (symposium, conference, congress, etc.), online publication of results of research activity on the official website of the institution, etc.

**The institution pursues a policy of evaluation and transfer of results in the field of scientific research.** *(Chapter II Standards I.8)*

The performance of research work of all types and levels is evaluated by the Basic Units (research groups within them), the main UGJ Units as well as by the Academic Senate. The basic units (responsible), organize periodic and annual analyzes for the realization of the scientific work tasks referring to the annual plans of each member. In cooperation with the auxiliary structures (basic and main units), the Vice Rector for Science and External Relations prepares the annual report of the university research activity and submits it to the Rectorate for approval and then to the Academic Senate. The process of evaluating the research-scientific activity of the basic units is carried out every four years by NACI, in accordance with the criteria. Bibliometric criteria, impact of scientific research, infrastructure, human capacity and internationalization. The evaluation for each indicator that constitutes the evaluation criteria, at the basic unit level, is realized through an algorithmic scoring system, automatically from the electronic platform, the Albanian Scientific Research



Information System - ASRIS.

Guaranteeing access to the transfer of information on the results, products of all types of research activity in UGJ is realized through the online platform with open access and its updating. UGJ also periodically publishes and makes available to staff, students, the research and business community, its Scientific Bulletin "*University Research*", which continues to update bulletin articles with ISSN. Organizing scientific conferences, seminars, promotions in the regional media network, etc.

### **Conclusions and Evaluation**

UGJ has an effective system for the proper implementation of the study programs it offers. Students who have met all the obligations of a study program are provided with the official document, which is the relevant diploma. Study programs in order to increase quality are subject to continuous improvement taking into account student assessments, needs and demands of the labor market and the effective integration of theory with practice. In fulfillment of the recommendations of the External Evaluation Report (May 2017), for the continuous improvement of teaching, UGJ already has an effective scheme through the adoption of the Scientific Research Strategy which provides opportunities for scientific research to be carried out in accordance with the mission, areas of competence, as well as with accepted national and international standards. UGJ has a research strategy and the academic staff provides opportunities for research - scientific activity to be carried out in accordance with accepted national and international standards. UGJ encourages the spirit of cooperation in research between staff, students and other research institutions at home and abroad.

Based on the analysis and evidence reported in this report, the Self-Assessment Group concludes that the standards in the field of teaching, learning, assessment and research have been **FULLY MET**.



## 5. ASSESSMENT AREAS: STUDENTS AND THEIR SUPPORT

### STUDENTS: FROM ENROLLMENT TO EMPLOYMENT

**The institution pursues a correct policy for the admission of new students. (Chapter I Standard III.1)**

UGJ pursues a correct policy for the admission of new students, referring to the legal framework in force. In addition to the general requirements arising from the law and bylaws, UGJ is selective in the admission standards and also applies the criteria proposed by the basic units and approved by the senate decisions [E1.59]. UGJ offers comprehensive programs and in applying the criteria is careful to offer the same opportunities for both traditional and non-traditional students. This goal is also emphasized in the Statute [E1.1] and the Strategy [E1.33] of UGJ. In the framework of the Internationalization Strategy [E1.21], UGJ has given special importance to the exchange of students based on the ERASMUS program, thus being visited by a significant number of foreign students in different study cycles, each year [E1.37], but also making it possible for its students to gain a different experience. In addition to students who benefit from Erasmus programs, another category of students are also foreign or Albanian students who have completed or continued their studies in another country. The approach of these students is made possible through the procedures of conversion of diplomas as well as the possibility of equivalence of courses provided by the statute [E1.1]. UGJ development policies emphasize the importance of offering an offer diverse didactics and multidisciplinary programs that facilitate the transfer of studies but also opportunities to pursue diverse second and third cycle study programs. [E1.33]. UGJ, has set up the Library, Archive and Student Services Sector as a structure responsible for informing prospective students. Every year this sector organizes open days with graduates, which aims to inform them about the programs offered by the institution as well as other facilities offered by UGJ [E2.13]. Informing prospective students is also done through information meetings held by the counseling and career office together with representatives of the academic staff of the basic units, which enables graduates to obtain the necessary information on the programs offered [E2.12]. The information is also realized through the distribution of information brochures which present the programs offered by the Institution and are estimated to have a longer impact in time and serve as additional material to the days of open meetings [E2.13]. Student status at UGJ is acquired at the time of enrollment. Once the student gains this status, UGJ immediately sets in motion the host and integration mechanisms for the student giving him the same status as that of other students. The student is immediately provided by the





teaching secretary with his / her personal ID. UGJ organizes welcoming meetings with students who have just gained this status in order to orient them not only on the programs, but also on all the facilities that UGJ offers. UGJ Regulation [E1.5] emphasizes the importance of academic counseling as a role and mission of professional and academic leadership. The student immediately upon obtaining this status has the right to elect and be elected to representative bodies, has the right to participate in workshops, trainings, projects, in open conversations with academic staff, in giving an opinion on any decision that affects on their status as students and in other UGJ activities. In order to implement the policies of approaching the graduates, UGJ maintains relations with the Regional Education Directorates on their information, but also for the realization of professional practices for teaching programs [E4.24]. Also these links serve for the realization of professional practices and employment of graduates. UGJ has set up special structures for the reception, information and admission of new students. These structures are located in the rector's office. The main offices that realize the admission of new students is the teaching secretariat as responsible for enrolling students in the respective study programs, equipping them with ID as well as their orientation on other facilities offered [E5.1]. Every lecturer has the obligation to respect a certain waiting schedule with students, during which they can request information or assistance, not only in relation to the relevant course, but also with the program or other services provided by the institution [4.1]. The adoption of the Internationalization Strategy [E1.21] has come as a result of the orientation of the UGJ towards a new approach, that of opening the institution facilitating the possibility of absorption and integration of foreign students, this possibility is also provided in the UGJ Regulation [E1.5]. Within this strategy, UGJ aims to pursue a policy of approaching and welcoming foreign students and aims to promote the mobility of foreign students, through inter-institutional agreements. This is achieved not only through UGJ agreements within the Erasmus programs [E1.36], but also the facilitation of admission procedures and integration of foreign students through the procedures of recognition and equivalence of diplomas in study periods [E3. 40]. UGJ regulation [E1.5] stipulates that it is an obligation for all academic staff that for a reasonable number of hours, each week should be available to students for consultation in their office [E5.3]. The teacher has the obligation to make known these schedules to the teaching secretary or to communicate them during the course. Reception schedules with students for each lecturer are displayed on the notice board at each department. A well-planned academic staff based on standards also responds to student admission policies. The purpose of UGJ is





to guarantee high teaching standards even taking into account the student / lecturer ratio. This report for each faculty continues as in the tables shown [E5.2].

**The institution pursues a policy of informing students and ensures communication between them and academic staff.** (*Chapter I Standard III.2*)

Admission of students is realized by two main structures located in the Rectorate and by some others located near the basic units. The Career and Alumni Counseling Office is the office that advises students on enrollment, rights and obligations arising from the acquisition of student status, university regulations and statutes, elective courses, financial aspects and scientific and cultural activity within UGJ. The IT office, also located at the Rectorate is responsible for creating, managing and administering the personal account of each student, from which the student is informed about the learning process. Furthermore, the teaching secretaries are the offices that carry out their registration and information on the subject programs and other activities organized by the basic unit [E5.1]. Communication and information in UGJ is realized through publications on the official website [www.uogj.edu.al](http://www.uogj.edu.al). The publication of important UGJ documents as well as its activities makes the information more accessible, not only by staff and students, but also by third parties, who are interested in being informed about UGJ. In an effort to increase access and information, UGJ is also active on social media through Facebook and instagram addresses. Also for all those who request official information, UGJ has written means of communication such as written documents [E2.39], as well as equipped with the signature of the managing authority, the seal and the logo of the Institution. Calls, emails and teleconferences also serve as tools for conducting external communication. Apart from the External forms of communication and internal means of communication are diverse. Internal communication can be realized through acts and written notifications with their distribution to the bodies, governing authorities or all academic and administrative staff against the respective signature on the notification. Internal communication can also be verbal, for issues, the nature of which enables this type of communication. For internal communication, UGJ also uses virtual communication via email, announcements and communications in the "Notification Corner" mainly for students, as well as through the official website of UGJ [www.uogj.edu.al](http://www.uogj.edu.al). and the internal telephone network of UGJ [E2.28]. UGJ regulation [E1.5] defines the way of communication of the employees of the institution. According to the respective definitions, the communication and announcements of any kind addressed to the academic staff and the staff of the institution are realized through the official e-mail, the first letter



name.surname@uogj.edu.al as well as through the publication on the official website [www.uogj.edu.al](http://www.uogj.edu.al). [E2.28]. The official website and e-mail address, based on Regulation [E1.5], is maintained and updated by the IT Office. Based on the UGJ Regulation [E1.5], the personal file and personal data of each student are administered by the teaching secretary, which is obliged to administer and constantly update the file of each student from the moment he receives a status of such [E2.79]. The administration includes their personal data, the evaluations obtained during the study program, data on the diploma or diplomas obtained, together with the diploma supplement according to the relevant registers. The teaching secretary is responsible for the responsible administration of data [E2.79] taking into account the obligation on personal data protection, also based on the Regulation on Personal Data Protection [E2.53]. The administration of data is also done in electronic registers, according to the provisions in the regulation of the teaching secretariat. [E2.55]. The teaching secretaries responsible for the administration of the student's personal data have the e-mail address of the student *first letter first name and last name @uogj.edu.al* which serves as a form of communication between the institution and the student, but in the registration form [E2.55] of The student is also provided with a personal email address and telephone number, which can be used in cases where there is a need for urgent notifications or if the student has not received the electronic notification.

**The institution pursues a policy of student orientation and counseling.** *(Chapter I Standard III.3)*

UGJ attaches importance to the orientation and counseling of its students. Undertakes student orientation for each choice or application, related to study programs.

UGJ aims to give priority to its students, in the continuation of further study cycles [E5.17]. The Office of Career and Alumni Counseling engages students in training and provides information on how to prepare for the job market, preparation of a personal CV, job fairs and various employment opportunities, on study programs and opportunities to move from one study program in another inside or outside UGJ, support and counseling for applications, for the continuation of the study cycle or other study cycles in Higher Education Institutions abroad [E5.24]. UGJ has reorganized the study programs in accordance with the Law on Higher Education. Based on this reorganization, the programs aim at the progressive adaptation of the student by initially offering general education courses, interdisciplinary courses as well as characterization courses and supplementary courses in the percentages determined by the DCM.



One of the forms of student information used by the UGJ structures is the distribution of information materials. The Career and Alumni Advisory Office prepares and distributes information brochures on study programs offered by UGJ, but also on other services [E2.11]. Also, the Career and Alumni Counseling Office conducts various information activities with students, where in addition to being participants they are also provided with the necessary information materials [E2.12,2.13].

UGJ envisages the possibility of changing the study program through the transfer procedure inside and outside the institution with the condition that the transfer is made in related study programs [E1.1, E1.5]. According to the provisions in the Statute and Regulations, transfer to related study programs is possible both for students within UGJ and in other Higher Education Institutions. Only students who have secured at least 30 credits are eligible for the transfer. The transfer procedure is carried out through the ad'hoc Commission set up in the main basic units, which control the exit study program and the one in which the student seeks to apply. The Equivalence Commission, set up at the Basic Unit, realizes the unification of courses and determines the obligations that the student has to pay. The list of applicants is forwarded to the Rectorate and approved by the Rector [E3.41]. UGJ supports its students in all cycles of study offered [E1.5]. The Office of Career and Alumni Counseling guides and advises students throughout all study cycles, as well as during the transition from the first cycle of study to the second and third cycle [E5.24]. The Office of Career and Alumni Counseling guides students towards their entry into the labor market and follows them even after graduation [E5.23].

**The institution pursues a supportive policy for specific social categories.** *(Chapter I Standard III.4)*

In accordance with the legislation in force, UGJ provides support for the reduction or complete abolition of the tuition fee [E5.25]. UGJ creates for students with disabilities all the necessary facilities for attending the learning process on a regular basis. In building B ramps have been built to increase access for students with disabilities [E5.4]. In classrooms where there is such a student teaching should take place on the first floor. In the case of deaf students, or blind students, each lecturer in his / her course offers the possibility of conducting knowledge assessment in a way that is appropriate for the student [E5.4]. UGJ also pursues supportive policies for students from different minorities (eg Roma and Balkan-Egyptians) [E5.5]. Legislation in force defines the categories of students who will be exempt from paying fees or whose tuition fees may be reduced, including other groups such as



orphans, children of former political prisoners or persecuted, children of police officers or Armed Forces servicemen, who have lost their lives or been wounded due to duty. The basic units of UGJ propose for these categories of students, to be treated according to DCM, no. 40, dated 23.01.2019 (cited above). The institution supports students who engage in sports or cultural activities of high levels, not only through the promotion of these activities, but also by creating the necessary facilities for these students. Students involved in these activities, at their request and with the approval of the Dean, may carry out the assessment of knowledge at a different time from the assessment of the rest of the class [E5.22]. UGJ does not accept part-time study programs, but continues to offer students who are in the process of closing these study programs [E5.7].

**The institution provides basic and recommended literature for students.** (*Chapter I Standard III.5*)

UGJ guarantees for its students, not only the basic textbooks but also the necessary supplementary literature recommended and approved by each department [E4.4]. Textbooks offered to students are selected textbooks that meet the standards required to be used as university textbooks. The fund of basic and recommended literature is available at the University Library [E4.4]. To this variety of books found in hard copy is added the diversity of literature that students can access through the online library <https://ulibrary.rash.al/>. Access to this library is realized through the address of the university with which each student is provided at the moment he obtains the student status in UGJ. UGJ has a special structure, which serves to store documentation related to textbooks and used literature. The Scientific Library of UGJ [E5.8] aims to coordinate the needs of professors and students and performs the procedure of registration of books, brochures and journals. Also the Sector of Standards and Curricula maintains an extensive list of available literature from the Scientific Library. UGJ has a Central Library, which is located in building C of the University, equipped with a rich literature and comfortable facilities. In addition to the central library, two other libraries are located near the Faculty of Education and Social Sciences. Each year, prior to budget approval, departments submit their project proposals, which include the need for basic or additional literature [E4.6]. The Library also submits its requests for enrichment of its fund at the beginning of each academic year, requesting to have a corresponding item in the budget [E4.6]. In addition to the periodic enrichment realized with UGJ funds, the library literature is also enriched through donations of UGJ friends [E4.7]. The proposals of each Basic Unit are approved according to the relevant procedures of the Institution [E4.5]. The literature



provided through the Library is multidisciplinary. The library has titles from 10 different fields of study. Those interested can find in the Library literature on general issues, science and knowledge, philosophy, psychology, social sciences and their subdivisions, economics and its subdivisions, law, mathematics and sciences of nature, applied sciences such as medicine and technology, linguistics and literature, history, geography, as well as materials dealing with art, culture and sports. The student has a registration card, through which he provides the literature. The registration card contains the following information: Card number, name, surname, fatherhood and date of birth, faculty where you study, telephone number, residential address, ID number, as well as the signature of the librarian and reader [E5 .9]. The library itself does not offer the e-book service, but in the meantime staff and students have the opportunity to access the online library and provide a variety of literature in foreign languages.

**The institution provides support to students through university services to facilitate their progress.** *(Chapter I Standard III.6)*

UGJ provides guidance and tutoring for students. This is accomplished during the diploma thesis phase by students in all study cycles. Clear procedures for the distribution of diploma theses are provided by the UGJ, based on the regulation of study programs.

UGJ helps and guides the student on how to access literature. This is done by the lecturers of the course or by the relevant department of the curriculum.

UGJ does not offer courses to help students in difficulty, but consultations are held with professors according to the needs of students, planned in the curriculum, in addition to the consultations provided in the disciplinary programs. The Academic Senate with decision no. 05, dated 02.02.2021, has approved the establishment of the Interdisciplinary Center for Scientific Research (E4.25)

**The institution encourages student participation in institutional life.** *(Chapter I Standard III.7)*

Students are encouraged to participate in institutional life. They are represented or are part of bodies at the institutional level and also in bodies at the main unit level. In the Academic Senate of UGJ there are 2(two) student senators, who are elected by the students themselves. Students are participants in the standing committees at the institutional level as well as in the committees of the main units [E1.28]. ] Students are freely organized in Student Councils, institutions and in the main units. Among other things, students are part of drafting important institutional reports, such as the Institutional Internal Evaluation Report. They are an active





part of the annual student survey organized by HEQAA and the survey conducted by the institution.

Student senators of the Academic Senate at UGJ express opinions and proposals on all issues of general interest, such as curricula and study programs, study regulations, etc. This opinion is obtained directly from meetings with students or through the grievance box. UGJ supports the organization of students and finances their activity, according to the financial possibilities of UGJ [E2.26]

**The institution pursues a supportive policy to ensure the quality of student life.** (Chapter I Standard III.8)

UGJ strives to ensure the quality of student life through the various activities it offers. The implementation of the Student Card, as a legal obligation and part of the Pact for the University, has been achieved. UGJ supports students in their activities, promotes the best students, conducts graduation ceremonies, as well as other activities aimed at expanding the field of information to students through projects or seminars [E3.42]. UGJ develops a variety of sports and cultural activities with the support of the institution. The UGJ sports association has been established, with a rich sports activity with participation in international sports events such as the PCU University Games in Antwerp Belgium [E5.26]. The institution also supports any initiative related to cultural and sports activities such as the realization of theatrical performances by students, giving them the opportunity to have all kinds of facilities to exercise their activity such as financing the football team from UGJ funds. of [E2.26]. UGJ cooperates with health structures, not only in the realization of professional practices of students but also through activities that take place in order to raise awareness of the population and motivate its students. *Membership in the National University Sports Association relevant decision.*

**The institution favors the employment of students.** (Chapter I Standard III.9)

Through the Library, Archival and Student Services Sector, UGJ has statistical data on the employment of its graduates [E5.15]. UGJ provides assistance to students through trainings organized by the Career Counseling Office on how to apply for employment, drafting a curriculum, conducting it during a job interview, etc., but also through the activities it organizes as a job fair, etc. [E5.24]. The increase of students' capacities and their preparation for employment is realized not only as above, but also through meetings that are realized with stakeholders [E5.23] as well as through the realization of professional practices under the guidance of professors. Both offer students the opportunity to be recognized by different





employers, thus creating the opportunity for contacts. In the case of professional internships, the student is also provided with practical skills that facilitate his entry into the labor market. UGJ maintains relations with Alumni students aiming to remain attractive as well as favorable in the employment process of its graduates. Also, UGJ tracks its alumni [E5.16] thus creating the possibility of continuous contacts and invites them whenever UGJ organizes informative or formative meetings with vocational training or entering the labor market [E5.24]. Continuous training, but also keeping in touch facilitates the process of entering the labor market. UGJ does not have a proper policy for the employment of its own graduates, but it pursues and encourages the employment of its graduates. Within UGJ, a large number of academic and administrative staff are alumni in at least one UGJ study cycle [E5.15].

### **Conclusions and Evaluation**

UGJ has given an important role to the students by treating them as its main beneficiaries and creating the necessary infrastructure for them. UGJ pursues a promotional policy aiming to bring together students, not only local but also foreign, through a diverse didactic offer. From the moment of enrollment until the end of studies, students benefit from the didactic, social and cultural services offered by UGJ. At UGJ students are not just in the role of service recipient. Through their representative structures, they influence the entire decision-making and policy-making process of the UGJ. The support of UGJ structures to promote student self-organization is a reflection on the conclusions of the 2017 EEG, bringing about the fulfillment of an important criterion. The services provided by UGJ aim to be in suitability and conformity with the requirements and features of each student. In this sense counseling offices and professors are available to students, orienting them towards more efficient choices for their academic career and involvement in social, cultural and sports activities. Taking into account the met criteria and the positive reflection on the orientations of the EEG2017 report, on the involvement of students in the life of the university and its governing policies, the Self-Assessment Group concludes that in UGJ *the standards for the field of students and their support have been* **FULLY MET**



## **Conclusions and overall evaluation**

UGJ through the periodic process of institutional accreditation aims to respond to the development trends of the institution and the labor market which are constantly changing. Demands for better performance in teaching and preparing skilled students for the job market are growing. Drafting and development of a scheme for continuous training of academic staff, cooperation and internationalization of UGJ with increasing mobility and number of applications and absorption of foreign funds, decision-making after discussion and constructive debate of any proposal and opinion, improvement visible in the field of human resources are the results of efficient management of the institution. In UGJ, financial management through transparent financial policies is carried out in accordance with the defined legal framework and procedures. The ESSE3 Learning Management System installed in UGJ, supports and facilitates the functioning of academic, administrative and data digitization procedures. The logistical and physical infrastructure is constantly improving. Study programs are organized to meet national quality standards, respecting in form and content the requirements arising from legal and sub-legal acts. The content of the study programs offered aims to meet the professional leadership scenario envisaged in the strategic institutional development plan. Study programs are designed to facilitate student mobility at home and abroad. Their continuous improvement is carried out taking into account the needs and demands of the labor market. UGJ has installed an effective system for the proper implementation of the study programs it offers. In fulfillment of the recommendations of the FRY (May 2017), for the continuous improvement of teaching, UGJ has already installed an effective scheme through the adoption of the integration strategy and training of newly recruited staff, the strategy for continuous training of young researchers and guides to the development and use of various innovative teaching methods. UGJ has a scientific research strategy and provides academic staff with opportunities for scientific research to be conducted in accordance with accepted national and international standards. The institution has given an important role to the students by treating them as its main beneficiaries by creating the necessary infrastructure for them. From the moment of enrollment until the end of studies, students benefit from the didactic, social and cultural services offered by UGJ. Students are not only in the role of service recipient but through their representative structures they influence the entire decision-making and policy-making process of UGJ. The support of its structures to promote student self-organization is a reflection on the conclusions of the 2017 EEG bringing about the fulfillment of an important criterion. As universities play



an important role in the development of human resources, culture and science, UGJ has worked hard to fill the gaps / weaknesses / recommendations of EEG. In this context UGJ is aware that meeting educational needs at the national and global level is ensured through continuous improvement of the quality of the educational process and study programs

Based on the conclusions and evaluations of each of the areas analyzed in the report, the summary judgment by areas, for the Fulfillment of State Quality Standards, is as follows:

<b>Field</b>	<b>Evaluation</b>
Organization and management of the institution	<i>Standards are <b>Fully met</b></i>
Resources	<i>Standards are <b>Largely met</b></i>
Curricula	<i>Standards are <b>Fully met</b></i>
Teaching, Acquisition, Assessment and Research	<i>Standards are <b>Fully met</b></i>
Students and student support	<i>Standards are <b>Fully met</b></i>



### **List of supporting evidence of the HEI**

(Sorted according to and as referenced in the self-assessment report)

#### **1 - FIELD OF EVALUATION: ORGANIZATION AND MANAGEMENT OF THE INSTITUTION**

<b>Nr. Evidence</b>	<b>Title</b>
<b>Evidence 1.1</b>	Statute of UGJ
<b>Evidence 1.2</b>	Decision of the Academic Senate on the Approval of the Statute
<b>Evidence 1.3</b>	Decision of the AC on the Approval of the Statute
<b>Evidence 1.4</b>	UGJ Regulation (old version 20.12.2016)
<b>Evidence 1.4.1</b>	Decision of the Academic Senate on the Approval of the 2016 Regulation
<b>Evidence 1.5</b>	Amended UGJ Regulation (8.09.2020)
<b>Evidence 1.5.1</b>	Decision of the Academic Senate for the Approval of the current Regulation
<b>Evidence 1.5.2</b>	Decision of the Board of Administration on the Approval of the current Regulation
<b>Evidence 1.6</b>	FESS Regulation
<b>Evidence 1.6.1</b>	Decision on the approval of FESS Regulation
<b>Evidence 1.7</b>	FNS Regulation
<b>Evidence 1.7.1</b>	Decision on the approval of FNS Regulation
<b>Evidence 1.8</b>	FE Regulation
<b>Evidence 1.8.1</b>	Decision on the approval of Regulation FE
<b>Evidence 1.9</b>	Regulation of the Department of education and Teaching Methodology FESS
<b>Evidence 1.10</b>	Regulation of the Department of Mathematics, Informatics and Physics FNS
<b>Evidence 1.11</b>	Regulation of the Department of Public Administration FE
<b>Evidence 1.12</b>	Regulation of the Academic Senate
<b>Evidence 1.12.1</b>	AS Decision, No. 26 dated 08.09.2020 on the approval of the Regulation of the Academic Senate
<b>Evidence 1.13</b>	AS Decision. No.38. dated 20.12.2016 on the approval of the representatives in BA AS Decision. No.8. dated 18.03.2019 on the approval of the representatives in BA
<b>Evidence 1.13.1</b>	Orders of MoEYS for the appointment of the representatives in BA
<b>Evidence 1.14</b>	Organizational structure of UGJ
<b>Evidence 1.14.1</b>	Decision of SA No. 12 dated 05.02.2020 "On the approval of the Organizational structure" of UGJ



<b>Evidence 1.14.2</b>	Decision of BA No.12 dated 07.02.2020 "On the approval of the Organizational structure" of UGJ
<b>Evidence 1.15</b>	SA Decisions on the approval of the Budget of UGJ 2019, 2020
<b>Evidence 1.15.1</b>	BA Decisions on the approval of the Budget of UGJ 2019, 2020
<b>Evidence 1.16</b>	UGJ Activity Plan 2019-2020
<b>Evidence 1.16.1</b>	SA Decision NR.30. date 20.12.2019 "On the approval of the Plan of Activities of UGJ 2019-2020
<b>Evidence 1.17</b>	Cover letters for the scientific and financial teaching activity 2018, 2019, 2020
<b>Evidence 1.18</b>	European Charter and Code for Applicants
<b>Evidence 1.19</b>	Regulation of doctoral studies
<b>Evidence 1.20</b>	List of conferences, number of articles / newsletters
<b>Evidence 1.21</b>	UGJ Internationalization Strategy
<b>Evidence 1.22</b>	Regulation of the Board of Administration
<b>Evidence 1.23</b>	Decision on the establishment of the Ethics Council
<b>Evidence 1.24</b>	Code of Ethics and AS decision approving the Code of Ethics
<b>Evidence 1.25</b>	Anti-plagiarism Criteria and Standards
<b>Evidence 1.26</b>	Examples of Deanery decisions
<b>Evidence 1.27</b>	Regulation of the 2020 elections
<b>Evidence 1.27.1</b>	AS Decision. No.13. dated 07.02.2020 on the approval of the Regulation of the 2020 elections
<b>Evidence 1.28</b>	Decisions of IEC 2020 (Institutional Electoral Commission)
<b>Evidence 1.29</b>	Nominations based on last election results
<b>Evidence 1.30</b>	AS Decision No. 38 dated 09.12.2020 and Order of the Rectorate No.99 dated 11.12.2020 of the establishment of the Internal Quality Assurance Unit , Rector's order no.06 dated 16.02.2021
<b>Evidence 1.31</b>	Regulation of the Internal Quality Assurance Unit
<b>Evidence 1.32</b>	List of Honoris Causa, Respective AS decisions
<b>Evidence 1.33</b>	UGJ Development Strategy
<b>Evidence 1.33.1</b>	AS Decision No. 29. date 20.12.2020 for the approval of the UGJ Development Strategy
<b>Evidence 1.34</b>	List of projects won 2018-2019-2020
<b>Evidence 1.35</b>	List of international agreements
<b>Evidence 1.36</b>	List of agreements KA I
<b>Evidence 1.37</b>	List of students' mobility
<b>Evidence 1.38</b>	List of teachers' mobility
<b>Evidence 1.39</b>	List of academic and administrative support staff mobility



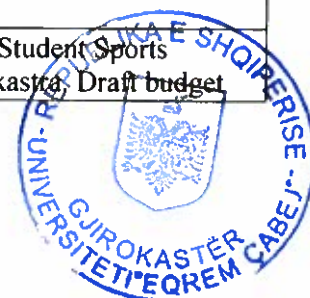


<b>Evidence 1.40</b>	Annual Report 2018-2019
<b>Evidence 1.40.1</b>	AS/BA decision approving the annual report 2018
<b>Evidence 1.41</b>	Annual Report 2019-2020
<b>Evidence 1.41.1</b>	AS/BA decision approving the annual report 2019
<b>Evidence 1.42</b>	Academic programs by name and faculty
<b>Evidence 1.43</b>	Scientific Research Strategy
<b>Evidence 1.44</b>	FESS Development Strategy
<b>Evidence 1.45</b>	FNS Development Strategy
<b>Evidence 1.46</b>	FE Development Strategy
<b>Evidence 1.47</b>	Development Strategy for UGJ Departments
<b>Evidence 1.48</b>	Laboratories
<b>Evidence 1.49</b>	List of UGJ teaching staff + degrees
<b>Evidence 1.50</b>	List of FESS teaching staff + degrees
<b>Evidence 1.51</b>	List of FNS teaching staff + degrees
<b>Evidence 1.52</b>	List of FE teaching staff + degrees
<b>Evidence 1.53</b>	List of UGJ part-time teaching staff / invited teaching staff + degrees
<b>Evidence 1.54</b>	AS decision No. 27. Date 08.09.2020 on the Standing Committees
<b>Evidence 1.55</b>	Report of the Job Fair 2019
<b>Evidence 1.56</b>	Alumni Tracking (Full Procedure)
<b>Evidence 1.57</b>	Communication with Alumni
<b>Evidence 1.58</b>	Alumni database 2019- 2020
<b>Evidence 1.59</b>	AS decision. Nr. 14 dated 11.07.2019 for the approval of the admission criteria and quotas for 2019 - 2020
<b>Evidence 1.60</b>	BA decisions on approval of student fees 2018-2020
<b>Evidence 1.61</b>	List of cooperation activities 2017-2020
<b>Evidence 1.62</b>	List of internal partners we cooperate with
<b>Evidence 1.63</b>	Cooperation agreements with organizations and associations where UGJ is a member
<b>Evidence 1.64</b>	Erasmus Regulation
<b>Evidence 1.65</b>	Erasmus Guide



## **2 - FIELD OF EVALUATION: RESOURCES**

<b>Nr. Evidence</b>	<b>Title</b>
<b>Evidence 2.1</b>	Regulation on the employment of academic and administrative staff at UGJ
<b>Evidence 2.2</b>	Organogram Rectorate UGJ 2020
<b>Evidence 2.3</b>	Organogram FESS 2020
<b>Evidence 2.4</b>	Organogram FNS 2020
<b>Evidence 2.5</b>	Organogram FE 2020
<b>Evidence 2.6</b>	List of external lecturers engaged in various study programs
<b>Evidence 2.7</b>	List of external lecturers who engage in the second cycle study programs associated with their field of full-time employment
<b>Evidence 2.8</b>	List of assisting-academic and administrative staff;
<b>Evidence 2.9</b>	Full employment procedure - academic staff
<b>Evidence 2.10</b>	Decision Rectorate No.4 dated 13.02.2020 on "Approval of the format of the Brochure and poster for the promotion of UGJ"
<b>Evidence 2.11</b>	Posters & Brochures
<b>Evidence 2.12</b>	Report on the progress and accomplishment of the information days of high school graduates
<b>Evidence 2.13</b>	Report on the progress and accomplishment of open days for high school graduates
<b>Evidence 2.14</b>	Job evaluation form for academic staff / administrative staff
<b>Evidence 2.15</b>	BA Decision no.5 dated 7.02.2017 on the Approval of the number of staff for all levels in UGJ
<b>Evidence 2.16</b>	BA Decision of BA no.5 dated 7.02.2017 on the Approval of the structure for the staff and the salary structure in UGJ
<b>Evidence 2.17</b>	BA decisions for the Approval of the budget details for the year 2019-2020-2021 and the register of public prediction 2019-2020
<b>Evidence 2.18</b>	Uniform regulation of work with documents in UGJ (archive)
<b>Evidence 2.19</b>	Explanatory manual on the use of the U-Albania portal
<b>Evidence 2.20</b>	Operation of the ESSE3 RASH-UGJ system
<b>Evidence 2.21</b>	UGJ infrastructure
<b>Evidence 2.22</b>	Technical act for fire protection 2020
<b>Evidence 2.23</b>	Hygienic-Sanitary Permit 2020
<b>Evidence 2.24</b>	Report of the working group on the reception capacity of UGJ 2019-2020
<b>Evidence 2.25</b>	List of students treated with scholarship in the Bachelor 2020
<b>Evidence 2.26</b>	Request for financial support for the activity of the Student Sports Association of the University "Eqrem Çabej" Gjirokastra, Draft budget



	and plan of activities that are expected to take place for the period January 2019- December 2019 by the Albanian Federation of University Sports
<b>Evidence 2.27</b>	Annual Financial Report 2018-2019-2020
<b>Evidence 2.28</b>	Print screen of UGJ WEB page
<b>Evidence 2.29</b>	Print Screen of the location
<b>Evidence 2.30</b>	List of teaching staff with sabbatical year
<b>Evidence 2.31</b>	List of cultural, social and educational activities with the participation of students 2019-2020
<b>Evidence 2.32</b>	Report on Public Relations UGJ 2020
<b>Evidence 2.33</b>	AS decisions on budget detailing 2018, 2019, 2020
<b>Evidence 2.34</b>	BA decisions on detailing the budget 2018, 2019, 2020
<b>Evidence 2.35</b>	Department Requests dealing with discussions on budget items
<b>Evidence 2.36</b>	Financial statements and reports 2017, 2018,2019
<b>Evidence 2.37</b>	BA meeting minutes on the budget
<b>Evidence 2.38</b>	MoEYS AUDIT Report, 2018
<b>Evidence 2.39</b>	Regulation on the organisation and functioning of the directorate of academic-administrative support services.
<b>Evidence 2.40</b>	Rectorate decision No.15 , date 04.12.2019 on "Approval of the form for evaluation of the performance of full-time and part-time academic staff".
<b>Evidence 2.41</b>	As decision No 15., dated 04.12. 2019 on "Approval of the form for evaluating the performance of full-time academic support staff and administrative staff".
<b>Evidence 2.42</b>	Link of special e-mail address for addressing complaints and concerns of students and academic staff".
<b>Evidence 2.43</b>	Rector Order no. 4 dated 09.01.2020 "On the unification of the administrative document"
<b>Evidence 2.44</b>	Regulation on protection, processing, storage and security of personal data
<b>Evidence 2.45</b>	Regulation of Teaching Secretary
<b>Evidence 2.46</b>	ESSE3 student / lecturer user manual.
<b>Evidence 2.47</b>	Balance of assets of UGJ (evidence on real estate).
<b>Evidence 2.48</b>	University building reconstruction project
<b>Evidence 2.49</b>	BA decisions on determining the value of rent for the halls available in UGJ , 2018, 2019, 2020
<b>Evidence 2.50</b>	AS decision No.7, dated 7.02.2019 on the Reorganization of the Scientific Journal "University Research"
<b>Evidence 2.51</b>	Inventory sheet on air conditioners according to buildings.
<b>Evidence 2.52</b>	Inventory sheet for main materials
<b>Evidence 2.53</b>	AS decision No. 65, dated 14.11.2016 "On the administration of



	academic and administrative documentation of Faculties and Departments".
<b>Evidence 2.54</b>	BA decisions on "Approval of the list of students who benefit from scholarships and exemptions from tuition fees for the academic year 2019-2020".
<b>Evidence 2.55</b>	Student registration- A student's personal file from entry to graduation



### **3 - FIELD OF ASSESSMENT: CURRICULUM**

<b>No. Evidence</b>	<b>Title</b>
<b>Evidence 3.1</b>	DCM of the UGJ Establishment
<b>Evidence 3.2</b>	Opening Order of the Faculty of Economics
<b>Evidence 3.3</b>	As decisionNo.05 dated 07.02.2019 on the Approval of Criteria in the study programs for the academic year 2020-2021
<b>Evidence 3.4</b>	Decisions of the Dean's Office for the approval of criteria and quotas Department / Faculty
<b>Evidence 3.5</b>	Screenshot of the U-Albania Site for criteria
<b>Evidence 3.6</b>	Examples of second cycle admission criteria
<b>Evidence 3.7</b>	Study program file Bachelor in General Nursing FNS
<b>Evidence 3.8</b>	Study program file PM, Public Administration FE (Plan)
<b>Evidence 3.9</b>	Study Program file MSc in Archeology and Administration of Archaeological Assets FESS
<b>Evidence 3.10</b>	2-year study program file FESS Tourist Guide
<b>Evidence 3.11</b>	PM program opening procedure. Nursing Sciences
<b>Evidence 3.12</b>	FE Annual Report (2019-2020)
<b>Evidence 3.13</b>	FNS Annual Report (2019-2020)
<b>Evidence 3.14</b>	FESS Annual Report (2019-2020)
<b>Evidence 3.15</b>	Annual Report Department of Mathematics Informatics Physics(2019-2020)
<b>Evidence 3.16</b>	Annual Report Department of Accounting & Finance FE (2019-2020)
<b>Evidence 3.17</b>	Annual Report Department of ETM/ FESS(2019-2020)
<b>Evidence 3.18</b>	Reorganization / change of Bachelor & Master programs
<b>Evidence 3.19</b>	Reorganization / change of Bachelor & Master programs 2020
<b>Evidence 3.20</b>	Syllabus of a subject approved by Department of Greek Language, Culture and Civilization FESS
<b>Evidence 3.21</b>	Continuing education courses for teachers offered under the Teavet project
<b>Evidence 3.22</b>	MoEYS decisions / orders for opening new study programs
<b>Evidence 3.23</b>	FESS Strategic Plan
<b>Evidence 3.24</b>	FNS Strategic Plan
<b>Evidence 3.25</b>	FE Strategic Plan
<b>Evidence 3.26</b>	Screen print of the WEB page for the academic offer for the Bsc curriculum, Public Administration, FE
<b>Evidence 3.27</b>	Senate Decisions on Foreign Language Examinations- 2017, 2018.





	2019
<b>Evidence 3.28</b>	Senate Decision No.-09-Dt.-05.02.2020 for providing joint programs with "Marlin Barleti" University Senate Decision No.-10-Dt.-05.02.2020 for offering joint programs with the University of Macerata
<b>Evidence 3.29</b>	Distribution of teaching load for academic staff 2020-2021
<b>Evidence 3.30</b>	Teaching load of academic staff 2019-2020 sent to HEQAA
<b>Evidence 3.30.1</b>	AS decision No. 23 dated 8.11.2019 for the approval of the teaching load of the academic staff 2019-2020
<b>Evidence 3.31</b>	Decision of the Board of Administration No. 19 dated 12.02.2019 for the payment of the overload of professors for the academic year 2019-2020
<b>Evidence 3.32</b>	Model of the agreement for the working time of the academic staff
<b>Evidence 3.32.1</b>	Agreement for the working time of the academic staff.2017-2018
<b>Evidence 3.33</b>	Bachelor study program regulation of the department of Mathematics Informatics & Physics
<b>Evidence 3.34</b>	Professional Master study program regulation for the department of Public Administration
<b>Evidence 3.35</b>	MSC study program regulation for Archeology and Archaeological Assets Management
<b>Evidence 3.36</b>	Regulation of the study program for 2 Year Educator for Early Childhood Development
<b>Evidence 3.37</b>	Diploma Supplement
<b>Evidence 3.38</b>	List of student conferences.
<b>Evidence 3.39</b>	Statistics regarding the number of full-time lecturers and the number of part-time lecturers, in the study programs of the first cycle and the second cycle in each faculty
<b>Evidence 3.40</b>	Study equivalence procedure for the resumption of studies
<b>Evidence 3.41</b>	Transfer Procedure
<b>Evidence 3.42</b>	Cultural and educational activities with the participation of students, which aim to enliven student life
<b>Evidence 3.43</b>	Curriculum in Assistant Teacher in Inclusive Education
<b>Evidence 3.44</b>	Correspondence with QSHA
<b>Evidence 3.45</b>	Regulations of teaching practices
<b>Evidence 3.46</b>	Rector's Order No. 17 dated 18.03.2020 on the Online Learning Platform



#### 4- FIELD OF ASSESSMENT: TEACHING, LEARNING, ASSESSMENT AND RESEARCH

No. Evidence	Title
Evidence 4.1	Example of teaching schedule
Evidence 4.2	<a href="http://uogj.edu.al/oraret-per-vitin-akademik/">http://uogj.edu.al/oraret-per-vitin-akademik/</a>
Evidence 4.3	List of external mentors overseeing teaching practices
Evidence 4.4	List of books approved at department level for basic literature
Evidence 4.5	Example of departmental approval of a text to be used as basic literature at faculty level
Evidence 4.6	List of publications purchased by UGJ for curriculum development
Evidence 4.7	List of publications donated to UGJ by donors
Evidence 4.8	Study Regulation
Evidence 4.9	Database of student questionnaires
Evidence 4.10	Decisions on setting up IEG for study programs 2019, 2020
Evidence 4.11	English pilot group
Evidence 4.12	AS decision No.7, dated 18.01.2017 on the "Approval of the form for evaluating the performance of full-time and part-time academic staff"
Evidence 4.13	List of academic and administrative support staff
Evidence 4.14	AS Decision No. 31 dated 22.09.2020 "On the reorganization of teaching, scientific research groups of the basic units of the University" Eqrem Çabej, Gjirokaster "
Evidence 4.15	Decisions of the Dean on the proposals of the Departments for the reorganization of teaching groups, scientific research of the basic units of the University 'Eqrem Çabej, Gjirokaster' '
Evidence 4.16	Table from finance with the heads of research groups for salary definition
Evidence 4.17	NASI calls sent to staff to apply for projects from the projects office-email
Evidence 4.18	List of participating conferences in which UGJ staff has participated
Evidence 4.19	Department decisions (ones which have got research groups) that define areas of study
Evidence 4.20	Application for permission to participate in conferences or projects
Evidence 4.21	Conferences and activities funded by UGJ
Evidence 4.22	Decision of the Rectorate no. 14, dated 27.11.2019, On the approval of the composition of the editorial board and the scientific board of the Scientific Bulletin of the University "Eqrem Çabej"



	Çabej", Gjirokastra
<b>Evidence 4.23</b>	Defining an additional exam date
<b>Evidence 4.24</b>	Agreements with public and non-public institutions for conducting teaching practices/internships
<b>Evidence 4.25</b>	AS Decision no. 05, date 02.02.2021 "On the establishment of the interdisciplinary center of research and development"



## **5- FIELD OF ASSESSMENT: STUDENTS AND THEIR SUPPORT**

<b>No. Evidence</b>	<b>Title</b>
<b>Evidence 5.1</b>	Order no. 40, dated 16.07.2018 "On the work of secretaries"
<b>Evidence 5.2</b>	Student / lecturer ratio for each Faculty
<b>Evidence 5.3</b>	Link University Official Facebook Page Social Media
<b>Evidence 5.4</b>	List of students with disabilities
<b>Evidence 5.5</b>	Evidence of quota proposal for Roma and Balkan-Egyptians.
<b>Evidence 5.6</b>	Request for postponement or approach of the exam date approved by the Dean
<b>Evidence 5.7</b>	Evidence for part time students
<b>Evidence 5.8</b>	Library regulations
<b>Evidence 5.9</b>	Library registration card
<b>Evidence 5.10</b>	Student Council Statute
<b>Evidence 5.11</b>	Decision of the Senate No. 17 dated 11.07.2019 Regulation on the Organization of Elections for KS
<b>Evidence 5.12</b>	Regulation on the Organization of Elections for KS
<b>Evidence 5.13</b>	Statement of the Academic Senate on the approval of student demands after the protest
<b>Evidence 5.14</b>	Database Alumni
<b>Evidence 5.15</b>	Database of UGJ employees
<b>Evidence 5.16</b>	Student tracking form
<b>Evidence 5.17</b>	Order on the establishment and operation of data for enrollment of students in both study cycles
<b>Evidence 5.18</b>	Decision of the Senate No. 2, dated 13.2.2020 on the approval of the establishment of working groups for career counseling days
<b>Evidence 5.19</b>	List of UGJ students according to study programs
<b>Evidence 5.20</b>	List of U Library users
<b>Evidence 5.21</b>	List of transfers to UGJ and leaving UGJ
<b>Evidence 5.22</b>	Faculty / Department Activity plan for students
<b>Evidence 5.23</b>	Career counseling correspondence
<b>Evidence 5.24</b>	Annual career counseling work plan
<b>Evidence 5.25</b>	Categories of individuals who are exempt from the tuition fee
<b>Evidence 5.26</b>	Certificate of participation in the International Hall Football Championship
<b>Evidence 5.27</b>	Calendar of development of information days for graduates
<b>Evidence 5.28</b>	Procedure for carrying out the National Student Survey

