SELF-EVALUATION REPORT FOR INSTITUTIONAL ACCREDITATION

University of Vlora
"Ismail Qemali"

May 2020

Self-Evaluation Report

University of Vlora "Ismail Qemali"

SELF-EVALUATION REPORT FOR INSTITUTIONAL REVIEW

SELF-EVALUATION TEAM:

1. PhD Enkelejd A. Mëhilli   Team Leader
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4. Dr. Blenard Xhaferi   Team Member
5. Dr. Fatjona Kamberi   Team Member
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7. Dr. Jonada Zyberaj   Team Member
8. Dr. Lorena Alikaj   Team Member
9. Jenila Zenelaj   Student Team Member

Dated: 18/05/2020

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# Contents

1. Introduction to the self-evaluation process

University of Vlora " Ismail Qemali" has entered the process of institutional accreditation after a successful experiment which took place three years ago, in which the Institution pursuant to the Decision No. 71 dated 21.09.2017, was accredited for a period of three years by the ASCAL Accreditation Board. This accreditation process is following UV previous experience and it aims to meet state quality standards. UV is based on state quality standards set by applicable law in order to achieve a successful operation and satisfactory results in its work.

The internal evaluation report has been drafted in accordance with the provisioned criteria and standards to monitor the implementation of state quality standards. This report is carried out by the Internal Evaluation Group of the Institution.

Internal Evaluation Group was established pursuant to Rector's Decision No. 11 dated 06.12.2019 and it was later reorganized into its recent composition by decision no. 11/1 dated 19.12.2019. Regarding the establishment and selection of Internal Evaluation Group, the Rectorate took into account the previous experience of each of the members and the satisfactory results of the group's previous work. Internal Evaluation Group considered as a reasonable thing to have in its composition two deputy rectors of the institution as well, in order to facilitate the work and coordination with other UV Units, Directorates and Sectors. There are representatives from all four Faculties of the Institution and also representatives from students in the Internal Evaluation Group. Since the moment of its establishment till present, the members of the group have always coordinated the work and have closely collaborated with each-other.

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

a. The working group made a division of the work by giving each member one respective field to complete, for facilitating their work. It is quite understandable that this division was not final as each administered area and each document was discussed in a group by all members.

b. First, all state quality standards were studied along with the determining criteria for each field.

c. The second procedure followed by the working group was to meet with the respective directorates and in order to obtain the most necessary information from each unit and each field.

d. The third phase had to do with collection of documentation and discussion of any administered document by all members of the working group.

e. The final phase had to do with drafting the narrative part of the report by matching each criterion with the relevant evidence which illustrates whether the criterion is met or not
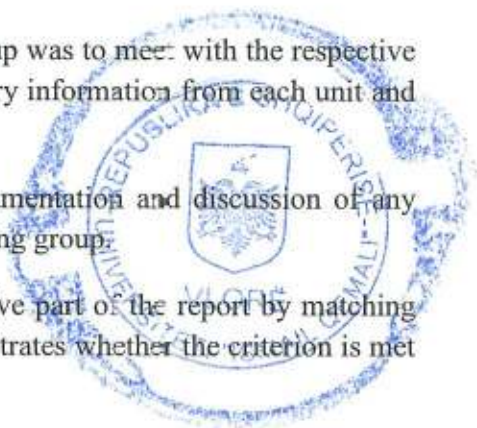
Stages of internal evaluation procedure by HEI

1. Application to the Agency for Quality Assurance in Higher Education regarding the process of external institutional evaluation;
2. The establishment of Internal Evaluation Group by Rectorate
3. Training of Internal Evaluation Group by ASCAL's staff within the Institutional Accreditation framework regarding the process as a whole and any possible ambiguities which may have arisen: In this respect, the instructional materials for the evaluation, organization of the group, tasks, rights and responsibilities of each member have been made available.
4. Carrying out the internal evaluation according to the relevant instructions of ASCAL;
5. Preparation of self-evaluation file
6. Drafting the Internal Evaluation Report according to the instructions after having consulted its content with the staff of the institution;
7. Submission of the Internal Evaluation Report along with all supporting documentation to ASCAL.

UV has undertaken significant measures to fulfill the previous recommendations.

In response to the first recommendation, UV has drafted specific guidelines for the implementation of innovative teaching methods; it has signed agreements at various levels (inter-institutional, KA1, etc.) for the mobility of its academic and administrative staff as well as its students, and it has become a member of international networks and supported its staff to attend a sabbatic year.

In response to the second recommendation, it can be said that various buildings of the Institution have been reconstructed (e.g Building A, Building B, Rectorate); the process for the construction of a new building for the Faculty of Public Health has started, and a building has been leased in order to facilitate the ongoing teaching activity for Faculty of Public Health. At the same time each faculty has its own library (except Faculty of Public Health), while electronic equipment has been distributed to the Faculties according to their needs.

In response to the third recommendation, UV has set up the Internal Quality Assurance and Institutional Assessment Unit.

In response to the fourth recommendation, UV has started a more effective method of monitoring its own graduates and along with that it has held meetings with local stakeholders.

In response to the fifth recommendation, it can be said that UV has established its Student Union.

In response to the sixth recommendation, it can be said that UV has taken a number of measures to encourage and involve its academic staff in scientific research activities as well as it has organised, or co-organized several national and international conferences.

UV has complied with the recommendation and findings across the board and it will address each inspection area in details below.

Historical background of the HEI

University of Vlora "Ismail Qemali" was established on 10 October 1994, by Decision of the Council of Ministers No. 105, dated 28.02.1994. Several months of work were spent for the completion of programmes, course syllabuses and the selection of academic staff in the framework of the preparation for its opening, Faculty of Mechanical Engineering at "Polytechnic University of Tirana" and Faculty of Economics and Medicine of Tirana have given a great contribution and support to this process. University of Vlora started its activity with three established faculties: Faculty of Commerce (with the branches of Business and Tourism), Faculty of Marine Engineering and Faculty of Nursing. The selection of these faculties was made on the basis of the tradition that existed in Vlora for these disciplines. In 1919, the "High School of Commerce" was opened in Vlora. This good tradition was enriched when a branch of Economics of the University of Tirana was opened in Vlora, which operated between 1970-1980. In 1960, A Navy Institution of Higher Education started operating in Vlora and it served as the basis for the establishment of the Faculty of Naval Engineering (Faculty of Technical Sciences). The Faculty of Nursing (today known as Faculty of Public Health) has been created in the tradition of the "Medical High School" (the only one of this kind in our country) which was opened in 1967. Dr. Sezai Bazaj, who was later assigned as Rector of the University created a working group. University started its operation in two buildings with 162 students in the four branches it provided. The devoted academic staff consisted of 10 full time lecturers and 31 part-time lecturers. In the beginning, the name of the university was "Technological University of Vlora "Ismail Qemali ". Since 2007 the university changed its name into University of Vlora "Ismail Qemali", and its acronym is UV. The university started to increase the study programmes it offered along with the number of students and academic staff. In order to adapt to the demands of the community for the formation of various specialists, focusing mainly on the south of Albania where it is also situated, UV also started to offer a variety of study programmes including Foreign Languages, Teaching Education, Information Technology, Electrical Engineering, Navigational Sciences, Law, Mechanical Engineering, etc. The restructure of study programmes in accordance with the requirements of the Bologna process and ECTS credits began at UV during the academic year 2005-2006. In 25 years of its history, UV has effectively used the institution's human and logistical resources and has taken significant steps to improve its infrastructure and capacity building. The teaching process in all study programmes is carried out in the university premises which are referred as Building A, B and C as well as building D which includes rented premises for the development of the teaching process of the Faculty of Public Health. Currently, UV offers study programs in the three study-cycles (Bachelor, Master and Doctorate). UV offers 27 first cycle study programmes Bachelor: 6 in Faculty of Economy, 11 in Faculty of Technical Sciences, 8 in Faculty of Humanities and 2 in Faculty of Public Health, 33 second cycle study programmes (20 Professional Masters and 13 Masters of Science) and the programme of third cycle of studies "Doctorate in Mathematics".

At present, UV employs 276 qualified academic staff, including 208 full-time staff and 67 part-time and invited staff. UV has 14 Prof .Dr. 36 .Assoc. Prof, 125 Dr., and 100 Msc.

In addition to the academic staff which provides qualitative services for UV students and qualitative teaching, there is also the academic support staff (41 at the institutional level with administrative character and 15 at the basic unit level with teaching character) and administrative one (35 at institutional level, 23 in basic and main unit level) which is fully engaged and gives its full contribution to the institution. The number of students who attend their studies at UV has increased since its establishment.

UV has already turned into a significant institution of higher education with more than 14,500 graduate students so far. For the academic year 2018-2019, a total of 1049 new students were registered in UV, mainly from the south of Albania, but there are also students from other regions such as Kukës, Skrapar, Gramsh, etc. Since its establishment, UV has had a tradition of organizing scientific research activities in various fields. The first national scientific conference was organized in 1996 on "*Achievements in Surgery*". In 2002, under the initiative of the Italian Embassy, the first international scientific conference "On alternative and sustainable tourism" was organised. Scientific activities have been present in UV for years. We can mention here the international scientific conference "New Challenges in Digital Communication" supported by NATO Advanced Study Institute (2008), "*Financial Challenges and Economic Perspectives*" (2009), "*Application of Computer Algebra, ACA '(2010),* " *Free Software in Balkans* "(2010) etc.

Thus, following the tradition, UV is a research-oriented higher education institution. Research at UV aims to support teaching and learning in order to increase quality by encouraging its staff and its students to be active in this respect by providing financial support, organizing national and international conferences in order to promote research and new knowledge. UV academic staff publishes articles with editorial boards, indexed with impact factor, in international journals whose publishing headquarters are in the countries of the European Union and the Organization for Economic Cooperation and Development (OECD).

During its 25-year history, UV has continued its efforts for continuous cooperation with many universities within the region, Europe and the United States. Thanks to these agreements, mainly within the Erasmus + KA 107 programs framework, UV has managed to benefit from a significant number of exchanges of academic staff, academic / administrative assistants and students. Also, UV is a member of several university networks such as EUCEN, ASECU, BLACK-SEA, ENSP, CMU and since March 22, 2019 it has been a member of Magna Charta Observatory.

UV has already accumulated extensive experience in implementing and managing funds for various projects in which it has been identified as a fair and reliable partner. Currently, UV in a partner in the ongoing projects: *"Reconnecting universities and enterprises to unleash regional innovation and entrepreneurial activity"* – (KNCWEUB), *"Sustainable development of Blue economies through higher Education and innovation in Western Balkan Countries"* – BLUEWBC, *"Reforming doctoral studies in Montenegro and Albania"-* (MARDS), *"Blue Growth and curriculum development of Marine Fishery in Albania"-* (ALMARS) *"Developing teacher competencies for a comprehensive VET system in Albania"* – (TEAVET) etc.

In order to reach an optimal level in the quality of teaching, learning and scientific research, UV has been subjected to periodic institutional and study programmes accreditation.

Abbreviations

Academic Promotion and Scientific Publications Sector	**SPABS**
Academic Senate	**SA**
Administration Board	**BA**
Albanian Qualifications Framework	**KSHK**
Career Counseling, Alumni ,cultural and sports activities sector	**SKKAAK**
Commission for awarding the scientific degree "Doctor of Science"	**KDGD**
Curriculum and Student Services Sector	**SKSHS**
Directorate of Communication and Human Resources	**DKBNJ**
Directorate of Education for Cycle I and II	**DECI/II**
Directorate of Internal Quality Assurance and Institutional Development	**DSBCZI**
Educational Services Center	**QSA**
Ethical Council	**KE**
European Standard for Qualification and Competencies / Professional Skills and Employment	**ESCO**
External Evaluation Group	**GVJ**
Faculty of Economy	**FE**
Faculty of Humanities	**FSHH**
Faculty of Public Health	**FSHP**
Faculty of Technical Sciences	**FSHT**
Finance and Budget Execution Sector	**SFRB**
General Directorate of Intellectual Property	**DPPI**
Higher Education Institution	**IAL**
Information Systems Management	**MIS**
Information Technology Sector	**IT**
Interdisciplinary Center for Regional Development	**RDC**
Internal Evaluation Group	**GVB**
Internal Quality Assurance Agency	**ASCAL**
Internal Quality Assurance and Institutional Assessment Unit	**NJSBC**
Internal Quality Assurance Commissions for each Faculty	**KSBCF**
Internal Quality Audit Unit	**NJABC**
Ministry of Education, Sports and Youth	**MASR**
National Strategy for Development and Integration	**SKZHI**
Quality Assurance Commission at institutional level	**KSBCI**
Scientific Research Center	**Q.K.SH**
Student Council	**KS**
Student Relations Committees for each Faculty	**KMSF**
Student relationship commision at the institutional level	**KMSI**
Sustainable Development Goals	**SDG**
University of Vlora "Ismail Qemali"	**UV**
UV information system	**UVMS**
Vlora Regional Health Directorate	**DRSH Vlore**
Order of Nurses Albania	**UISH**

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2. Self-evaluation against Institutional Review Evaluation Areas

When providing your HEI's self-evaluation, please refer to the Institutional Review Evaluation Areas and each standard under that area as set out in Annex 4[1] (*)

The discussion under each standard will help the Self-Evaluation Team to assess the extent to which the HEI meets that standard. The Self-Evaluation Team should provide descriptive text explaining how the HEI meets the standards with references to evidence. The evaluation should be supported with data and facts, and accompanied by English translations of the core set of information listed in Annex 6.

At the end of the text for each Evaluation Area, the Self-Evaluation Team should conclude by stating its evaluation of the extent to which the HEI meets the standards for that Area, stating if the standards are fully met, substantially met, partly met or not met. Guidance on the Evaluation Area judgements is available in Annex 11.

Based on the judgements for each Evaluation Area, the Self-Evaluation Team will reach a Summary Self-Evaluation Judgement, identifying and providing measures to be taken by the HEI for further improvement. Further details of summary judgements are also provided in Annex 6.

Where a supporting document is provided, it should be referenced and/or web linked. All the supporting evidence referred to and/or web linked should be submitted as part of the Self-Evaluation Documents.

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[1] (*) The Institutional State Quality Standards have been approved by Order of the Minister of Education and Science no. 126, dated 17.03.2011. ASCAL continues to apply these standards, based on Article no.138 of Law no. 80/2015 *"ON HIGHER EDUCATION AND SCIENTIFIC RESEARCH IN HIGHER EDUCATION INSTITUTIONS IN THE REPUBLIC OF ALBANIA"*

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1 - EVALUATION AREA: THE ORGANISATION AND ITS MANAGEMENT

Autonomy

Institution and its structures work in accordance with institution statute (Chapter III Standard I.1)

University of Vlora "Ismail Qemali" has approved a new Statute which is in accordance with the Law on Higher Education 80/2015 [E1.1]. It has been approved by the Academic Senate [E1.2], the Board of Administration [E1.3] and by the Ministry of Education, Sports and Youth [E1.4]. The statute has been improved and adapted in order to comply with the applicable law and bylaws. Due to the delay in the approval of the new Statute by the Ministry of Education, Sports and Youth, UV has operated under existing regulations in cases where it did not conflict with the Law [E1.5]. In the meantime, it has been updated under the Higher Education Act and followed the enactment of bylaws [E1.6 Pg. 51-61]. Following the approval of the Statute by the Ministry of Education, Sports and Youth, UV has charged the Legal Office for drafting a new inner regulation. The UV Senate has drafted and within next period is going to approve the new internal regulation [E1.7].

The new regulation consists of 135 articles [E1.7] whereas the Statute [E1.1] has 94 articles [E1.1]. Faculties and Departments of UV operate in accordance with the Statute as well as on the basis of their Regulations. Each Faculty has its own regulations and each Basic Unit has approved its respective regulations [E1.8.-E1.10]. The regulations of the Main and Basic Units [E1.11-E13] are approved by the Academic Senate [E1.14-E1.17]. Research Centers as well, have their own regulations which are also approved by the Academic Senate [E1.18-E1.19].

Institution is organised in such a way as to ensure efficiency in management (Chapter III Standard I.2)

The institution is managed effectively by the competent bodies. It has academic, financial and self-organizational autonomy. The main governing bodies of UV are Academic Senate, Board of Administration, the Rectorate, the Deanery, the Council of Ethics and the Permanent Committees. All competencies and obligations of the governing bodies are clearly defined in the Law on Higher Education as well as in the Statute of UV [E1.1]. Article 19 of the UV Statute [E1.1] clearly defines the functions of the Academic Senate which approves the annual and medium-term budget in advance and forwards it to the Board of Administration for approval. The Academic Senate meets periodically to discuss important institutional issues related to education, research and / or financial matters. The Academic Senate has its own regulation [E1.21] and is obliged to convene at least once a month (Academic Senate Regulation, article 6). Over the last 3 years, the Academic Senate has taken more than 315 decisions (65 decisions in 2020, 65 decisions in 2019, 84 decisions in 2018 and 103 decisions in 2017) https://univlora.edu.al/komisionet/. Pursuant to Article 40, point 3a, the Administrator of UV drafts the annual budget on the basis of the requirements of the main and basic units, UV strategic plan and the medium-term budget plan. The Rectorate drafts the economic and budgetary policies of the Institution based on the needs of its Faculties / Departments and those foreseen in the Strategic Plan [E1.1, Article 26]. The Rectorate is the main body which drafts and

presents to the Senate the draft strategic development plan of the Institution and determines the priorities in order to meet the requirements of its units on bases of which the annual draft budget is created. The above process is fully assisted by the Sector of Finance and Budget Execution. The Sector of Finance and Budget Execution collects and compiles the draft budget according to the requirements of the Basic and Main Units. Article 26, point 3b, clearly states that the Rectorate is the body which formulates the criteria for the distribution of financial, material and human resources. Article 86, point 4, of the UV Statute states that the Rectorate proposes the allocation of income obtained from the performance of services / activities of the institution to the Board of Administration with the participation of academic staff [E1.1].

UV, in its structure, has set up the Sector of Academic Promotion and Scientific Publications [E1.22]. This sector consists of three people (the head, the specialist of academic promotion and 3rd cycle studies and the specialist of research and publications). One of the main goals of UV is the promotion of academic staff. In this framework, UV has approved a specific fund for scientific research in its budget [E1.23]. This is something which has been provisioned by the Action Plan as well as the recommendations of the External Evaluation Group [E1.24, E1.25]. Besides, UV has supported financially the mobility and participation of academic staff in conferences / symposiums / scientific activities abroad. To foster the promotion and ongoing training of young researchers, UV has approved a specific strategy for the Continuous Training of Young Researchers [E1.26].

The most important mission of this strategy is the establishment of a scientific and academic research background which is supported by the principles of research and innovation and follows the guidelines of European Charter and Code for Researchers, which is supported by UV [E1.27]. The Institution offers a PhD in Mathematics, which enables the academic staff the opportunity to pursue doctoral studies and be further promoted. UV has set up the Doctoral Degree Commission [E1.28] and has established a specific Regulation [E1.29] at the Faculty of Technical Sciences where the Doctorate is offered. A specific example of the procedure of awarding the title "Doctor of Science" (from the moment of the establishment of the evaluation jury until the moment of awarding the Doctoral Diploma) is presented in [E1.30].

In order to promote the academic staff during the period 2017-2019 UV has organized thirteen international conferences (5 in 2017, 3 in 2018 and 5 in 2019) in cooperation with prestigious European Universities [E1.31].

The decision of Academic Senate *"for financing publications and participation of the academic staff of the University of Vlora "Ismail Qemali" in scientific conferences " supports and motivates the above mentioned philosophy"* [E1.32]. This decision promotes publication in prestigious journals with impact factor as well as increases competition between UV professors and   researchers.

In order to promote the new staff, UV has approved the strategy of integration and training of the newly recruited staff [E1.33]. Based on the vision of this strategy, the aim is to recruit new promising and qualified staff in fulfilling UV mission and goals by providing them equal opportunities. On the occasion of 25th anniversary of its establishment, UV awarded "Certificates of Honor" or "Certificates of Appreciation" to several distinguished academic staff, who have given a crucial contribution to the development of the Institution [E1.34].

Board of Administration is the highest collegial administrative body which guarantees financial

and administrative progress [E1.1, Article 23]. The criteria and composition of Board of Administration are clearly defined in law 80/2015, DCM no. 782, dated 26.12.2018, Statute of UV, Article 24 and Regulation of BA [E1.35]. Some of the main functions of the Board of Administration are: guarantee of the financial sustainability, approval of the strategic plan, approval of the annual budget, approval of the number of staff, determination of rules for the distribution of income provided by the institution from the exercise of its activities, etc. More details about the functions of BA can be found in Article 25 of UV Statute and Article 4 of BA Regulation [E1.1, E1.35]. The UV Statute (Article 28) clearly defines the function of the Council of Ethics [E1.1]. The Academic Senate has approved new Council of Ethics members [E1.36]. Council of Ethics reviews issues related to ethics in the activity of the University, expresses itself with a decision and proposes to the Rector to take disciplinary measures. UV operates under the Code of Ethics [E1.37] and the Code of Ethics in Research [E1.38]. Pursuant to the Order no.8 of Ministry of Education, Sport and Youth dated 14.01.2020, another responsibility has been added to the Council of Ethics and it has to do with anti-plagiarism control and verification of the legality of obtaining a scientific degree or an academic title. The Academic Senate has approved the anti-plagiarism criteria and standards [E1.39]. The Deanery is the highest collegial body at the main unit and it consists of the Dean (who directs it), Deputy Dean / s, head of basic units and the administrator of the Main Unit (if any). Article 27 of the UV Statute [E1.1] clearly presents the functions of the Deanery. Various decisions and proposals which have to do with the use of human and material resources (and not only!) are made by the Deanery and then they are forwarded to the Rector / Rectorate / Academic Senate. The Deanery discusses issues related to study programmes and admission criteria. The Deanery submits to the Rectorate the annual plan, drafts and approves the internal regulations in advance, gives the ethical permission to conduct scientific research, etc. [E1.40]. The Dean is the governing authority of the Main Unit and its legal representative [E1.1, Article 34, E1.20, E1.41a, E1.41b, E1.41c]. According to the Election Regulation [E1.42 Article 15, 21], the Dean is elected by secret ballot by the full-time academic staff of the main unit and students who make 10% (ten percent) of the total number of votes [E1.42]. Pursuant to law 80/2015 (Article 45), the Statute of UV (Article 38) and the election regulations (Article 16, 22) the head of the Basic Unit is elected by the full-time academic staff of the basic unit [E1.1, E1.42].

The Institutional Election Commission announced the winners based on the results of the 2016 UV elections [E1.43]. Following the announcement of the winners by the Institutional Election Commission, the governing authorities of UV were appointed [E1.44]. The institution has drafted and approved a new election regulation [E1.45]. UV as an Institution of Higher Education offers studies in the three study cycles. For this reason, it has set up a Commission for Awarding the degree "Doctor of Science "at the Faculty of Technical Sciences [E1.28]. Due to the lack of the number of academics which hold the title "Professor", UV has not set up the Council of Professors yet.

Institution encourages constructive debate (Chapter III Standard I.3)

The Academic Senate meets at the initiative of its chairman and holds meetings at least once a month. Its members are notified by the secretary of the date and agenda in a written form or electronically and they are obliged to confirm their participation or absence before [Regulation of

the Academic Senate, article 13]. The meeting is chaired by the head of the Academic Senate and in case of his objective absence the meeting is convened and chaired by the vice-head. The Academic Senate may also be convened in an extraordinary session at the request of one third of the number of its members [E1.21 Article 6]. The organization of the meetings is done by the secretary of the Academic Senate, whereas the day of the meeting and the announcement of the members is decided by the Chairman. All the materials and agenda should be made available to senate members at least one day before the meeting [E1.21, Article 11]. This procedure is not followed only in cases of an emergency. The agenda is proposed by the Chairman of the Academic Senate and approved at the beginning of the meeting. Applications for issues to be included in the agenda must be submitted in written form at least three days before the meeting [Academic Senate Regulation, Article 12]. Academic Senate meetings can only be held in cases where 50% +1 of its members are present. Academic Senate decisions are implemented by the Basic Units and the Main Units. In these cases, the Institution monitors whether the decisions are implemented or not [E1.46].

Institution respects its autonomy limits. (Chapter III Standard I.4)

Pursuant to Academic Senate decisions UV has set up the Internal Quality Assurance and Institutional Assessment Unit [E1.1 Article 13, E1.22, E1.47]. Internal Quality Assurance and Institutional Assessment Unit aims to regulate the activity of structures and units set up in UV in the function of Internal Quality Assurance [E1.48]. The main purpose of this Unit (Article 3) is to establish policies and provide quality services in accordance with the national and international standards by establishing an effective insurance system, which guides academic activities, administrative and financial functions in the institution. This unit assists in the evaluation of study programs (Article 7) as well as the methods and instruments of evaluation (Article 8). According to the UV structure [E1.22], the Internal Quality Assurance and Institutional Assessment Unit consists of three employees: the Head of the Unit and two specialists (a specialist who reports to ASCAL, and a specialist who is in charge of Institutional Evaluation).

In addition to the Internal Quality Assurance and Institutional Assessment Unit, the institution has set up the Internal Quality Audit Unit [E1.49]. This unit is under the supervision and dependence of the Board of Administration [E1.22]. It consists of the Head of the unit, a legal specialist and an economist. According to the Strategic Plan of the Unit [E1.50], its mission is "... *to provide reasonable assurance to the Rector of the University of Vlora "Ismail Qemali ", independently and objectively as well as to provide advice on improving the activity and efficiency of the system of internal control at university* ". This unit has also drafted a working plan for 2019- 2020 and is implementing it [E1.51]. The Institution has worked hard to bring together the best academics in Albania and to cooperate with other Institutions and Academics / Researchers not only in the region, but also beyond it. UV has set up the Albanian Researchers Network in the Diaspora in order to engage the best experts in the field [E1.52]. The aim of this network is to increase cooperation with various Albanian experts who live abroad and serve as bridges between institutions [E1.52]. This initiative aims to foster the interaction of academic and scientific work within this network for increasing the quality of the university. These people offer their expertise at no cost to UV. In order to engage foreign experts, in addition to the UV Diaspora Network representative, UV has also established a Consultative Board [E1.1 Article

20]. This Board is a Collegiate body and its main function is to consult the Academic Senate and the Rector to implement and apply the most efficient university policies and the best Western experiences. The Academic Senate has approved the composition of the consultative board [E1.53]. This board consists of 15 professors /researchers who are engaged in prestigious universities such as Harvard School of Public Health, University of Birmingham, Università di Salento, Università Leonardo Da Vinci, University of Crete etj. The Academic Senate and the Rector maintain contacts with the personalities and friends of the Institution who have received the title Doctor Honoris Causa from UV for consultations in various academic and scientific issues and this is done for the well-functioning of the university. [E1.54].

According to the Development Strategy and Strategic Plan of UV [E1.55, E1.56], one of its strategic goals is Internationalization and Cooperation / Partnership of institutions. The Institution has set up the Project and External Relations Sector [E1.1 and E1.22]. This sector is part of the Directorate of Internal Quality Assurance and Institutional Development and consists of 3 employees. In addition to those in charge, the sector has a Foreign Relations Specialist and a Project Design Specialist. UV has drafted the Internationalization Strategy with the aim of benefiting from as many European funds as possible [E1.57]. During the recent years, UV has worked hard in the process of internationalization in order to participate in as many international projects as possible. The number of UV applications in European projects has increased during 2017-2020 [E1.58]. During 2020, UV has applied in 22 European projects (ERASMUS +), while in 2019 UV applied to 33 foreign projects and in 2018 to 21. A detailed list of applied projects and specific calls is presented in Evidence [E1.58]. This list is even longer, but it should be noted that the projects in which UV lecturers / researchers have applied, but they do not need co-financing, are not listed here. UV is currently implementing 11 projects funded by European programs and beyond [E1.59].

UV is a winner and is implementing five (5) ERASMUS+ projects, two (2) INTERREG IPA Cross Border Albania-Greece, one (1) INTERREG Adriatiko-Jonian, one (1) EASME, one (1) project financed by Foreign Ministry of Norway and one (1) project financed by Global Bridges. These results have been achieved as a result of the persistence made in this field which has been finalised with the signing of 40 agreements (2017-2020) with international institutions which operate abroad [E1.60]. UV has signed agreements with European Institutions with the aim of benefiting from funds of European programs for the mobility of its students, professors and academic / administrative support staff. UV has signed 56 agreements (KA1 agreements) of short-term mobility since 2017 till present [E1.61].

In total, 98 students, 111 lecturers and 23 UV academic / administrative support staff from all Faculties and Departments have benefited from short-term mobility with European funding guaranteed in these agreements, from 2017 till present [E.162, E1.63, E1 .64].

In the meantime, UV has organized various activities with the aim of Training Academic Staff on Writing Techniques of a Quality Project-Proposal and Capacity Building. (https://univlora.edu.al/aktivitete/).

Institution establishes a development strategy. (Chapter III Standard I.5)

Over the years, UV has built a collaborative culture. All decisions taken by its collegiate bodies and its governing authorities are widely discussed. Different documents or issues are discussed

several times in different meetings with the aim of improving the final output. The Strategic Plan [E1.55] is one of the main documents of UV and therefore its drafting required a lot of work from the Basic and the Main Units. First, a working group [E1.65] was set up at the institutional level in order to develop the Institutional Development Strategy [E1.66]. This development strategy was approved by the Academic Senate [E1.67]. At the same time, the Rector of UV prepared a sample of Strategic Plan which was distributed to the Basic and Main Units. UV Faculties / Departments prepared their Strategic Plans based on that sample. You can find examples of Faculty or Department Strategic Plans at [E1.68] as well as in https://univlora.edu.al/strategjia-e-zhvillimit/ for Faculty of Technical Sciences and https://univlora.edu.al/strategjia-fshp/ for Faculty of Public Health

The drafting of the above mentioned documents involved all academics and units of the Institution. Thus, UV has a new Strategic Plan since 2018 which is in line with its Development Strategy for the period 2017-2024. The Strategic Plan has been approved by Academic Senate [E1.69] and Board of Administration [E1.70]. This strategic plan had been widely discussed in both Academic Senate [E1.71] and Board of Administration [E1.72] before the approval. According to the Strategic Plan [E1.55], UV has been created to be in the service of knowledge, education and well-being of Albanian society. UV aims to remain a well-known and required public university not only in the territory of Albania but also beyond, by relying strongly on its values in qualitative teaching, professional and scientific research, integrity and social dignity. UV Strategic Plan has clearly defined its goals as well as its development scenarios for the next five years (pages 26-36). Strategic lines are presented for each scenario, along with specific methods and mechanisms for achieving and completing each of them.

The *first* scenario has to do with **UV INTERNATIONALIZATION**. Strategic lines for achieving this goal are presented on pages 27-30).
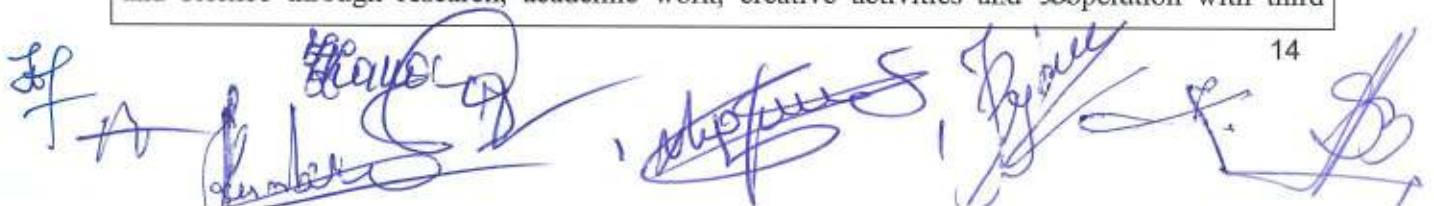
The *second* scenario is **SMART UNIVERSITY** and strategic lines are presented on pages 30-32.

The *third* scenario has to do with the creation of a **PROFESSIONAL LEADER UNIVERSITY** and the strategic lines for achieving this goal are presented on pages 32-36.

All goals and scenarios are presented in detail in the strategic plan. The action plan is described in details for each scenario. The strategic lines along with the instruments for achieving them, the time frame, the responsible people for their implementation, as well as the cost of each action are as below

UV Strategic Goals according to the Development Strategy are focused and presented on pages 37-40.

The Statute [E1.1], the Development Strategy [E1.66] and the Strategic Plan [E1.55] are coherent and aim to implement the mission and goals of UV. The mission of the institution is to provide study programmes in various fields in the three study cycles of higher education, as well as study programmes of professional character, referring to levels 5, 6, 7, and 8 of the Albanian Qualifications Framework [E1.1, article 3]. The second mission of UV is to promote knowledge and science through research, academic work, creative activities and cooperation with third

parties. UV conducts its activity in several directions such as contemporary teaching, more influential services in the community, basic and applied scientific research work, etc. [E1.1, Article 3]. Some of UV goals UV are: the development of culture, science, economy and performance of its activity within the national and international education system, provision of equal opportunities, promotion of internationalization, etc. [E1.1, Statute Article 4].
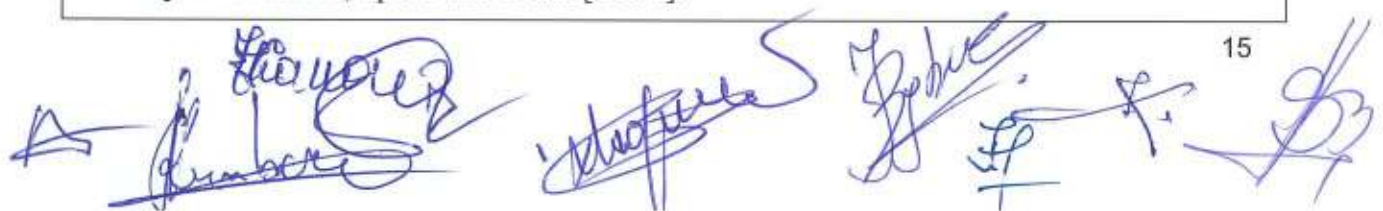
Institution publishes the annual report, submits it to the Ministry of Education and Sport, academic staff and students (Chapter III Standard I.6)

Every year, UV prepares its annual report which reflects all its activities [E1.73, E1.74]. The annual report of the last academic year (2018-2019) clearly reflects all UV activities [E1.74]. The report presents in detail the inter-institutional collaborations, projects and scientific research activities of each Faculty / Department / Lecturer. Besides, it presents the education programs and fees for the upcoming academic year as well as the data for tracking students who have completed at least one cycle of studies at UV. Details are also presented on the number of current students. the number of excellent students, etc. Additionally, the report presents various internal acts such as amendments to the Statute and Regulation. Other areas included in the Annual Report are the activities of the Internal Quality Assurance and Institutional Assessment Unit, the data of the Student Councils and their representation in the governing bodies of the HEI. Data on the mobility of academic staff, academic and administrative supporting staff and students who have benefited from mobility from various programs are presented in the annual report too.

In addition to the academic issues, the annual report presents in detail the activity of the Board of Administration as well as the annual financial report of UV. Finally, the report also presents the internal audit activities of UV [E1.74]. The annual reports which are prepared and presented by UV are in accordance with the Law on Higher Education, bylaws, as well as the Statute and the Internal Regulations of the UV.

The annual report is important for the Faculties, Departments and all UV Units. The report, in addition to presenting in detail all the activities of the HEI, is a good tool for improving the Institution. The information presented in the report enables the authorities and governing bodies to determine the strengths and weaknesses in order to take further steps for improving them in the future. This report also helps in the process of internal and external evaluation of the Institution. Internal Quality Assurance and Institutional Assessment Unit Regulation [E1.48] clearly states that the purpose of this Unit is to establish an effective system that governs the academic activities, and administrative and financial functions of the Institution (Article 3). The Internal Quality Assurance and Institutional Assessment Unit aims to control quality by cooperating with the Internal Quality Assurance Agency (ASCAL) [E1.48, Article 16 point 1].

The annual reports of the Institution serve as referential documents for the Internal Evaluation Group and a presentation of the real situation. At the same time, annual reports apply to the evaluation of UV by External Evaluation Group. The annual report is approved by Academic Senate [E1.75] and Board of Administration [E1.76]. Upon approval, the Rector forwards the Annual Report to the Heads of the Main Units and the Heads of the Basic Units. The latter forward the Report to the academic staff and academic assistant who are under their responsibility. UV publishes the Annual Report on its official website and forwards it to the Ministry of Education, Sports and Youth [E1.77].

Organisation of Higher Education Institutions

Institution establishes appropriate structures to accomplish its mission and purpose
(Chapter III Stancarc II.1)

Autonomy and academic freedom are defined by Law no. 80/2015 (Article 3) and the Statute of UV. Pursuant to the Statute of UV [E1.1, Article 5, point 1] *"UV includes and guarantees in its education and study programmes the free expression of scientific, cultural, political, trade union and religious ideas ..."* and pursuant to Article 6, point 2 of the Statute, UV carries out its institutional activity autonomously. Additionally, pursuant to Article 3, Point 3, academic staff involved in teaching or research at UV have academic autonomy and freedom. UV Regulation also provides for autonomy and academic freedom. (UV Regulation, Article 4). The autonomy and academic freedom that UV has, gives it the opportunity to achieve its goals and mission as defined in the Statute (Article 3, 4, 6), the Development Strategy (pages 9-10) and the Strategic Plan [E1.1, E1 .55, E1.66].

This freedom is expressed in teaching, scientific research and freedom in creativity [E1.1 Articles 3-6]. UV lecturers have the freedom to create their own syllabi and curricula, to carry out scientific research activities in their area of interests and they are free to create patents, inventions, etc.

UV has in its composition the Main, Basic and Auxiliary Organizational Units to exercise autonomy within the competencies [E1.1, Article 8]. UV consists of four (4) Main Units (Faculty of Economics, Faculty of Public Health, Faculty of Humanities and Faculty of Technical and Natural Sciences) [E1.1, Article 9]. UV has sixteen (16) Basic Units in total [E1.1, Article 10].

They are as below:

1. Faculty of Economy

    a. Department of Business

    b. Department of Finance and Accounting

    c. Department of Economics

2. Faculty of Public Health

    a. Department of Nursing

    b. Department of Health Care

3. Faculty of Humanities

    a. Department of Justice

    b. Department of Albanian Language and Literature

    c. Department of Education

    d. Department of Foreign Languages

4. Faculty of Technical and Natural Sciences

    a. Department of Marine Engineering and Technology

    b. Department of Marine Sciences

    c. Department of Physics

    d. Department of Biology

    e. Department of Mathematics

    f. Department of Computer Science

    g. Department of Chemistry

Based on the legislation in force, UV has set up 4 Scientific Research Centers. The four Scientific Research Centers which operate in UV are as below:

1. Scientific Research Center of the Faculty of Technical and Natural Sciences;

2. Scientific Research Center of the Faculty of Economics;

3. Scientific Research Center of Public Health;

4. Scientific Research Center of Albanology and Balkan Studies.

In addition to the Main and Basic Units, UV also has auxiliary structures and units [E1.1, Article 13]. Auxiliary units are under the dependence of the Rector, Administrator or Board of Administration The Units structure is approved by the Academic Senate [E1.22]. UV auxiliary units are:

1. Directorate of Communication and Human Resources

2. Directorate of Education for First and Second Study Cycles (I & II)

3. Directorate of Internal Quality Assurance and Institutional Development

4. Sector of Academic Promotion and Scientific Publications

5. Directorate of Support Services

6. Sector of Audit

Directorates 1, 2, 3 and the Sector of Academic Promotion and Scientific Publications are under the dependence of the Rector while the Directorate of Support Services is under the dependence of the Administrator. The Audit Sector is under the dependence of the Board of Administration [E1.22].

UV provides programmes in all the three study cycles [E1.78]. It offers a total of 61 study programs (Bachelor, Professional Master, Master of Science and Doctorate). The Faculty of

Technical Sciences offers 21 study programmes (Bachelor, Professional Master, Master of Science and Doctorate) while the Faculty of Public Health offers 6 study programmes (Bachelor, Professional Master and Master of Science). The Faculty of Humanities offers 18 study programmes (Bachelor, Professional Master, Master of science) while the Faculty of Economy offers 16 study programmes (Bachelor, Professional Master, Master of Science). UV has drafted and approved the Scientific Research Strategy [E1.79]. This strategy clearly states that UV conducts basic and applied scientific research [E1.79, page 4]. Each of the Faculties has its own research strategy and it also conducts basic and applied research [E1.80]. In the Faculty of Public Health, Applied Scientific Research is conducted in laboratories and the simulation center. [E1.81 and https://univlora.edu.al/laborator-fshp/].

In order to meet one of the main goals of UV (Leader in the Region and conducting activities with third parties), the Interdisciplinary Research Center for Regional Development has been established [E1.82]. The mission of the center is mainly on multifunctional activities in terms of organization, management and development of education and training, support and development of scientific research work and projects in interdisciplinary fields, innovation promotion, construction of a qualitative education system, etc. [E1.1 , Article 12 and E1.83]. The Regional Development Center operates on the basis of its Regulation [E1.83] and Strategy [E1.84]. RDC tries to provide life-long learning in Vlora area by targeting UV students and alumni [E1.83].

UV faculties meet the criteria and consist of at least 3 Basic Units. Based on the UV organogram [E1.85], Faculty of Economy consists of three (3) Departments, Faculty of Technical Sciences consists of seven (7) Departments and Faculty of Humanities by four (4). Pursuant to Law 80/2015 (Article 26), Faculty of Public Health has in its composition two (2) Departments and a Research Center which functions as a basic unit [E1.1 Article 9 and Article 10].

The basic units have at least seven members, three of whom have scientific degrees. The evidence [E1.86], [E1.87], [E1.88] and [E1.89] shows the lecturers of each Basic Unit and their scientific degree in Faculty of Economy, Faculty of Public Health, Faculty of Humanities and Faculty of Technical Sciences respectively. All information on Faculties, Departments, academic staff, etc. can be found on the official website of UV, http://univlora.edu.al/ which is also available in English for most of the sections.

Management bodies facilitate decision-making by favouring debate in institution boards
(Chapter III Standard 1.3)

Permanent commissions are collegial bodies which perform functions in the areas defined in the statute (E1.1, Article 22). Members of the Permanent Commissions cannot be part of the Governing Bodies or members of Collegial Bodies. Pursuant to Article 23 of UV Statute, the Council of Ethics examines issues related to ethics in the activity of the University, expresses itself with a decision and proposes to the Rector to take disciplinary measures. The new Council of Ethics of the Institution was established by decision of the Academic Senate [E1.36]. Upon decision of Academic Senate UV has approved the establishment and functioning of permanent commissions [E1.90]. The approved commissions are as below:

1) Commission for Institutional Quality Assurance at institutional level

2) Commission for Relations with Students at the institutional level Commission for Internal
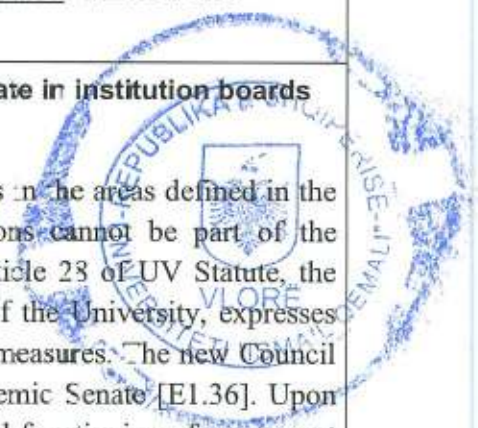
Quality Assurance for each Faculty

3) Commissions for Student Relations for each Faculty

4) Commission for awarding the scientific degree "Doctor",

Commission for awarding the scientific degree "Doctor" was established on 26.02.2018 [E1.28]. A procedure from the moment the jury is set up to evaluate a candidate's dissertation until the diploma is signed by the Dean and the Rector is presented in evidence [E1.30].

In addition to the above mentioned commissions, UV Statute [E1.1, Article 22] also provides for the Commission for the Promotion of Academic Staff which consists of seven members.
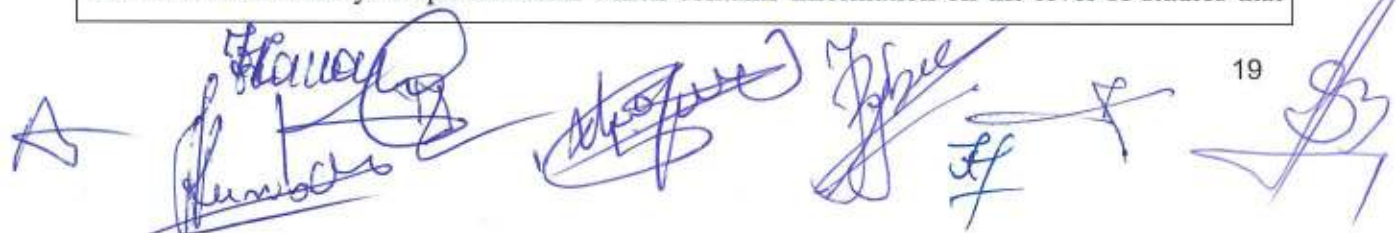
Partnership

Institution conducts market research to accomplish its mission and purpose (Chapter III Standard II.1)

UV has made serious efforts to keep constant contacts with regional actors such as stakeholders, businesses, public and private institutions, or employers who employ its students etc. For this reason, it organizes periodic meetings in order to discuss with them the strengths and weaknesses of students and to improve the study programs where necessary. The last meeting was organized on 18.12.2019 at UV. The meeting was attended by members of the UV Rectorate and associates ' external representatives such as the Vlora Labour Office, the Chamber of Commerce, the Education Office for the Region Vlora-Himara, National Commercial Bank, the Chairman of the Tour Operators, the Order of Nurses, the Regional Directorate of Health Care, Regional Directorate of Environmental Protection, AlbSale Vlora (limited liability company) etc. [E1.91]

Every year UV participates in the Opening Ceremony of the Tourist Season of Vlora city organized by the Municipality of Vlora with the aim of increasing the direct contact with regional tourist operators, (https://univlora.edu.al/2019/05/21/hapja-e-sezonit-turistik-te-vlores-panairi-kulinar-vlora-turistike-ju-mirepret/) In addition to the above, every year UV participates in the job fair organized by the Vlora Labor Office. A detailed report on UV participation in the job fair for the 2019 calendar year is presented in [E1.92].

UV also maintains contacts with Regional operators such as the Order of Nurses in Vlora, Fier, etc. by being regularly informed about the number of nurses expected to retire in the coming years [E1.93 pages 15 and 52]. At the same, market research is conducted in order to know the real needs and to address them appropriately before opening new study programs. Examples of market research are presented in [E1.94 page 42-50] for the new Bachelor programme in English "Translation-editing for special purposes" and in [E1.95 page 46-47] the new Professional Programme "Aquaculture and Hygiene of Fishing Products".

UV has set up at the Directorate of Education for Cycle I & II, the Career Counseling Sector, ALUMNI and cultural-sports activities. This sector regularly monitors the employment of graduates At the beginning of each calendar year, the Rector of UV sends a letter to all Public Institutions in the District of Vlora in order to monitor and track former UV graduate students. The letter also conveys a specific form which contains information on the level of studies that

the employees of these institutions have attended at UV. Evidence [E1.96] presents the monitoring and tracking procedure from the moment UV sends the request and the form to be completed, up to the response of the respective Institutions. In addition to contacts with the institutions of the Vlora Region, UV also contacts its former students in other regions by email in order to monitor whether these students are employed or not [E1.97]. A good practice is presented in [E.1.93 page 52] which shows the number of employees in primary and secondary health services and how many of them have completed a cycle of studies at UV.

UV has created a specific section for Alumni on its official website (https://univlora.edu.al/alumni/). This is the link where former UV students may request various information or register through the UV Alumni Registration form. Based on this data, UV has built an Alumni database that it constantly updated. [E1.98].
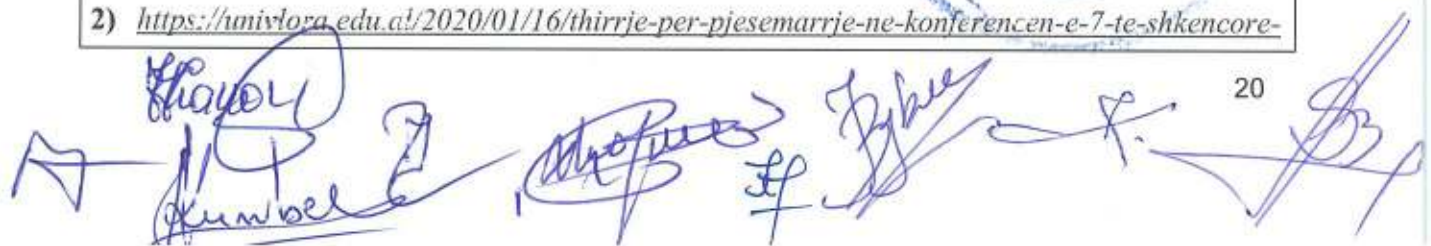
The activity of the Institution is developed on the basis of the legislation in force, by respecting the rules of competition. UV approves and makes public the criteria [E1.99], admission quotas and tuition fees [E1.100]. Admission criteria are published on the portal https://ualbania.al/ and a copy is forwarded to the Ministry of Education, Sport and Youth. An example of the publication of study quotas, criteria and fees is given at this link (https://ualbania.al/Universitet/Info/7?fakultetID=62&degaID=264). Throughout the procedure for attracting as many students as possible, UV follows academic values and moral principles. The institution follows and enforces all laws and regulations on public procurement. Each procurement is published at http://www.app.gov.al/ and all procedures are followed according to the legislation in force.

Institution pursues an open strategy of collaboration and partnership at a regional, national and international level (Chapter III Standard III.2)

It is really important for UV to closely cooperate with local, national and international partners. The Academic Senate has adopted the UV Internationalization Strategy [E1.57] for 2016-2020. UV cooperates with local authorities to achieve its goals. Every year UV cooperates with the Municipality of Vlora for the organization of the Graduation Ceremony at the Sport Palace of the city. In other cases, UV cooperates with local / regional partners (Vlora District) in European projects or with other institutions such as the National Commercial Bank to enable employment of its students. Other examples of cooperation at the national level are, for example, cooperation with Certipass digital skills for the European platform EiPASS or cooperation *with the Center for Civic Legal Initiative*. Other examples of the agreements at the national level are the ones with the Albanian Directorate of Industrial Property [E1.101] and the organization of joint activities and the cooperation with Albanian Post for the issuance of the Student Card, or with the Albanian American Development Foundation. The list of different collaborative activities is presented in the evidence [E1.102].

Additionally, UV cooperates with other national institutions of higher education for scientific research, [E1.103], participation in European projects [E1.59], organization of joint activities etc.

1) *https://univlora.edu.al/2019/10/16/konferenca-shkencore-nderkombetare-me-teme-marredhemet-shqiptaro-kineze-tradita-gjendja-dhe-e-ardhmja/*

2) *https://univlora.edu.al/2020/01/16/thirrje-per-pjesemarrje-ne-konferencen-e-7-te-shkencore-*

20

sfidat-shkencore-per-zhvillim-te-qendrueshem-2020-18-prill-2020-struge/?fbclid=IwAP3LBy3WKL-KJxm4y49rSplX3HMUobgicKvF-_UfwMqIIrREDaky-4EGhok

3) *https://univiora.edu.al/2019/11/22/konferenca-e-katert-per-studime-gjuhesore-letrare-dhe-kulturore-languages-travel-the-world-challenges-and-perspectives-in-language-literary-and-cultural-studies-in-the-technological-era/*

4) *https://univiora.edu.al/2018/10/29/1st-international-conference-on-marketing-and-tourism-2018-icmt-2018/*

5) *https://univiora.edu.al/2019/09/25/konferenca-e-dyte-nderkombetare-per-kerkime-te-reja-dhe-perparime-ne-shkencen-kompjuterike-dhe-teknologjine-e-informacionit-krp-shkti-2019/*

6) *https://univiora.edu.al/2018/06/06/konferenca-e-katert-nderkombetare-e-shkencave-te-aplikuara/*

The Development Strategy emphasizes the importance of cooperation in order to develop the Institution [E1.66, pages 13-20]. This goal is clearly set out in the UV Strategic Plan [E1.55]. One of the main scenarios of UV is its Internationalization / Globalization. The strategic lines for achieving this goal are presented on pages 27-30, while the detailed action plan for achieving this goal is presented on pages 42-56.

The institution contacts and organizes meetings with employers and does market research, discuss its needs, as its ultimate goal is to direct new studies towards the real market needs. Before participating in national and / or international projects or before opening new study programs, UV studies in detail the labor market, local and / or regional needs. In recent years, UV, based on its many years of tradition, has focused on scientific research projects related to the field of teaching, public health, etc. In the field of public health, it has applied for the Horizon 2020 scientific research project called IMPULSE.EU, while in the field of Higher Education it is trying to open a doctorate within the framework of MARDS project. Despite its tradition, UV also focuses on the national and international trend for project applications. In this context, the implementation of the KNOWHUB project has started, which aims to build incubators for the creation of start-ups and cooperation with businesses, which is foreseen in the third scenario of UV Strategic Plan. The list of projects in which UV has applied and those it is implementing at present can be found in the Evidence [E1.58 and E1.59].

Before opening a new study program, UV studies the market in detail. Examples of market research are presented in [E1.94, pages 42-50] and [E1.94, (pages 46-47]. In the framework of the reorganization of the study program in Justice (from the 3-year Bachelor program to the integrated 5-year program), the Department of Justice has conducted a detailed market research in order to verify the contribution and the need for reorganization. The department has studied the local and regional employment trend, labor market needs that this programme reorganization will meet, potential student employment, preliminary agreements and requests from private operators, public employment institutions, etc. [E1.104, pp. 51-56]. As noted above, in the framework of the implementation of its strategy and strategic plan, UV cooperates with local and regional partners. A detailed list of collaborators / agreements is presented at evidences [E1.41a, E1.41b, E1.41c, E1.105].

The signing of agreements can be initiated by the academic staff, the foreign relations office or

the collegial bodies of the UV. UV has worked hard to sign agreements with counterpart institutions. It has more than 40 active Memorandums of Understanding while others have not been renewed [E1.106]. Given the fact that many agreements were signed on paper, but were not implemented, UV drafted a specific procedure for the implementation of these agreements and their evaluation of whether they should be renewed or not [E1.107]. Details on the implementation of agreements (joint projects which have been applied, mobility or scientific research activities which have been developed, or other activities) with each counterpart institution are presented in the Evidence [E1.108].

Institution pursues a cooperation strategy with other supporting institutions (Chapter III Standard III.3)

The institution cooperates with many different institutions to provide services to students. Following this cooperation, Post Office of Vlora offers the students card (http://arsimi.gov.al/paki-per-universitetin-vlore-nis-shperndarja-e-kartave-te-studentit/) whereas the Municipality of Vlora offers its capacities for the organization of various activities such as graduation ceremony, sports activities, etc. (https://www.facebook.com/690071477689556/posts/2437335219629331/. In order to complete their studies at UV, students are required to attend internships in respective fields of study. For this reason, UV cooperates with numerous institutions such as Educational Directorates, hospitals in Vlora and Fier, Banks, the Court, District of Vlora, etc. [E1.105].

Institution pursues a favouring policy for mobility of academic personnel and students at an international level (Chapter III Standard III.4)

One of the objectives of UV is its internationalization. Based on this objective, UV has developed the Internationalization Strategy [E1.57]. Also, it has organized and / or participated as a co-organizer in many international activities. A list of international conferences organized by UV is presented in Evidence [E1.31]. Some other international activities that UV has recently participated in are:

1   https://univlora.edu.al/2020/02/04/pedagoget-e-fakultetit-te-shendetit-publik-morren-pese-ne-trajnimin-walk-through-for-universities-on-universal-treatment-curriculum-for-substance-use-disorders/

2   https://univlora.edu.al/2019/12/18/dita-kombetare-informuese-erasmus/

3   https://univlora.edu.al/2019/12/13/uctm-uv-ëorkshop-dy-ditor-mbi-kerkimin-shkencor-me-impakt-ne-zhvillimin-e-qendrueshem/

4   https://univlora.edu.al/2019/11/11/universiteti-ismail-qemali-nenshkruan-anetaresine-ne-magna-charta-universitatum/

5   https://univlora.edu.al/2019/11/11/takim-bashkepunimi-nderinstitucional-ne-fushen-e-arsimit-te-larte-me-institucione-te-arsimit-te-arte-te-kines/

6   https://univlora.edu.al/2019/10/29/erasmus-seminar-contact-me-ballkanin-perendimore/

UV has followed ambitious policies for signing a large number of agreements with European counterparts. UV has drafted *the Regulation on the Implementation of Inter-Institutional*

Agreements under the Erasmus + KA107 International Credit Mobility program [E1.109]. For this reason it has signed 56 KA1 agreements for short mobility for academic staff, academic supporting staff and students [E1.61]. Due to these agreements, from 2017 till present, 98 students, 111 lecturers and 23 UV academic / administrative support staff from all Faculties and Departments have benefited from short-term mobility with European funding [E1.62, E1.63, E1.64]. Besides, UV in its action plan for External Evaluation Group recommendations, has provided in its budget a specific fund for the mobility of academic staff in scientific and training activities abroad [E1.23]. Furthermore, UV has assisted and encouraged its academic staff to attend Sabbatic year [E1.110].

In addition to the Internationalization Strategy [E1.57], and Erasmus + *Regulation* [E1.109], in order to attract as many foreign students as possible, UV has drafted the Erasmus + Guide [E1.111]. Erasmus + Guide, which is only in English, presents all the steps to be followed since the moment a foreign student decides to attend UV for his studies for a short period of time, till he/she leaves. The guide provides specific details regarding various options on how to come to Vlora, the procedures for obtaining a residence permit, accommodation, etc. The steps mentioned above are the basic policies that UV has designed and implemented for the integration of foreign students., The Foreign Relations Sector keeps continuous communication with foreign students and assists them in any problems they may encounter during the whole period they attend their studies at UV . In order to attract as many foreign students as possible, UV has prepared and published on the web all the courses that can be offered in foreign languages (excluding study programs offered by the Department of Foreign Languages) [E1.112]. These policies aim to increase the number of foreign students who chose UV for a period of their studies [E1.62].

UV does its best to integrate the invited staff and foreign researchers in its activity. The institution has set up the Diaspora Network [E1.52] with the aim of making the diaspora a bridge between UV and other European or World Institutions. Pursuant to the decision of SA (Academic Senate), each Faculty can invite 2 foreign lecturers to give lectures and their expenses are covered exclusively by UV budget [E1.113, E1.113.a]. UV invites professors from other universities in Albania or the region. A detailed list of the invited lecturers is provided in evidence [E1.114a, E1.114b, E1.114c]. Under the KA1 agreements, in the last three years 43 foreign lecturers have visited the Institution and conducted teaching and / or research activities at UV. [E1.63].

Conclusion and Judgement

UV has worked hard not only to meet the shortcomings , weaknesses or recommendations made by the External Evaluation Group in the previous accreditation processes, but also to apply good practices based on European experiences. Designing and developing a scheme for continuous training of new recruited staff, cooperation and internationalization of UV with increasing mobility and the number of applications and absorption of foreign funds are just some of the achievements of UV. Besides, the establishment of the Consultative Board and periodic meetings with local stakeholders are examples of good practices. Moreover, UV has set up the Internal Quality Assurance and Institutional Assessment Unit. It has also drafted a Development Strategy and a detailed Strategic Plan and it is implementing them with significant positive results so far. UV has drafted a statute and a new regulation based on the new law and bylaws.

In order to fulfill its mission and goals, UV has organized special structures with separate tasks. The decision is made after long discussions and constructive debates of any proposal and opinion. The above mentioned evidence provides the institution with effective management. UV efforts to systematically monitor the employment of its graduates have improved with visible results, although there is still much work to be done in the future.

Based on the analysis and evidence reported in this report, The Internal Evaluation Group concludes that **STATE QUALITY STANDARDS FOR THE FIELD OF ORGANIZATION AND MANAGEMENT OF THE INSTITUTION ARE FULLY MET**

2 - EVALUATION AREA: RESOURCING

Management of human resources

Institution pursues an open policy of human resources employment and recruitment
(Chapter III Standard IV.1)

The full organogram of the university is published on its official website (https://univlora.edu.al/en-organigrama/) according to the respective positions of all employees. [E1.1, E1.85]. In addition to full-time employment, the university also employs part-time human resources for its institutional needs [E1.5, E2.1, E2.2, E2.3 E2.4, E2.5].

For each new vacancy which is presented, a publication is made in the Bulletin of Public Notices and on UV official website (https://univlora.edu.al/2019/12/04-njoftim-punesimi-27/) and then it is proceeded pursuant to Articles 27, 28, 29 of the UV Regulation [E1.5] and SA (Academic Senate) decision on employment proceedings [E2.5] in full transparency with the legal framework. [E2.5.a, E2.5.b,]

UV follows encouraging policies for the promotion of its staff, [E1.32, E1.33] being it full-time or part-time, invited or contracted, by offering the possibility of promotion to attend a doctorate in mathematics for all interested staff [E1.30] or ongoing trainings [E1.26] in the institution and by encouraging staff participation in these activities. Among the activities which have been organised for this purpose we can mention the training on 'Steps and Techniques of Writing a Qualitative Proposal Project", or "Informative session by national representatives of Erasmus + Office in Albania" (https://univlora.edu.al/aktivitete/) etc. which aim to encourage and promote academic staff.

Pursuant to Article 31 of UV Regulation [E1.5], the main units before the beginning of each term or during the academic year, based on the necessary needs for the completion of the teaching process, forward for approval to the Rectorate the list of invited academic staff, being it full-time, part-time or contracted, adhering to the number approved by the Board of Administration for this category of employees. Competition for academic staff for both categories is done through file evaluation. The candidate must first meet the general requirements set out in Article 28 of the UV Regulation and specific criteria set out in the regulations of the main units. The selection is made in accordance with the law 80/2015 of Higher Education (amended) and the employment regulation of UV [E2.5].

Academic Senate's Decision [E2.6] clearly sets out the rules and procedures for hiring academic support staff and the respective steps which are taken to recruit staff [E2.6, E1.1, E1.5] since the vacancy is announced for academic support staff from the basic unit / main unit / or any other unit at the institutional level, to which the staff serves, the preparation of the request, the announcement of the competition, the approval of the required criteria or qualifications for the vacancy, the request forwarded to the relevant unit to review it, the announcement of the public competition on the Institution's Website as well as on the Public Notices Bulletin, the 14-day deadline given to candidates to apply from the publication of the announcement on the Institution's Web, the set-up of an ad-hoc commission by order of the Rector for the review and evaluation of the candidacies which proceeds according to the steps required in this case in accordance with the employment regulation and procedure of UV up

to the selection of the winning candidate [E2.7]

One of the main goals of UV, with the aim of increasing its internal quality, is the recruitment of academic staff who have been qualified at prestigious international universities. These candidates are given priority in employment policies pursued by UV [E2.8].

Institution pursues a policy of integration of academic staff, assisting teaching, scientific staff and administrative staff (Chapter III Standard IV.2)

UV follows an integration policy for all its employees, being them full-time, part-time, invited or contracted by strictly and correctly implementing the employment procedure of its academic or administrative staff [E1. 66, E1.26]. The statute and its internal regulations clearly define the criteria and procedures of employment [E2.5 E.2.9] and this is applied in accordance with the legal basis. In the framework of the integration of new academic staff, UV has approved the Strategy for Continuing Training of Young Researchers [E1.26] and the European Charter and Code for Researchers which encourage and integrate staff in UV policies and training for this purpose. [E1.27]

At the same time, the university engages its staff to arrange open days, [E2.10, E2.11, E2.12] or information days for students in various high schools in the city, the region and beyond. The aim of these information days is to promote UV and attract as many students as possible to become part of the study programmes offered by it. These informative sessions are accompanied by several information tools such as brochures [E2.13], leaflets, posters, PowerPoint presentations, etc. which reveal and provide a brief overview of the policies followed by the university and its study programmes [E2.14]. More details on these activities can be found on UV website. (https://univlora.edu.al/category/aktivitete/). UV favors and supports the integration of its staff in its social life. It fosters and encourages its staff members to become part of various entertaining, informative, literary, sports, etc. activities organized by the institution, or even by other institutions or organizations in the district of Vlora [E2.15, E2. 16] and not only.

Institution pursues a policy of periodic assessment of its staff skills (Chapter III Standard IV.3)

UV follows a training plan according to the priorities set out in its Strategic Development Plan [E1.55] and in the approved Research Strategy [E1.79].

One of the main goals of recent years and one of the most important policies of UV is its internationalization [E1.57]. UV has developed and is implementing a strategy for young researchers and scientific research [E1.26, E.2.19]. UV encourages staff promotion and training with the activities it offers in its premises and it supports financially their participation in national and international conferences and scientific activities as well as their paper publications in academic bulletins and prestigious scientific journals with the aim of increasing the scientific level of its own staff [E2.20]. Besides the university encourages, supports and finances the participation of staff in the sabbatical year [E 1.110, E1.110.a] to conduct research in universities abroad. UV evaluates the achievements of its staff by making an evaluation of their performance at two levels. So, they are evaluated by the department and by the Internal Quality Assurance and Institutional Assessment Unit. The procedure followed for this type of

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evaluation can be found in this evidence. [E2.22]

UV has already set up a jury for the scientific degree "Doctor" in Mathematics, which includes a professor from the University of Prishtina, Kosovo. [E2.23, E2.24] The practice for awarding the title "Professor", is not applicable in UV, but only in the University of Tirana, as UV does not meet the criteria for awarding such an academic title.

Institution pursues a social development policy (Chapter III Standard V.4)

Despite their engagement in academic and scientific research life, UV employees are also engaged in other social activities in which they give their contribution to society and community [E1.55]. In this context, it is worth mentioning as examples of good practice the contribution of the representatives of the Faculty of Public Health who constantly organize a number of activities of social character and awareness of the population on tangible and influential issues and health care services in communities, such as "Donate Blood "," World HIV and AIDS Day ", the fight against cancer, smoking or even mental health campaigns, women's health etc (https://univlora.edu.al/sherbime-per-komunitetin-promocion-shendetsor) [E2.25]

Another example of good practice, which is worth mentioning, is the establishment of the Law Clinic at the Department of Justice [E2.26], a project which is funded by the European Center and the US Embassy in Albania. Other examples include the organization of theatre plays by students of the Department of Justice, organization of sport activities [E2.15] entertaining or informative activities, etc. [E2.26, E2.27, E2.28]. Thus, it can be said that the policies pursued and implemented by the institution are in full compliance with the legal framework, not only for students and its employees, but also beyond, by giving its contribution to the community [E1.1].

Standard II.2 - Institution provides effective management of human resources (Chapter III Standard II.2)

UV Statute, specifically, Articles 45 and 46, clearly define the functions and hierarchy of the recruited human resources. UV ensures efficient management of human resources for assigning responsibilities according to respective functions, by 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 UV recruitment. [E 2.30, E2.31].

Financial management

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

UV distributes and uses financial resources in accordance with the rules and standards of the budget program and public financial management [E1.1, Article 87]. It drafts the budget at the beginning of each year depending on the specific requirements and proposals coming from the basic and main units [E2.32], as well as the medium-term budget depending on the rules and procedures set by the Ministry of Finances and Board of Administration regulation [E2.33]. The drafting of the budget, as for any other institution of higher education is done

according to the structure of the State Budget, determined by the instructions and guidelines of the Minister of Finances of the Republic of Albania. After drafting, the proposed budget is discussed in the Academic Senate [E2.32] and in the Board of Administration [E2.33] of the institution. After approval, the detailed budget [E2.34] is transferred to the finance office for management and it is delegated depending on the requirements or needs of the respective units which have been previously presented [E2.35].

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

Pursuant to Article 13 of UV Statute, the Administrator is responsible for the implementation of financial policy. Under his/her dependence are the Directorate of Support Services, the Finance and Budget Sector, the Procurement Sector and the Services Sector. The Audit Sector is subordinate to the Board of Administration, which is the highest collegial administrative body of UV that guarantees it's financial and administrative progress. The Finance Office drafts detailed financial reports [E1.23] and it implements the drafted budget strictly and rigorously [E1.24] by following a transparent policy of financial resource allocation which it regularly publishes on UV website (https://univlora.edu.al/raporti-financiar/)

Moreover, the Budget Management Sector is responsible for compliance with accounting rules, in accordance with the guidelines and criteria of financial administration of other public institutions [E2.36]. UV analyses all monitoring indicators of the implementation of financial policies [E2.37] and implements accounting rules based on the relevant legislation in force as well as the rules of financial administration, which are the same for other institutions. In the periodic meetings of Board of Administration [E2.38, E2.39] the indicators of the implementation of the financial policy are analysed, and its the detailed results are regularly published on the institution official website. / (https://univlora.edu.al/raporti-financiar/).

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

The institution is subject to its internal audit carried out by the audit department on regular bases. [E2.40]. The establishment and operation UV Internal Audit Unit was approved [E2.41] following the decision of the Academic Senate (No. 83, dated 12.12.2016) Pursuant to point 1 of article 116 of Law 80/2015 "On Higher Education and Scientific Research in the Republic of Albania", in addition to the internal audit, UV is also subject to the audit of the Ministry of Education, Sports and Youth. These inspections are periodic [E2.42] and all reports created after them along with relevant recommendations are made public and discussed at meetings of the Board of Administration [E2.43] and UV staff. The reports of High State Control, the audit of the Ministry of Education, Sports and Youth and the audit of the institution itself are regularly discussed in the meetings of Board of Administration [E2.44] and the decisions of these meetings are published regularly on the official website of UV. (https://univlora.edu.al/bordi-i-administrimit/)
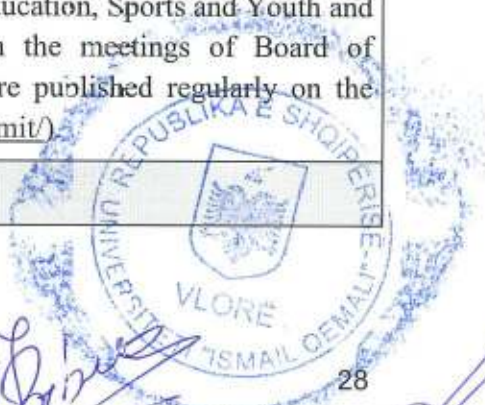
Information Management System

Institution has an information system (Chapter III Standard VII.1)

UV has provided the relevant structures for the development and dissemination of information both vertically and horizontally. The activity of these structures is clearly defined in the Statute of the UV, (Articles 29-50, pp. 23-35) [E1.1] in the regulations and internal self-regulatory acts. Coordination and function of inter-university institutional relations in UV are determined by Academic Senate Decision on "Regulation and exercise of competencies of the authorities and governing bodies" [E2.45].

Referring to SA's Decision on "Approval of Some Changes in UV organogram" [E1.85] the IT sector is responsible for the coordination and Management of Information Systems (MIS) in UV which is under the dependence of Directorate of Communication of Human Resources. The activity of this sector is coordinated by the head of the sector at the institutional level and by the IT specialists at the main unit level. The *Information Specialist* is also responsible for coordinating the Management of Information System in the Communication and Public Relations Sector and its duty is to coordinate internal information, along with a *Specialist (Web translator and curator)*, who serves to coordinate external information.

To support and facilitate the function of academic, administrative, and digitalization of data, UV has provided the Management System of Teaching Information. [E2.46], [E2.47] UV is an institution which follows a good and transparent policy regarding the management, development and publication of information, both within or outside the institution, and by maintaining the confidentiality of data.

UV has developed a clear policy on recording, administering and processing data [E2.48]. The information which is provided by MIS [E2.46] serves to compile the annual and periodic reports of Directorate of Education for First and Second Study Cycle and Directorate of Communication of Human Resources. Internal Quality Assurance and Institutional Assessment Unit compiles the questionnaire analysis report, the content of which has been approved by Academic Senate Decision [E2.49a] [E2.49b]. Data reflected in this report provide important information for the Main / Basic Units for further improvement of academic activity and curricula. In addition, UV has made available to students and academic staff a special electronic address for addressing complaints, approved by Academic Senate Decision [E2.50].

UV through its digital platform [E2.51] offers opportunities for students and any interest group, to have a clear orienting, helpful and transparent overview of the academic, administrative, social, and cultural and sports it offers within or outside the learning process [E2.52]. This site provides information about the history, composition and function of the institution, the statute and regulations of the relevant directorates and departments, the number of students and academic staff, etc [E2.46]. At the same time, UV makes public its annual report, which contains statistical data regarding its main / basic units and the institution itself, in accordance with its transparency program [E2.53, E2.54].

Institution coordinates activities in the field of information technology (Chapter III Standard VII.2)

To enable the coordination of information either horizontally or vertically, UV has applied UVMS, an integrated system for teaching management and other services available to its students [E2.47]. The primary goal of the system 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 UVMS is secure and easily verifiable by only authorized employees.

UV has clearly defined the responsible staff who has access to personal and electronic personal data. The responsible structure for managing the computer program database is the IT office. The head of the IT Office is responsible for processes such as: collecting, recording, storing, sorting, adjusting, editing, using, applying, blocking, deleting or destroying personal data made through this computer program. It is important to emphasize here that the personnel who have access to this data, use them in accordance with the regulation on "Protection, processing, storage and security of personal data", a regulation approved by the Academic Senate Decision, which is in accordance with Instruction no. 07, dated 09.06.2010 "On the processing of personal data in the Education Sector" [E2.53].

Any documentation based on UVMS data is verified with the database in hardcopy (various registers or other documents) and takes legal form only when it is signed by the responsible person. The communication between the academic staff / academic supporting staff and the students (and vice versa) is done through the official email addresses of the staff and students (name.surname@univlora.edu.al). The IT office has made available its instructions manuals to all UV academic staff and students [E2.55].

UV has made available to its staff and students 1 (one) audiovisual room, three (3) computer rooms and 1 (one) multimedia hall. UV offers several lecture halls which are equipped with audio-visual tools such as projectors, smart boards or computers depending on the study programme and the relevant courses. In regard to organizing lab hours, UV has made available to each faculty / department 25 teaching laboratories in which can be found 1 (one) computer lab in Building A and 2 (two) in Building B [E2.56]. Each laboratory contains the appropriate computer software in accordance to the requirements of the department [E2.57]. At present UV does not offer distance education programmes.

Institution manages real estate (Chapter III Standard VII.3)

Article 39 of UV Statute [E1.1] clearly states that UV has taken over 3 (three) state buildings under the ownership of Ministry of Education Sports and Youth [E2.58]. Building A, in which the Rectorate and the Faculty of Economics are located, has an area of 3740 m2, Building B, in which the Faculty of Humanities is located, has an area of 3040 m2, Building C, which belongs to the Faculty of Technical Sciences, has an area of 3800 m2, as and Building D, (the rented building), in which the Faculty of Public Health is located, has an area of 2777.6 m2 [E2.13]. In 2018 with DCM Decision no. 658 dt. 30.10.2018, UV has at its disposal a "land" area and it has the right to administer it for its own purposes [E2.59].

UV has 3 (three) state buildings at its disposal and it has continuously carried out works on a master plan on security, rehabilitation, expansion, and restructure of real estate. Below are mentioned some decisions that UV has undertaken during the period 2017-2019 to carry out its activity: reconstruction of Building B [E2.60]; reconstruction of Building A & C [E2.61]; reconstruction of toilets and libraries in the Rectorate [E2.62]. Also, UV has decided with Academic Senate decision to initiate procedures for the construction of the new standardized building of the Faculty of Public Health, provided for in the UV budget for 2020 [E2.63].
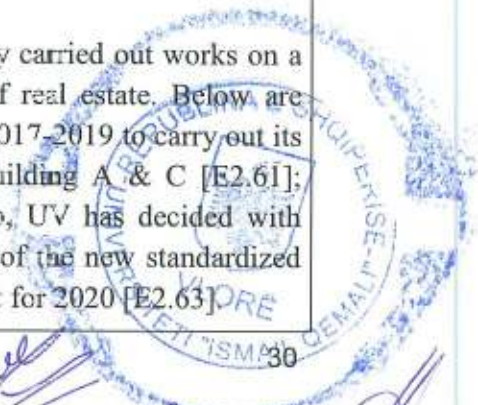
Asset management in UV is defined by Article 87 of its Statute [E1.1]. UV has in its structure the Service Sector [E1.85], which deals with the management of its assets according to a defined plan. The maintenance office is responsible for their well-being. Recently, to facilitate administrative procedures, UV has applied a computer software for short-term and long-term asset management. Besides, in order to meet the needs of third parties UV has approved the Academic Senate Decision, the price for renting some of its premises [E2.64].

UV supervises the construction and reconstruction of its assets by contracting external experts. Supervision and testing of reconstructions as well as construction and reconstruction projects is done in accordance with DCM no. 354 dt. 05/11/2016.

Institution provides storage, maintenance and development its academic, cultural and scientific heritage (Chapter III Standard VII.4)

UV has made available to its students, professors, researchers and staff 3 (three) libraries with 3 (three) reading rooms. 4 (four) employees work in these facilities which are located as follows: The Central Library is in Building A (Rectorate), which also covers the Faculty of Economics with 2 (two) specialists, Library B is located in the Faculty of Humanities with 1 (one) specialist (which also covers the Faculty of Public Health) and the new library is in building C, the Faculty of Technical Sciences with 1 (one) specialist. The UV Scientific Library Sector pursues a policy of preserving its academic, cultural and scientific heritage, serving as a structure for depositing written and electronic information and organizing activities to promote books, authors and the most contemporary cultural, scientific and literary works.

Each lecturer (working part-time or full-time) submits textbooks and / or exercise books which he/she has been using in his/her courses at the Book Services Sector to help students who do not have the financial means to buy them [E2.65]. We emphasize that each publication of the academic staff has met the criteria for their publication in accordance with the Decision approved by the Academic Senate [E2.66]. Also, each lecturer submits the list of second and third cycle diploma thesis in hard copy to UV Libraries (Book Services Sector) [E2.65]. Each scientific research activity of the academic staff is in accordance with the "Regulation of Ethics on Scientific Research and Publishing Activity" approved by Academic Senate Decision [E2.67]

The Academic Senate has approved the list of some publications in the form of packages that will be used as an "office mini-library" for the offices of governing authorities of UV, head secretaries, teaching secretaries and administration (sectors, directorates) so that each university employee authority can have general knowledge of the Albanian language, its writing, the Albanians, identity, national values, history, culture and Albanian, Kosovo, Arbëresh, literature, etc. [E2.68]. UV has taken over the "Opus of Lefter Çipa's Cultural Heritage", which is considered as a national asset not only for students in the field, who are attending second level studies, but also for Albanian or foreign lecturers and researchers. Moreover, UV has published the Bibliography of "Pedagogical Publications of the University "Ismail Qemali", Vlora, part 1 (1994-2006), while the Bibliography of the Lecturers of the University of Vlora "Ismail Qemali", Libra, Part 2 (2006-2020) is still in process of publishing. UV pursues a policy of valuing and developing its academic, cultural and scientific assets, by

supporting its academic staff in publishing scientific articles in the UV Bulletin, promoting books and creating digital archives [E2.69]. UV promotes examples of good practice, fosters and encourages its academic staff to improve the quality of teaching and research by supporting them financially [E2.70]. UV periodically publishes and makes available to staff and students it's Scientific Bulletin (since 2013 with ISSN 2310-6719), which contains scientific articles by UV lecturers, either Albanian or foreign authors. This Bulletin was released in 2001 and serves as an asset not only for UV, but also beyond. The first 13 bulletins (from 2001-2008) were registered in COBISS. Net programme and it continues to update its database of scientific articles in bulletins with ISSN. For the standardized and unified digitalization of the course books or necessary scientific articles, UV is in the process of unification with the University Libraries Network which are led by the Library of the Academy of Sciences of Albania for the completion of the national plan regarding digitalization of University and network Libraries.

Institution pursues a policy of management of its assets
(Chapter III Standard VII.5)

UV was founded by DCM Decision No. 1055 dt. 28.02.1994, with some faculties. At that time the Ministry of Education and Science put at university disposal 3 (three) Buildings: A, B, C [E1.1, article 89]. These buildings have been constantly reconstructed to improve the conditions for the development of academic and administrative activity. Following the expansion of faculties and opening of new branches of study, in proportion to the market demands, UV has increased its physical capacity by renting Building D, for the Faculty of Public Health. Moreover, UV has taken over the administration of a land area of 6301 m2 with DCM Decision no. 658 dt. 30.10.2018, in the cadastral zone 8602, with No. property 2/149 of Ministry of Education, Sports and Youth which is used for the development of sports activities for the benefit of its students [E2.59].

The Rectorate Building (Building A) is a 4-storey building and has an area of 1360 m2. It houses the offices of the Rectorate and the UV Administration. The building of the Faculty of Economics (Building A) is a 4-storey building, with an area of 2360 m2, in which there are 11 lecture halls with a total capacity of 724 seats, 8 seminar halls with a total capacity of 345 seats, 1 teaching lab and 1 library with 70 reading seats. The building of the Faculty of Humanities has an area of 3040 m2, is a 4-storey building, which houses 14 lecture halls with a total capacity of 800 seats, 6 seminar halls with a total capacity of 200 seats, 3 teaching laboratories and 1 library with 40 reading seats. The building of the Faculty of Technical Sciences has an area of 3800 m2, is a 5-storey building, in which there are 6 lecture halls with a total capacity of 610 seats, 3 seminar halls with a total capacity of 150 seats, 14 teaching laboratories and 1 library with 30 reading seats. The building of the Faculty of Public Health has an area of 2056 m2, is a 2-storey building, in which there are 3 lecture halls with a total capacity of 225 seats, 3 seminar halls with a total capacity of 150 seats, 6 teaching laboratories [E2.56].The institution provides internet access in all available buildings, in every office, staff or sector. It also provides Wi-Fi connection in all the four buildings to help students and academic staff. We emphasize that all buildings meet safety standards through surveillance cameras and security provided by private police.

UV has made continuous investments by restoring Buildings A, B. C and it has created a comfortable working environment for everyone in order to carry out its activity. In total, there are 92 offices in the UV which occupy a total area of 3085 m2, divided as follows [E2.56]:

- There are 16 offices with an area of 475 m2. in Rectorate Building (Building A), which houses the offices of the Rectorate and the UV administration,
- There are 15 offices with an area of 425 m2. in the Building of the Faculty of Economics (Building A)
- There are 25 offices with an area of 475 m2. in the Building of the Faculty of Humanities (Building B),
- There are 26 offices with an area of 900 m2 in the Building of the Faculty of Technical Sciences (Building C),
- There are 10 offices with an area of 555 m2. in the Building of the Faculty of Public Health (Building D).

Each member of the academic staff and academic assistant has been equipped with logistical basic facilities (desk, chair, closet, PC or laptop, printer and photocopier, air conditioner, stationery, etc.) and has been provided with Internet access in order to perform the respective professional tasks. The area of the premises that the University has made available to the academic staff for their performance of didactic and scientific activity are in direct proportion to their number and in full compliance with state standards.

Institution establishes a logistics administrative structure to carry out functions of common interest (Chapter III Standard VII.6)

UV has set up an administrative logistics structure in order to perform functions of common interest Faculty of Humanities, Faculty of Public Health and Faculty of Technical Sciences, through their laboratory technology, provide services to third parties, in accordance with market needs For example, the Law Clinic which has been set up at the Department of Justice in the Faculty of Humanities provides free services to a certain group of the population [E2.26]. Also, during its promotions in "Health Days", the Faculty of Public Health makes available its logistics and provides free health services to the population [E2.25] Whereas, the Scientific Research Center in the Faculty of Technical Sciences which is equipped with laboratories of different fields such as: biology, chemistry, environment, engineering. etc., has the potential to provide services to third parties upon their interest [E2. 57]. UV does not conduct surveys on these logistics services.

Management of Institution Activity

Institution provides appropriate facilities and infrastructure for academic and scientific activity (Chapter III Standard V.1)

UV has made available to its students, professors, researchers and staff 3 (three) buildings (buildings A, B and C) and a rented environment (Building D), which have been restructured from time to time to improve and meet the required standards of teaching [E2.60], [E2.61], [E2.62] Periodically, UV undergoes drinking water inspection by Regional Health Directorate in Vlora as well as State Health Inspection by Regional Branch of Vlora District [E2.71]. These

premises are built with modern quality materials which meet the hygienic-sanitary criteria's for students, academic and administrative staff. During the reconstructions which have been carried out, it is made sure that all three buildings A, B and C meet the technical standards of the project by providing good acoustics in the teaching premises and be isolated from noise, temperature and humidity fluctuations. Buildings A, B, C and D are located in the center of the urban area, thus avoiding industrial development areas or polluted areas which are located on the outskirts of the city [E2.72].

UV provides sufficient and appropriate environment for the development of academic and administrative activity in order to meet the teaching goals. For example, UV has lecture halls, (53 halls), facilities for labs in faculties (25 laboratories), facilities for pedagogical staff in the relevant departments (76 offices), facilities for administrative staff near the rectory offices (16 offices), technical facilities and storage (in each building); 1 (one) Senate hall, 1 (one) audiovisual hall, three (3) computer rooms and multimedia. UV also provides 3 (three) library rooms which are equipped with audio-visual tools such as projectors, smart boards and computers [E2 56].

Based on the Ministry of Education, Sports and Youth Report on "Verification of hosting capacity for admissions to study programs, according to the quotas declared for the academic year 2019-2020", UV offers an expected norm according to the faculties as below:

- The Faculty of Technical Sciences offers an expected norm of 4.7 m^2/ student.

- The Faculty of Economics offers an expected norm of 2.4 m^2/ student.

- The Faculty of Humanities offers an expected norm of 3 m^2/ student.

- The Faculty of Public Health offers an expected norm of 3.4 m^2/ student [E2.73].

Pursuant to DCM no. 418, dt. 10.05.2017, in order to meet the norms of usable area UV has decided to build a new premise which is provided in the 2020 budget [E2.74].

UV has provided special environments which are suitable and sufficient for the development of the practical teaching process. In total, UV owns 25 teaching laboratories which are equipped with electronic and IT equipment, free internet which guarantee the completion of the theoretical and practical teaching process, through the use of modern technological methods of teaching and learning. Furthermore, teaching laboratories provide the necessary infrastructure for the development and implementation of lab classes [E2.57]. UV has closely cooperated with local, public and private institutions in the framework of the implementation of students' practices and internships which are part of their respective programmes in the first and second study cycle (Professional Master).

UV meets the technical norms of natural lighting, the window area covers a minimum (15 - 20)% of the floor area , the lighting is oriented from the left side of the student, and the height of the premises is not less than 3.0 m (ceiling -floor) [E2.60], [E2.6]. Currently, only "Rilindja" Hall and Building C are the only structures that have capacities for more than 200 students with emergency exits. UV has an atmospheric discharge protection system as well as a fire protection system. Each building is equipped with indicators and fire extinguishers and hydrants are installed in the halls of each building, which are accompanied by appropriate

signage UV periodically has submitted its request to purchase fire insurance policies and additional risks [E2.75].

The institution provides air conditioning systems in most halls and offices, while Buildings B and C have a central heating system installed [E2.76]. UV has alternative sources of power supply (1 motor generator in Building A and 1 motor generator in Building B) [E2.77], as well as sufficient usable water reserves (one water tank for each building) [E2.78].

Institution possesses full documentation of academic activity in hard copy and electronic form (Chapter II Standard V.2)

Referring to institutional [E1.85] organizational chart and pursuant to the Law on Higher Education, the University has set up in its structure the Human Resources and Protocol-Archive sector, as part of Directorate of Communication and Human Resources, as a responsible structure for the collection, creation, registration, storage and archiving documents at the institutional level. The Office of Human Resources is the responsible unit for collecting, storing and updating the data of the employees engaged in the study programs. The office of the Protocol-Archive and the teaching secretaries of each basic and main unit are responsible for collecting, recording, storing, updating and archiving the institutional documentation and personal data of students.

The tasks of this sector are regulated by the regulation "On the creation, registration, storage, service, submission of documents in UV approved by Academic Senate [E2.48]. Whereas, the storage and administration of academic and administrative documentation in faculties and departments is clearly defined by Academic Senate Decision [E2.79].

UV has a special structure, the IT Sector, which is responsible for digitizing data, storing electronic documentation and collecting statistics [E2.80]. The UVMS computer system manages the information, documentation and activity of academic staff, academic support staff, administrative staff and partners engaged in the implementation of the program [E2.47].

UV has included in its organizational chart [E 1.85] the Sector of Curricula and Student Service as part of Directorate of Education for first and second Cycle, which is responsible for collecting statistics. This sector collects information about students and academic staff of each faculty from the respective secretaries. It collects information from Human Resources for academic staff, information on salary funds, social security and the number of full-time and part-time employees from the Finance office and information on students who earn a scholarship from student service specialists [E2.81].

Pursuant to Law no. 80/2015, UV records in written and electronic form the

a) Fundamental register of the students

b) Register of academic achievements, which includes the minutes of each exam or other academic obligation;

c) Register of issuance of diplomas and certificates

UV has general data on the programme, form, curriculum, accompanied by mandatory study credits. All documentation is kept at the secretaries of each responsible department / faculty
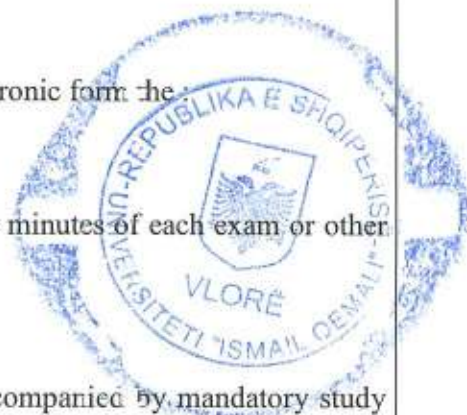
and at the Rectorate [E2.79]. UV has dedicated a section to students on its website, which enables them to receive information about exam schedules, academic calendar, library, etc. Students can also get information on curricula, enrollment in lectures and seminars, posted lectures, classrooms, etc. through their access to the UVMS information system. In its organizational structure UV has the Sector of Curricula and Student Services, a sector which among its other operational functions has the preparation and summary of curricula and syllabi for each study programme in each semester.

The teaching secretary of each Faculty or Department compiles, administers and is responsible for the maintenance of the basic register of students [E1.6]. This register is completed in written and electronic form, without corrections and it cannot be changed for any reason. It is kept in permanent storage [E2.82].

The teaching secretaries of the Faculties and Departments of UV, follow and record all the student's study activity step by step according to the specific study plan, until the full completion of the student's academic obligations. They keep a basic register of students with their personal data, acquired evaluation while attending the study program, data on the diploma or diplomas obtained together with the diploma supplement, etc., formatted according to state standards [E2.83].The register of academic achievements is completed in writing, without corrections and it cannot be changed for any reason.

Conclusion and Judgement

UV has made 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. The Internal Quality Assurance and Institutional Assessment Unit has been quite active in fulfilling its mission. UV has been making continuous efforts to qualify teaching staff, by organizing several activities in this respect. There is still a lot of work to be done in this regard, or even in the engagement of foreign professors in teaching and in the promotion juries, as this increases the performance and improves the image and credibility of the institution at the international level. Financial management is carried in accordance with the required legal framework and procedures, and UV follows transparent financial policies which are regularly published on the official website of the institution. To support and facilitate the function of academic, administrative and data digitization procedures, UV has set up the UVMS Learning Management Information System. The responsible structure for its management is the IT office which manages and publishes any information or documentation within the framework of functioning, well-being and transparency of the entire activity of the institution. Logistic and physical infrastructure is constantly improving in order to keep all the activities of the institution running smoothly. Recently, significant investments have been made for the reconstruction of the existing buildings, improvement of logistics in auditoriums and offices, or establishment of laboratories. UV has provided an investment for building new premises in the budget of 2020 to increase its hosting capacity.

Based on the analysis and evidence reported in this report, Internal Evaluation Group concludes that:

STATE QUALITY STANDARDS FOR THE FIELD OF RESOURCING ARE SUBSTANTIALLY MET.

3 - EVALUATION AREA: THE CURRICULUM

Institution offers study programmes in accordance with its mission and capacities
(Chapter I Standard .1)

UV, as a public HEI, offers study programmes in all three study cycles, Bachelor (27), Professional Master (20), Master of Science (13), Doctoral (1) [E1.78, E3.1,]. In order to increase transparency with the public, as well as to absorb its opinion on the continuous improvement of its study programmes, UV gives the opportunity to the public to have full information about the study programs it offers. Each Faculty and Department on the official website (http://univlora.edu.al/) submits data on the study programmes it offers for each study cycle (program and curriculum, syllabi, etc. (https://univlora.edu.al/programi-mesimor-bachelor-ne-infermier-mami/). Besides, each department displays the study plan on the notification boards, which informs not only the students, but also the general public whenever it happens that they are physically present in the premises of UV. The strategy of each academic and administrative unit of UV (Rectorate, Faculty, Department, Administration) is to maintain contacts with high schools in order to inform their students with the didactic offer of UV, with the aim of attracting as many good students as possible. This is done through open information days with high school students, formal or informal contacts of UV management authorities with high school principals, Regional Education Directorates, etc. These activities are coordinated with the Career Counseling Sector, ALUMNI and Cultural and Sports Activities [E2.12, E3.2].

UV establishment in 1994 was based on the unique multi-year tradition which existed in the Vlora region (Marina High School, Medical High School, Commercial School) [E3.3]. UV initially created its own institutional profile based on the existing previous tradition in the fields of tourism, maritime, economics, and nursing. Gradually, with the consolidation of these profiles, in order to respond to the dynamic regional developments, UV has consolidated its profile in the fields of teaching, humanities, computer sciences, law, engineering and natural sciences [E1.78, E3.1]. UV offers some unique study programmes in Albania, being the only HEI that offers study programs in the field of Marine Engineering (Bsc, Msc. Naval Engineering), which makes UV a reference point for collaborations in this field, not only within national partners, but also with international ones. UV and the Polytechnic University of Tirana (UPT) are the only universities in the country which offer Engineering study programmes (Naval Engineering, Mechanical Engineering, Electrical Engineering). The diverse didactic offer has enabled UV to be identified by a special profile compared to other Universities in the country.

UV follows a clear policy for student admissions to its study programs, based on certain criteria. UV Statute defines the general principles of student admission in all the three study cycles (Article 58 Cycle I; Article 60 Cycle II; Article 62 Cycle III) [E1.]. In the first cycle of studies, admissions are made on the basis of criteria proposed by the main unit and approved by the SA (Academic Senate) and are available to be used by the Center of Educational Services (QSA) [E3.4]. Once these criteria are available, they are published by UV at least one year before the respective beginning of the next admissions to the Institution, along with the necessary information on the respective faculty and the programs it offers.

(Article 58 / point 4). [E3.5, E3.6, E3.7].In the second cycle study programmes Master of Science and Professional Master)), based on the proposals of the basic and main units, Academic Senate approves the admission criteria for each study programme which is offered [E.3.5, E.3.8]. In the third cycle of studies, the criteria are proposed by the basic unit and approved by the Academic Senate (Article 62, point ç of UV Statute). For several academic years, there have been no admissions in the third cycle, due to the non-granting of doctoral quotas by the Ministry of Education, Sports and Youth

All study programmes offered by UV are carefully organized and they are able to harmonize all their components, by respecting the legislation in force in regard with the organization of study programs (DCM No. 41, dated 24.1.2018). Special attention is given in order to ensure that the training activities of the study programme are organized in basic training disciplines; characterizing programme disciplines; interdisciplinary and / or integrative disciplines with one or more groups of disciplines (similar and /or integrative with characteristic disciplines); additional disciplines (focused on acquiring foreign language skills, computer skills, communication skills, etc.); concluding obligations (preparation of the diploma thesis or final exam), as well as respecting the distribution in percentage of course credits for each group of training disciplines [E3.9 (.a ÷ .f)].

The drafting and approval of the structure and complete file of each curriculum is done by the basic unit, in accordance with the bylaws of the Ministry of Education, Sports and Youth, and then forwarded for approval to Academic Senate by the main unit [E3.10a, E3.10b]. The study programmes in UV are subject to periodic evaluation and annual analysis [E3.11 (.a ÷ .i), E1.73. E1.74] which consider the performance of these programmes and draw relevant conclusions. Based on these findings, other suggestions which come from sources in and out of UV, as well as the changes that these programs undergo at other universities, UV study programmes are constantly reorganized and updated so that they are under continuous improvement and in compliance with applicable law [E3.12a, E3.12b]. When reorganizations are in the amount of over 20 percent of their content, expressed in credits, after a complete study cycle approval by the Ministry of Education, Sports and Youth is required. [E3.13].

UV has set clear rules for the control of knowledge, sanctioned in Regulation, Chapter 7, Article 61 [E1.5]. Knowledge control is performed through mid-term exams, term progress and final exams. The regulation and the statute also determine the limits of the scope of these evaluations in relation to the final evaluation. At the beginning of new academic year, each lecturer submits the syllabus of the course to the department, which is verified in terms of compliance with the requirements for knowledge assessment and control pursuant to the requirements provided by the Regulation of UV and DCM no. 41, dated 24.1.2018. The approved syllabus [E3.14] is made known to students in the first class of the respective course.

Constant qualification is an integral part of study programmes (Chapter I Standard I.2)

UV has provided study programmes of lifelong learning, which are mainly provided within the framework of international projects. Since December 2016 in the Faculty of Technical

Sciences, in the framework of the Tempus MARED project, several courses of continuous training for students and marine officers and sailors have been offered, to supplement their knowledge according to the requirements of the labor market. Recently, lifelong learning courses for teachers are being offered in the framework of the TEAVET project, [E 3.15]. The Faculty of Public Health offers several life-long learning courses [E3 16]. Efforts are also being made by other Faculties and Departments of UV. At present, UV does not offer studies in which the students cannot interrupt their work as well. This is also due to legal changes in the Law on Higher Education. Article 55 of UV Statute, point b, provides the long-term studies as a form of university studies, only for study programmes in Professional Master, Executive Master and the study programmes of professional character. UV has previously provided part-time study programmes mainly in the fields of economics and law. RDC (Regional development center) operates in UV [E1.82], as an interdisciplinary study center for regional development (Article 12 of the UV Statute), which aims to develop the third mission of the University which has to do with the organization, management and development of activities, continuous education and training for students, alumni, academics, professionals and the wider community. (Article 12, point 2, letter a - UV Statute) [E1.83, E1.84].

Study programmes are offered in accordance with institution development strategy
(Chapter I Standard I.3)

UV has approved its own development strategy for the period 2018-2024 [E1.66, E1.67]. This document clearly states that accomplishment of UV role and mission is based on some important 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 UV goes in line with the Institutional policy and strategy of university development. UV study programmes, which make the core of its teaching mission, belong to different fields and should provide and prepare students with academic knowledge and competencies for a sustainable professional career. The goals of these programmes should be in line with the UV strategy, in the entirety of the teaching process [E3.17, p. 11]. The didactic offer of UV is supported by these principles. Currently the basic and main units of UV have drafted their development strategies [E3.18a, E3.18b, E3.18c, E3.18d, E3.18e].

The institutional development strategy is based on three strategic development lines; Internationalization / Globalization of UV; Smart UV and Professional Leadership [E3.19]. The third development scenario (Professional Leadership) predicts that the University aims to become a leading institution in terms of vocational training in line with European standards ESCO (European Standard for Qualification of Competencies / Professional Skills and Employment) that clearly define the set of professional and interpersonal competencies that graduates must acquire. Meeting these standards requires the review of the study programmes and adapt them to the demands of the labor market in the European context, review and improve the teaching process based on the creation of professional competencies through the use of interactive methods that promote creativity and critical thinking and not simply text-based knowledge [E3.19, pp. 32 and 33]. The requirements for student training are emphasized in the strategies of the main and basic units [E3.18a, E3.18b, E3.18c, E3.18d,

E3.18e].

UV academic offer integrates all the information about the diplomas which it offers (including the curriculum, curriculum, program, syllabi) at present.

[E3.20] (https://univlora.edu.al/programi-mesimor-bachelor-ne-infermieri-mami/).

Study programmes are offered in line with local, national and international trends (Chapter I Standard I.4)

UV functions only as a central institution and it does not have any other branches in the country UV development policy is clearly oriented towards national policies. UV study programmes are provided in accordance with national and international goals, as described in its strategy and statute UV Development Strategy is based widely on the National Strategy for Development and Integration (2015-2020), National Strategy for the implementation of the Sustainable Development Goals - Sustainable Development Goals of the United Nations, the United Nations Development Programme ratified by the Albanian Parliament [E3.19]. All study programmes aim to preserve and consolidate the Albanian national tradition. They are offered in accordance with the national and European qualifications framework.

The didactic offer of UV is diverse, where study programmes aim to be a comprehensive programme of activities, where multidisciplinarity is a feature of these programmes for the development of students' abilities. Multidisciplinarity is considered a strong point of the didactic offer of UV (especially in the first cycle programmes), which facilitates the transfer and fluidity in attending the second and third cycle programmes. Foreign language discipline is present in all first cycle study programmes [E3.9 (.a ÷ .f)]. In the second and third cycle, UV students must also sit for the foreign language exam in one of the internationally recognized tests [E3.21, E3.22]. The Internationalization Strategy emphasizes the fact that UV aims to become a meeting point of cultural values, not only by strengthening international cooperation, but also by promoting tolerance for respect and recognition of different cultures [E1.57, p. 3]. UV does not offer joint study programs with other HEIs, but there are efforts and initiatives in the framework of international projects, for the provision of such programmes. (https://www.mards.ucg.ac.me/workflow.html) [E3.23]. UV will continue to be interested in providing joint study programs with international partners in the framework of Erasmus funding and cooperation. (Joint Master degree, Joint Phd).

Study programmes are offered in accordance with institution capacities (Chapter I Standard I.5)

The workload of lecturers, in all basic units of UV, is determined in accordance with bylaws **(Instruction No. 29, dated 10.9.2018, as amended)**, according to the categories of academic staff; Assistant-Lecturer, Lecturer, Professor, Associate Professor and Professor Doctor [E3.24].

In UV the additional teaching load of lecturers is financed from the internal resources of the institution, by respecting the legal and sub-legal acts in force [E3.25] The Study programmes and 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 agreements which are made at the beginning of each new academic year between the academic staff and the head of department. [E3.26].

Study programmes are easily understandable and their objectives are clearly defined
(Chapter I Standard I.6)

UV students have the opportunity to easily be informed of the content of the study programme, course curriculum and programme, as the content of the educational programme, course content and syllabus are published on the website of each respective department for implementing a certain study programme (www.univlora.edu.al). Also, the curriculum is displayed on the respective notice boards in the faculty premises. It has now become a tradition in the UV that the respective lecturer informs the students about the syllabus of his/her course (knowledge and skills, content, evaluation method, etc.) in the first hour of it. Students can also be provided with information about the content of the study programme even by the teaching secretary or the academic advisor in the Departments.

Study programmes have clear defined goals, which are defined in the Regulations of Study Programmes, as well as in the application forms for the opening of new study programmes. [E3.27 (.a ÷ .d), E3.10 (.a,.b)]. These goals describe the amount of knowledge, skills and professional competencies that students should acquire at the end of the study programme and they also characterize the cultural and professional profile of the study programme. The admission criteria are clearly defined for all study programmes offered by UV. The UV Statute defines the general principles of student admission in all three study cycles (Article 58; Article 60; Article 62) [E1.1].

In the study programmes of the first cycle, the main criterion is the average grade of high school. The admission criteria in the first cycle for each study programme are also reflected in the u-Albania portal. In the second cycle study programs the basic criteria which are applied are the average grade and the field of study [E3.5, E3.6, E3.7, E3.8].

Study programmes of first cycle provide students with basic knowledge, general scientific methods and principles (Chapter I Standard I.7)

The Statute of UV (Article 56, point a) states that studies in UV are organized in three consecutive cycles referring to levels 6, 7, 8 of the Albanian Qualification Framework. Article 60, point 1.a (UV Statute) clearly presents the progressive transition from the first cycle to the second cycle of studies.

All first cycle programmes are organized with 180 credits [E3.9 (.a ÷ .f)] and provide access to the didactic offer of the second cycle provided by UV and other HEIs at home and abroad [E3.28, E3.29]. The diversity of the disciplines offered in the first cycle study programmes enables a diversity of opportunities to students who want to pursue second cycle studies.

The division of disciplines in all study programmes of the first cycle strictly follows the division into disciplines provided by **DCM No. 41, dated 24.1.2018**, as basic disciplines, characterizing disciplines, interdisciplinary disciplines, additional disciplines and concluding obligations), equipping students with basic knowledge, on general scientific methods and principles and the formation of special skills. **DCM No. 41, dated 24.1.2018**, determines the subject modules which are included in each of the disciplines, the significance in % and the credits.

Article 69 (Statute of UV), (https://univlora.edu.al/statuti/) provides orienting information for students regarding the opportunities they have for the transfer of study programmes or credits

earned within the UV and between other HEIs in the country. UV students are also informed by the Student's Relation Coordinator at each Department regarding the opportunities they have for transferring studies in and out of UV. [E3.30].

The scenario of the professional leader defined in the UV development strategy states that UV aims to be an active institution in the implementation of knowledge, the generation of creative ideas and the promotion of science in the territory of Albania. This goal is intended to be achieved through contemporary teaching according to all international standards, European ESCO standards, the Bologna Declaration and the Albanian Qualification Framework, as well as the implementation of appropriate study programmes according to the labor market requirements in the European context.

An example of good practice for this is the Bsc study programme in Naval Engineering, which is designed by taking into account the standard courses of the "International Maritime Organization (IMO)", accompanied by the student guide where employment opportunities are identified, not only in the national labour market, but also in the international ones. [E3.31(.a;.b)].

First-cycle study programmes are drafted in such a way as to facilitate students' acclimatisation in a university environment (Chapter I Standard I.8)

UV has in its organizational structure the Sector of Curricula and Service to Students, as well as the Sector of Career Counseling, Alumni, Culture and Sports Activities [E2.30], which among their operational functions have the monitoring of student's progress.

UV students who achieve very good results, students who study in priority areas and students in need receive scholarships according to the legislation in force [DCM 39, 23.01.2019, DCM 40, 23.01.2019; DCM 780, 26.12.2018] [E3.32]. To support excellent students, UV enables their studying in international universities which UV has a cooperation agreement with (Erasmus, etc.). Another aspect of supporting students' progress is the organization of students' conferences and the establishment of laboratories in support of the learning process [E2.57, E3.33].

First-year students at the beginning of the academic year are guided by the academic staff and academic assistants for the progress of their academic life in UV [E3.34]. UV Regulation and Study Programme Regulations contain clear rules regarding enrollment in courses, transition to subsequent years, student rights and obligations, etc. UV Management System, in which students have full access, is designed to minimize possible students' errors and facilitate the procedures. Each Department has an academic advisor who guides students on various issues of their academic performance [E3.30]. The Academic Staff in the Departments has consultation hours with students. Student offices in each Faculty provide guidance to students on various issues. The student's guide is another orientation opportunity for UV students [E3.35].

In addition to the traditional form of teaching, which is predominant, the academic staff of UV also applies alternative /interactive forms. This is achieved by utilizing technological capacities through audiovisual presentations, online communications, the Internet, social networks, etc. There are also faculties (such as Faculty of Public Health / Faculty of Technical Sciences) which have simulators to help the teaching process [E1.81].

Employment criteria for academic staff at UV [E3.36 (.a ÷ .d] provide for scoring evaluation which is much higher for the candidates of the academic staff who hold the scientific degree "Doctor", or are candidates for doctoral studies. Also, candidates who have publications in scientific journals with impact factor and journals with editorial boards are evaluated in the candidate's scoring. This procedure gives priorities to the candidate who holds the scientific degree "doctor" and is engaged in research activities over the other candidates.

Full time academic staff which is employed at UV makes 95% of academic staff engaged in teaching for the first cycle I (Faculty of Technical Sciences 93%, Faculty of Economy 96%, Faculty of Humanities, 91% and Faculty of Public Health 94.5%) [E3.37].

Second-cycle study programmes rely on research and institution collaborates with economic field actors for their realization (Chapter I Standard I.9)

The number of lecturers who hold the scientific degree "Doctor" and the academic titles "Professor" and "Associate Professor" is 176 out of 275 lecturers in total. This is an indication that the lecturers engaged in scientific research activities constitute the majority of the academic staff of UV. The average for the faculty of the academic staff with titles and degrees, for the academic year 2017-2018 was 63%, while for the academic year 2018-2019 it was 64%, with an increase of 1% [E1.74 pg115] Evidence [E1.86, E1.87, E1.88, E1.89] represent a panorama of the number of academic staff with degrees and titles in UV basic and main units.

The compilation and review of first and second cycle programmes in UV is based on working groups, which are set up in basic units. The aim is to include as many academic staff with degrees, titles and experience in relevant fields in the working groups as possible [E3.38]. The majority of academic staff who hold degrees and scientific titles is the best indicator that this academic staff participates in the implementation of study programmes. Pursuant to a decision of the UV senate, the academic staff engaged in teaching must have a qualification of the next cycle [E3.39].

The MSc programmes are in coherence with the UV Development and Internationalization Strategy, the Research Strategy and the strategies of the basic and main units [E1.56, E1.57, E1.66, E1 79]. MSc programmes are available in those areas in which there are well-qualified academic staff resources, and there are indications of partnerships at national and international level.

The basic and main units of UV have cooperation agreements with the private sector and state companies to enable students to successfully complete teaching practices and diploma thesis [E1.103]. The Sector of Career Counseling, Alumni, Culture and Sports Activities), which has among its functions the creation of a network of graduate students over the years and the continuous maintenance of connections between them and UV, has a database regarding the employment of students graduated at UV [E1.98, E 1.96, E1.97].

Pursuant to its institutional policy, UV has a close cooperation with stakeholders from the business or from other fields. Representatives from these fields are welcome to get engaged in the teaching process once they show interest to do so. UV has invited these personalities in its auditorium. The engagement of these personalities in teaching in the study programmes of Professional Master is conditioned by the legal requirements which dictates to engage in

teaching only academics who hold third cycle diplomas. Evidence [E2.3] presents a list of engagement of these representatives in UV teaching.

Full-time employed academic staff makes up 84% of the academic staff engaged in cycle II teaching at UV, cycle II (Faculty of Technical Sciences 85%, Faculty of Economic 79%, Faculty of Humanities 84% and Faculty of Public Health 88%) [E3.40].

Study programmes aim to achieve Albanian students' mobility in Europe and beyond (Chapter I Standard I.10)

Curricula are organized to provide detailed information. The organization format of the study programmes contains the number of ECTS credits for each module, the load within auditorium, the load outside the auditorium and the weekly load (lectures, seminars, laboratories) [E3.9 (.a ÷.f)]. Study programmes are generally in two languages. But only the Albanian version of them is published on the WEB page. Syllabuses are not available in English for all programmes.

The diploma supplement is available in two languages (Albanian, English) in all study programmes at UV [E3.41]. At the end of each study programme, students are provided with a diploma and a list of grades. The diploma supplement is generally given to students upon their request

The diversity of disciplines within study programmes, provided by UV, and the consultation of similar programmes of Western Universities and other similar programmes in the country guarantee one of the main principles of the Bologna process which is student mobility in a national and international level. The study programmes offered within the same field, cycle, name, with other HEIs, are intended to have a degree of approximation of 70% in form and content (syllabi,, (Article 86, point 2 of the Law on Higher Education) [E3 .42, E3.43].

All study programmes at UV have foreign language subject modules [E3.9 (.a ÷.f)]. In some study programmes students can choose between the 5 foreign languages of the European Union which are offered. All second and third cycle students take the English language exam, according to internationally recognized tests [E3.21, E3.22].

UV is really committed to respect the obligations arising from agreements with foreign HEIs regarding student mobility within international programmes [E3.44]. UV Statute, Article 69, provides an opportunity for its students regarding study transfer, recognition and calculation of study periods. Examples of the procedure for transferring and equivalence of the student's study period are presented in [E3.45 (.a ÷ .d)]

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

All study programmes have provisioned seminars, exercises, laboratories, where students use the practical application of skills acquired during the lectures [E3.9 (.a ÷ f)]. In most first and second cycle programmes, subject modules are provided for the development of teaching practices. Evidence [E1.103, E1.41] presents the list of agreements for the development of student practices

The European Credit System has been applied for a long time in UV. The system has proved to be effective and it facilitates student mobility, recognition and transfer of full or partial studies [E3.44, E3.45 (.a ÷ .d)]. The system is effective as it also makes students aware of the

load outside the auditorium and their independent work. All study programmes at UV are concluded with student's final obligation regarding their studies [E3.9 (.a ÷.f)]. The criterion of the average grade for the preparation of diploma thesis at the end of the Bsc and MP programmes has been set since the academic year 2016-2017, following the decision of the UV senate [E3.46]. UV students are engaged in cultural and educational activities, as the institution is really committed to enliven students' life [E3.47].

Study programmes aimed at preparing students for employment (Chapter I Standard I.12)

The study programmes in UV have been reorganized pursuant to **DCM no. 41, dated 24.1.2018**, which obliges the basic and main units to include in their courses the characterising disciplines (with merely professional character) in about 90 – 99 credits (50-55%), integrating disciplines with characterising disciplines (21 - 27 credits 12-15%), supplementary courses (18 - 27 credits 10-15%) in which subject modules of legal, economic cultures can be included.

Most study programmes (cycle I + II), in UV, reorganized according to **DCM no. 41, dated 24.1.2018**, include teaching practices as an integral part of them [E3.9 (.a ÷.f)]. All study programmes in medical, technical, natural sciences include labs hours and lab tasks [E3.48].

Conclusion and Judgement

The study programmes at UV, are organized in order to meet national quality standards, by respecting in form and content the requirements arising from legal and sub-legal acts. They are in line with the objectives of institutional development. The content of the study programmes offered by UV aims to meet the professional leadership scenario provisioned in the strategic plan of institutional development. Study programmes are designed to facilitate the mobility of students at home and abroad. These programs have taken into account the needs and requirements related to the labor market, information obtained from various sources outside the University, experiences of international universities, available resources as well as strategic objectives of institutional development.

The Study programmes have clear goals for student's formation and training. The rules of ongoing progress in study programs are provided in the application forms for the opening of new programs, in the regulations of study programs and in the regulation of UV. The study programmes at UV are analyzed to assess their performance and draw the appropriate conclusions. Based on these conclusions, the indications coming from sources inside and outside UV, as well as the changes that these programs undergo at other universities in a national and international level, UV study programmes are subject to continuous improvement. UV academic staff is the guarantee for ensuring academic quality in these study programmes.

Based on the analysis and evidence reported in this report, the Internal Evaluation Group concludes that:

STATE QUALITY STANDARDS FOR THE FIELD OF CURRICULA ARE FULLY MET

45

Organisation of the study programmes

Announced study programmes are applied in appropriate circumstances (Chapter I Standard I.1)

UV ensures the efficient organization and documentation of the curriculum of study programmes. The organizational way of studies provided by UV and written education documentation are clearly defined in the statute (Article 78) and UV regulations [E1.1, E1.5, E1.6. E1.7]. The regulations of the basic units of UV [E1.11, E1.12, E1.13] ensure the implementation in appropriate conditions of the study programmes they offer in accordance with the national and international standards of higher education. Effective documentation of each study programme is provided by the file of the study programme which contains all the necessary information (information about the institution, study programme, responsible academic and other collaborative structures, the general formation framework of the study programme, academic staff for implementation of the respective programme, curriculum, available infrastructure of the programme, admission criteria, curriculum, module syllabi, study programme regulation and diploma supplement) [E3.9d]. Correct implementation is also ensured through the announcement of the general schedule which is made at the beginning of each semester with a clear definition of the forms of teaching, the day, the time, the lecture room where it will take place and the respective lecturer [E4.1]. The schedule is published on the UV [E4.1a] website and displayed on the notice boards in UV premises.

Student registration in teaching modules is done through the UVMS electronic system where each student and academic staff of UV has his/her personal account and a complete instruction manual on how they can access or use the system modules [E2.55].

Effective documentation of study programmes in UV is provided in the statute (Article 78), while a special regulation has been approved by the academic senate regarding the documentation and preservation of the teaching process [E2.48]. According to this regulation, the teaching secretaries of the Department perform the functions of secretary-archive and administer the documentation of the teaching process which includes: Fundamental register of students; Register of Academic Achievement; Education plan; curricula; Academic year structure and exam schedules; minutes of meetings, decisions, instructions and commissions established on the basis of the department; electronic documentation and any other necessary documentation for the smooth running of the learning process.

The institution coordinates the work of academic staff to ensure the coherence of the content by matching the qualification of the academic staff with the specifics of the course. The file of the study programme contains also the list of the lecturers who have been assigned here according to their field of qualification and specialisation [E3.9d]. UV guarantees sufficient capacity for the completion of practical and professional training of students. Practical and professional formation of students is achieved through laboratory tasks which are performed in the labs of the basic units. UV has a total of 25 laboratories [E2.56, E2.57] while teaching practices are enabled according to specifics and in the field thanks to the cooperation

agreements that UV has with various institutions [E1.103, E1.105]. The teaching practices are supervised by the relevant lecturer who may be a full-time or part-time staff of the UV [E4.2]. Students in both the first and second cycle of studies who meet the criterion of the required average grade are given the right to graduate by preparing and defending a thesis topic [E3.46]. They are assigned a thesis advisor who leads and supervises their research work [E4.3] The doctoral programme at UV has its own regulations where the rules and criteria for graduation are clearly defined [E1.29]. The necessary basic and supportive literature for the study programme is made available to students for each teaching module not only by the lecturer who presents it in the respective course syllabus [E3.14] and provides information since the first hour of the lecture, but also by UV library [E4.4]. At the beginning of the respective academic year in each department the basic literature which will be used as basic literature for the study program [E4.5] is approved, after UV, based on Academic Senate decision [E2.56] has clearly defined the standards and criteria which need to be met by this literature proposed by the academic staff for reviewing and approval at the department [E4.6]. The necessary supportive literature is provided by continuous enrichment of UV literature which either purchases it by UV funds or by various donations according to the requirements of the faculties [E4.7. E4.7a]. The digital platform ULIBRARY https://ulibrary.rash.al/ gives access to every student who can find supportive literature here about their curriculum and not only.

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

Graduations rules and requirements are clearly defined in UV regulation [E1.5, E1.6, E1.7], in the regulations of basic units [E1.14, E1.15, E1.16, E1.17], study programmes and exam regulations that are publicly announced and made known to students since the first teaching hours of each module [E3.27, E4.8]. Students are also introduced to the procedure and evaluation mode and the time they can be provided with the relevant diploma. The rules or specifics of the exams as well as the procedures and evaluation forms are determined in the course syllabus by the respective lecturer [E3.14]. Whereas, the criteria and procedures for graduation are made public, either by posting them in the notice boards of the faculties, but also through the UV official Website. Criteria for each study programme can be viewed in the website U-Albania, [https://ualbania.al/Universitet/Info/7?fakultetID=61&degaID=253]. Evaluation of knowledge in UV is done through course exams and continuous assessment, which includes assessments of practical work, lab assignments and seminars. Semester exams are organized in two parts, the midterms and the final exam. Anonymity in the semester exams is not respected in any faculty of UV, but in the graduation exam in the Faculty of Public Health (for the first cycle and the second cycle studies - Professional Master) [E4.8a]. Despite the lack of anonymity in the exams, the results of the exams must be processed within 48 hours after they have been taken, and they are made known to the students. Students can consult the exam paper in the presence of the lecturer and if they do not agree with the evaluation they have the right to appeal it by sending a written request to the head of department of the relevant programme. The right to appeal the exam result is clearly defined

in the exam regulations [E1.7, E1.15]. Based on the exam regulations in case of complaint within 48 hours, ad-hoc groups are created at the department level to review the complaint [E4.3b]. Students can have access to exam results by using the UVMS electronic system. The principle of confidentiality is ensured through the personal account in the system in which each student has a personal username and password [https://uvms.univiora.edu.al/user/login]. In cases when access to the system is not available within 48 hours of taking the exam for technical reasons, the student can receive the grade from the course lecturer, always by respecting the principle of confidentiality.

Study programmes are subject to their continuous improvement to increase quality
(Chapter I Standard II.3)

The newly approved organizational structure of UV [E1.22] includes the Directorate of Quality Assurance and Institutional Development which has as a subsidiary the Internal Quality Assurance and Institutional Assessment Unit which is responsible for providing and increasing the quality of the study programmes offered at UV. This unit regularly evaluates lectures on their implementation of the respective study programmes by means of the student questionnaire pursuant to Article 103 of HEI 80 / 15. This questionnaire is carried at the end of each semester or before the exams season. The data collected by the questionnaire is summarized in a report which aims to assess not only the quality of curricula, but also their continuous improvement by the identification of their strengths and weaknesses [E4.9]. UV students are involved through a procedure approved by Academic Senate [E4.10] in the evaluation of their lecturers and in the implementation of study programmes by completing the questionnaire on the quality of teaching for the courses of each study program of UV. The student questionnaire form, which is approved by the academic senate [E2.49a] is submitted in the system, in the rubric: Surveys Section. The questionnaire is subject to constant changes and improvements in order to meet the requirements of the time and students [E4.11]. Internal Quality Assurance and Institutional Assessment Unit after analyzing the questionnaires drafts the detailed report of the results [E4.9] which it forwards to the Rector for review and approval [E4.12] along with the draft proposals for increasing the quality of the study programmes

Later, the Rector sends it to the heads of the main units for further discussion and proposals at the basic unit level. The results are discussed in department meetings of the main units in which the good practices and weaknesses are evidenced and a final material and draft proposals are forwarded to the Rectorate to review and to make the final proposals in the form of a measure plan which should be followed to ensure continuous quality improvement in the study and teaching programmes [E4.12a]. This measure plan is approved by the Academic Senate [E1.25]. The results of exams and competitions by maintaining anonymity and respecting confidentiality are published online and displayed on the notice boards of the institution. With the decision of the Academic Senate, the ranking of candidates is performed by the basic units of the university with the assistance of the sector of technological services and development in UV [E4.13]. The quality of study programmes is assessed based not only on the results of their evaluation by the academic staff and students through the questionnaire organized by Internal Quality Assurance and Institutional Assessment Unit, [E3.12] but also

by the employment statistics of graduates in that study programmes.

If we refer to the Faculty of Public Health, according to official information received from the Nursing Order of Albania (Note no. 41/1 dated 14.02.2017) the number of nurses who are expected to be employed in the district of Vlora in the primary and secondary service during the period 2017-2022 is 196 [E1.93]. In accordance with the labor market, the requirements of students for the improvement and adaptation of teaching curricula are taken into account [E1.94, E1.95]. In order to increase the quality of programmes, the database of UV graduates is also provided, which is made possible by the Career Counseling Sector, ALUMNI by monitoring and tracking the former UV students [E1.98].

Institution pursues a clear policy to improve teaching quality (Chapter I Standard II.4)

The institution has supporting structures which promote teaching continuous improvement. Despite Internal Quality Assurance and Institutional Assessment Unit and the periodic evaluation of the institution for quality standards [E4.14] the Regional Development Center, in which the vocational training center is integrated, operates in UV [E1.82]. If we refer to the center's regulation, it aims to support the life-long learning and training of academic staff, students and the community [E1.83]. Meanwhile, with the Senate decision in compliance with the recommendations of the External Evaluation Group of UV, March 2017 the guide on the development and use of various teaching methods for all fields of study in UV was approved [E3.17]. This institutional prepared guide contains recommendations for improving, developing and implementing new methods while respecting higher education law, regulation, UV statute and academic freedom. This Guide has been forwarded to the basic units which, after consulting and discussing it in their meetings, have come up with a plan of measures for its implementation by always respecting the academic freedom of the staff [E4.15].

Experimenting in teaching and life-long learning is part of medium-term faculty strategies [E1.68]. Whereas the use of innovative teaching methods aims to improve the quality of the teaching process An example of good practice is the Faculty of Public Health simulation center for training nursing and midwifery students [E1.81]. Other examples are the Clinic of Law in the Department of Justice at Faculty of Humanities [E2.26] and the pilot group of the study program Bachelor in General Nursing, Faculty of Public Health where the module Basics of Nursing is offered in English [E4.16]. The organization of life-long learning activities in which the UV staff is a lecturer / trainer provides not only service to third parties, but at the same time the staff qualifies themselves Examples of good practice are TEAVET seminars which are offered by the Regional Development Center which train pre-university education teachers as well as life-long learning seminars offered by the Faculty of Public Health for health professionals accredited by the National Center for Life-long Learning for Health Professionals [E3.15, E3.16].

During the period 2017-2020, the Faculty of Public Health has organized 10 accredited seminars of life-long learning in which 25 Faculty of Public Health lecturers have been engaged and a total of 516 health professionals have benefited (doctors, nurses, midwives, laboratory technicians, pharmacists, etc.) [E3.16]. UV qualifies academic staff in the field of scientific research to help the further improvement of teaching. This is reflected in the

provision of third cycle study programmes, but also in the facilities that UV creates for its staff for reimbursement of research activities of candidates who are in the doctoral process or for other titles [E1.32, E2.20]

In addition, UV policies for the recruitment of academic staff [E2.5, E3.39] which give priority to individuals who have knowledge and experience in contemporary teaching methods or who have previous teaching experience, affects its continuous improvement [E4.17]. Also, the life-long learning of academic staff to improve teaching is part of institutional policies. UV has approved the strategy of integration and training of the new recruited staff by UV by decision of Academic Senate in order to fulfil one of the recommendations of the External Evaluation Group in March 2017, Decision No. 246, dated 28.09.2017 and UV protocol No. 1020/3, dated 29.09.2017 as well as the action plan of the UV based on the Recommendations of the Board of Accreditation approved by Academic Senate with protocol number 72214, dated 06.06.2018, for the implementation of an effective system to increase the performance of all academic teaching staff [E1.33]. The approval of the strategy for continuous training of young researchers in UV supports the training of academic staff in the research field in order to help them to improve their teaching [E4.18]. Besides, the mobility agreements between UV and foreign universities, especially within the ERASMUS + KA1 programs, enables not only the exchange of best teaching practices but also, the continuous training of academic staff. During the academic year 2018-2019, 27 UV teaching staff and 19 training staff have benefited from them [E4.19] The approval of the regulation on the implementation of inter-institutional agreements under the Erasmus + KA107 ICM programs in UV [E1.60, E1.61] and the criteria of application policies in mobility enable all academic staff to have the opportunity to participate [E1.109]. In addition, UV enables the development of training seminars for capacity building of academic staff in both teaching and research [E4.19, E4.20]. UV is responsible for teaching quality and guarantees it through the relevant structures. Internal Quality Assurance and Institutional Assessment Unit is one of the responsible quality structures in UV which has clearly defined the rules for continuous preservation and improvement of quality in its regulation [E1.48]. This unit verifies, evaluates and compares standards in the implementation and organization of study programmes. Furthermore, the application for institutional or study programmes periodic accreditation are a reflection of UV responsibility for maintaining and improving the teaching quality [E4.14, E4.21]. The accomplishment of study programmes is made possible through the necessary infrastructure which is at UV disposal (Buildings A, B, C, D which include lecture halls, laboratories, libraries, etc.) [E2.56] but also through cooperation with other institutions such as banks, health institutions where students of various study programmes perform teaching practices [E1.105]. Not only the academic staff, but also the supporting administrative and teaching staff are engaged in improving the teaching and implementation of study programmes. The profile character of the academic support staff is defined in the UV statute, Article 49. The supporting staff with administrative character functions at the institutional level, at the main unit level (education secretaries of the main units), dean's assistant and at the basic unit level (secretaries of Department of Justice and Foreign Languages). Whereas the supporting academic staff with teaching character functions at the level of main and basic units (laboratory technicians and specialists of Scientific
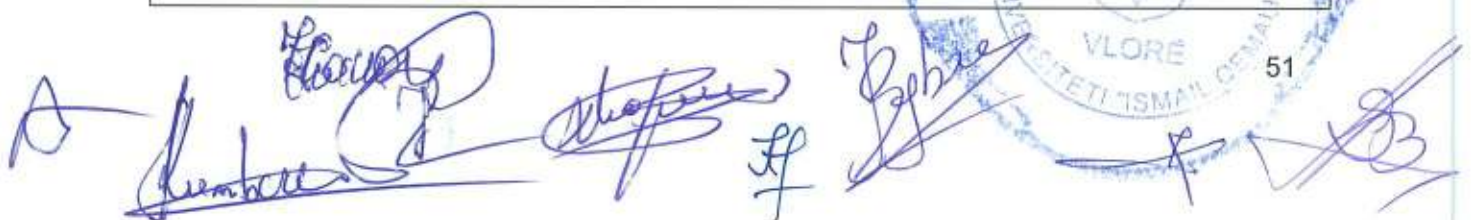
Research Center) [E1.1]. Academic support structures with an administrative character at institutional level have been approved by Academic Senate decision [E1.22]. Each main unit includes teaching-scientific supporting staff and administrative staff (chief secretary, dean secretary, teaching secretary of the departments) in its organization [E4.22]. Teaching secretaries of the departments are responsible for the administration of the documentation of the teaching process. Academic support staff with academic and administrative character are evaluated for the quality of their work [E4.23]. The assessment questionnaire has been approved by the Academic Senate [E4.24]. For the academic year 2019-2020, UV has employed 35 administrative staff and 74 academic support staff [E4.25].

Research: research outcomes, their dissemination, assessment and transfer

Department, as the basic unit of the institution, highlights its strengths and weaknesses in the field of scientific research (Chapter II Standard ..1)

There are 16 departments in UV structure [E1.1]. Department is the basic unit for teaching performance and research work and it bases its activity on the internal regulation approved by SA (Academic Senate) [E1.14, E1.15, E1.16, E1.17]. The Department also defines its areas of research which aim to develop and participate in European research and projects. The research areas are reflected in the strategic development plan of the department [E1.80] and in the 5-year (2017-2020) research strategy of UV [E1.79]. The department is divided into teaching and research groups. Teaching and research groups are subsections of the department that carry out activities in function and in accordance with the mission of the department [E4.26]. The reorganization of the teaching and research groups of the basic units of UV [E4.27] was conducted pursuant to the decision of the Academic Senate, in accordance with the law No. 80/2015 of higher education. There can be only research groups, as in the case of the Department of Foreign Languages or Department of Education [E4.28, E4.29]. The Department promotes, coordinates and administers teaching and research activities while respecting academic freedom and the right of academic staff to use the available material and financial resources to carry out the study programme. Each member of the academic staff fulfills the agreement for the organization of the annual workload for the academic staff in the public HEI. This agreement is signed by the member of the academic staff and the head of the department. In addition to the standardized annual workload, this agreement also evaluates the scientific research activity and the development and transfer of technology or creativity [E3.26]. The Department is responsible for the progress of research work of research groups. The progress of the research work of the staff is also evaluated in the annual analysis of the department [E3.42]. At the same time, scientific research is part of the evaluation of academic staff performance by the head of the department [E4.30, The scientific research plan, in which the research priorities and the respective budget are determined is drafted in the departments at the beginning of each academic year [E4.31]. The members of the academic staff which are part of the research groups publish their results of the proposed and conducted research in articles in national or international journals, as well as they present them in scientific activities within the country or abroad. [E2.20].

Each teaching group or permanent / temporary scientific research group has its elected head

who is elected (by the category of academic staff "Professor" and "Doctor"), according to the criteria and procedures proposed by the respective departments and faculties, reflected in the Statute and UV Regulation. The permanent / temporary head of the teaching group or research group receives an additional salary, based on the DCM no. 597, dated 01. 08. 2012 [E4.31a]. The financial support that UV gives for research groups is reflected in many ways. It is reflected in co-financing projects where research groups are partners in various international projects [E1.59]. It is also reflected in approving an additional grant for scientific research activity as a result of the action plan for scientific research within the recommendations of the accreditation board appendix 71, dated 21.09.2018 [E1.24]. It is reflected in the budgetary planning of UV, which reflects the financial and transparent support of the institution for scientific research activity at the level of main and basic units [E2.34, E4 32]. Based on the results of its work, the department suggests the continuation or termination of the cooperation with the scientific research groups. In UV, as a result of the recent reorganization of these groups to meet the minimum number of 5 full-time lecturers [E4.27] there is still no evaluation of the product of their research work.

Institution encourages development, dynamism and scientific research (Chapter II Standard I.2)

UV supports new scientific research groups and projects. In addition to approving the training strategy for young researchers at UV [E4.18], The Internal Quality Assurance and Institutional Assessment Unit and the Sector of Projects and External Relations provide training for young researchers in writing research project proposals [E4.19, E4.20]. Besides, this office provides assistance and consultancy for participation and applications of the academic staff in a variety of research projects. Every year (2017-2020) the number of UV applications which need co-financing in European projects is increasing. In 2020 UV applied in 22 projects ERASMUS +, in 2019 in 33 projects and in 2018 in 21 projects. Currently UV is implementing 11 projects with funding from European programs and beyond; (5) ERASMUS + projects, two (2) INTERREG IPA Cross Border Albania-Greece, one (1) INTERREG Adriatic-Ionian, one (1) EASME, one (1) project funded by the Norwegian Ministry of Foreign Affairs and one (1)) project funded by Global Bridges [E1.57]. The Encouragement of development and dynamism of UV for research is ensured through cooperation with other research structures at home and abroad. The approval of the UV Internationalization Strategy 2016-2020 [E1.57] aims to foster research collaboration for sharing and benefiting from the best practices. Also, UV interacts with various structures and institutions in order to develop scientific research, For the period 2017-2020, UV has signed 40 agreements with international institutions abroad [E1.60]. Examples of collaborations at the national level are the cooperation with Certipass digital skills for the European platform EiPASS, cooperation with the Center for Civic Legal Initiative and agreement with the Albania Directorate of Industrial Property [E1.101, E1.102]. UV for scientific research cooperates with other national HEIs [E1.103] not only in participation in European projects [E1.59], but also in the organization of joint research activities. The Sector of Project and External Relations through the distribution of various calls for participation in projects serves as a bridge between the National Agency for Scientific Research and UV Innovation and

Academic Staff [E4.33].

Institution concentrates on scientific research internationalisation
(Chapter II Standard .3)

UV is really committed to collect and disseminate information in its laboratories. UV supports the participation of academic staff and researchers in conferences / symposiums / workshops / trainings as well as publications in journals with impact factor. The internationalization of UV research also finds support in funding academic staff to participate in international scientific activities [E2.20, E4.34, E4.34a]. In 2019, Scientific Research Center of Faculty of Public Health organized an innovation conference aimed at disseminating the results of scientific research conducted by the employees of the center [E4.35].

UV is really devoted to responding to European offers in the research field. Examples of this commitment are implementations of ERASMUS + projects co-financed by the European Union such as "Improving the research potential of Higher Education that contributes to the further development of the Western Balkans region (Re@WBC) [http://rewbc.ni.ac.rs/]," as well as in the implementation of other research projects [E1.59]. To internationalize research, in UV have been organized several national and international conferences with different focus and topics [E1.31].Through the presentation of the scientific papers of the academic staff UV has been represented in several international scientific conferences [E1.73, E1.74, E4.36]

Cooperation agreements with foreign higher education institutions aim at exchanging research experience, capacity building and partnership opportunities in projects [E1.106]. UV organizes different ceremonies regarding its achievements in the field of scientific research. These ceremonies are part of the promotion not only in the field of scientific research, but also of the achievements of the institution. Celebrations for the 25th anniversary of the establishment of UV included a range of various activities. Personalities who have given their contribution to UV were awarded with the certificates entitled respectively "University Honor" and 'University Gratitude" [E1.34]. In its jubilee years, UV has organized several conferences [https://univlora.edu.al/botime-te-ndryshme/]. The scientific research works of UV academic staff are published in international scientific journals In 2017-2018, UV academic staff has published 237 articles in scientific journals abroad, 67 articles in journals with impact factor and 96 articles in scientific journals within the country [E1.73].

Institution determines priority areas of scientific research (Chapter II Standard I.4)

The department and research groups determine the priorities of the institution in the scientific research area. There are 16 departments in UV composition which are organized in research groups which determine the fields of scientific research [E4.37]. There are 27 scientific research groups in total in UV which are organized at the department level, 5 groups in the Faculty of Economy), 10 in the Faculty of Technical Sciences and 12 in Faculty of Humanities [E4.27]. Research fields and priorities are part of the scientific research strategy of the department which are also reflected in UV Research Strategy [E1.79, E1.80]. UV pursues a supporting policy for innovation. The signing of the cooperation agreement between Albanian Directorate of Industrial Property and UV aims to promote development in

the field of science and technology and encourages the scientific work of students and academic staff for the rights they enjoy over their work [E1.101]. UV favors scientific debate in primary fields of scientific research. Research areas and working groups are defined in discussions in the department [E4.38].

Institution applies scientific research priorities (Chapter II Standard I.5)

UV provides the means to implement its scientific research priorities through its laboratories and academic support staff. There are 25 laboratories with electronic and IT equipment in UV faculties. [E2.56, E2.57]. There were 80 academic support staff at UV for the period 2018-2019, 69 and for the period 2016-2017, and 78 for the period 2017-2018 [E4.25].

Each member of the academic and supporting academic staff at UV is provided with the necessary logistics and internet access to fulfill professional duties including scientific research work [E2.57]. The Scientific Research Center situated at the Faculty of Technical Sciences is equipped with laboratories of various areas such as chemistry, biology, environment, engineering, etc. [E2.57]. UV Development Strategy for 2018-2024 aims to provide better services to students as well as to increase teaching quality through good practices with specific results which include recruiting academic staff who possess a degree or are graduated at international distinguished and accredited Universities [E1.66]. Pursuant to its institutional development strategy, UV recruits qualified academic staff in the field of research. Scientific activity and studies in the 3rd cycle are part of the candidate evaluation scheme for recruitment [E4.39, E4.40, E4.40a]. A preferential criterion for the selection of candidates to work as academic staff is when these candidates have the academic title Associate Professor or Professor. [E4.40b]. In addition to this, priorities in the field of scientific research are implemented in various projects in which UV is a partner [https://univlora.edu.al/sektori-projekteve/lista-e-projekteve/] MARDS project is one of the good examples as it aims to rebuild doctoral studies in accordance with the principles of Salzburg and to create joint pilot schools among partner countries in the project. Also, this project is in line with the UV development strategy which aims to mitigate a weak point in the UV, such as the lack of programs in all of the three study cycles.

Institution provides continuity in the scientific research field (Chapter II Standard I.6)

Research priorities are the focus of UV institutional goals. The strategic development plan of 2018-2024 was drafted based on the received proposals from the basic and main units and it aims to increase research activities in departments and research centers, increase the number of scientific publications in journals indexed by impact factor, promote and motivate its staff involved in research to solve the economic and social problems of the region [E1.55]. Continuity in the field of UV research is ensured in accordance with its capacities. Pursuant to the decision of the Academic Senate, the academic staff of UV has the obligation to publish at least an article in a scientific journal during an academic year and to present a paper in scientific activities such as conferences / congresses. The approval of the performance form of the academic staff, which includes the evaluation of the scientific research activity of the staff, also aims to ensure continuity in the field of scientific research

[E2.49a]. Research activity in UV is a result of academic staff work as well as the cooperative policy with various scientific organisations [E1.103, E1.105, E1.106]. The effective integration of new doctoral students and researchers in research groups and projects [E4.38] the development of mini studies for graduation mainly in the second cycle of studies by students, is a reflection of the institutional policy for continuity in scientific research [E4.41]. Through its development strategy [E1.66] UV is engaged in the design and implementation of regional and national policies. The First Strategic Line of International Partnership and Cooperation is a reflection of this policy. Also, the approval of the Internationalization Strategy aims to achieve strategic objectives for the promotion and support of international cooperation in the field of research, development and transfer of knowledge and technologies [E1.57]. In addition, the institution pursues a supporting policy for the mobility of academic staff engaged in scientific research activities [E4.42]. The institution enables its academic staff to take a sabbatical year for the development of scientific research activity. For the period 2017-2020, the academic staff with a sabbatical year is 5 [E2.21]. In order to promote the increase of quality and internationalization of UV studies, it invites foreign academic staff for research and teaching activities. The invited academic staff for the period 2016-2020 in the Faculty of Humanities, Faculty of Technical Sciences and Faculty of Economy have been respectively 25, 33 and 47 [E1.114a, E1.114b, E1.114c]. Meanwhile, as a result of Erasmus + ICMs (International Credit Mobility) 16 foreign lecturers have come for teaching and training at UV during the period 2018-2019, [E1.63] https://univlora.edu.al/sektori-projekteve/statistika/ The membership of the institution in international university networks and various organizations aims not only at the exchange of teaching and research staff, but also the exchange of university and postgraduate students. [https://univlora.edu.al/sektori-projekteve/rrjete-nderkombetare/].

Institution publicises the outcomes in scientific research fields (Chapter II Standard I.7)

UV follows a supportive policy regarding the organization of international seminars, conferences, scientific symposia, national and international by financing the activities not only as an organizer, but also as a collaborator [E1.31, E4.43].

The supportive policy of the institution for the publication of results in the field of scientific research is expressed in the opportunity given to academic staff to publish in the UV bulletin (free and accessible to all) and in the books of organized conferences which appear as editions special bulletins [E1.31]. The institution also supports the dissemination of research results of staff studies by providing funding for their conferences and articles [E2.20]. UV pursues a policy of promoting research culture at the regional and national levels. UV has been a participant in several international projects [E1.59].

Institution pursues a policy of evaluation and transfer of outcomes in scientific research fields (Chapter II Standard I.8)

UV evaluates the progress of results in the field of scientific research. The appointment of the Deputy Rector for Scientific Research and Institutional Development and the appointment of Deputy Deans of Scientific Research at the basic unit level are the implementation of the institution's policies for evaluating the results in the field of scientific research [E4.44,

E4.44a]. UV Sector for Academic Promotion and Scientific Publications has a database of research conducted by academic staff. This database is subject to annual updates [E1.31]. Research is also part of the institution's annual analysis [E1.73, E1.74]. UV pursues a policy of promoting results in the field of scientific research, through the organization of conferences and the financial support of its staff for participation in national and international conferences to present the results of their scientific studies [E2.20]. The policy of protecting intellectual property as well as good practice in research and publishing activity in UV is reflected in the approval of some important documents such as the Code of Ethics in research, the decision on standards that must be meet by UV publications, plagiarism and the creation of the Council of Ethics in Research [E1.38, E2.67, E4.45]. UV follows an encouraging policy for young researchers by fostering them to undertake their own research initiatives. This is reflected in the support given to the second and third cycle of graduate studies, in the organization of student conferences by UV, in the participation of students in international academic activities   abroad where the costs are covered by UV and in the training of young researchers [E4.46, E4.46a]. The various scientific studies undertaken by UV researchers in different areas are also the fruit of the cooperation of the institution with local and foreign business as well as with economic and social factors. The cooperation agreements between UV and various institutions serve not only for the performance of teaching practices, but also for the development of various studies by students and staff [E1.103, E1.105]. The scientific publishing activity of the institution is the bulletin of UV in which staff and students can publish for free [https://univlora.edu.al/buletini-shkencor/]. The UV bulletin has been part of the restructuring to meet up to date standards [E4.47]. Recently, it has come out in special editions for conferences and various activities organized by UV [E1.31]. The source of UV information for scientific research comes from the annual analyzes in basic, main and institutional units level as well as the agreements for the annual evaluation of the academic staff's work [E.3.42, E1.93, E1.74]. This is important not just to identify the strengths, weaknesses and barriers, but also to address them correctly.

Conclusion and Judgement

UV has installed an effective system for implementing the study programs it offers in a suitable environment. Students who have completed all their obligations of a study programme are provided with the official document which is the respective diploma. Study programmes, in order to increase quality, are subject to continuous improvement based on student assessments, labor market needs and requirements as well as effective integration of theory with practice. In fulfillment of the recommendations of the External Evaluation Report (May 2017), for continuous improvement of teaching, UV has already installed an effective scheme by approving the strategy of integration and training of newly recruited staff and the strategy for continuous training of young researchers. Also, the approval of the guide for development and use of various innovative teaching methods based on the field of study and respective courses it provides, supports and encourages student-center learning.
Although anonymity applies partially, students are assessed fairly based on the consistency and transparency of the rules. UV has a research strategy and its academic staff provides opportunities for scientific research activity to be carried out in accordance with accepted

national and international standards. UV encourages the spirit of research collaboration among staff, students and other research institutions at home and abroad.

Based on the analysis and evidence reported in this report, the Internal Evaluation Group concludes *that*

STATE QUALITY STANDARDS FOR THE FIELD OF TEACHING, LEARNING AND RESEARCH ARE FULLY MET.

5 - EVALUATION AREA: STUDENTS AND THEIR SUPPORT

Institution pursues the correct policy for new students' entrance (Chapter I Standard III.1)

UV allows a correct policy for the admission of new students, by referring to the legal framework in force. In addition to the general requirements, which derive from the laws and bylaws, UV is selective in the admission standards and it also applies the proposed criteria by the basic units and approved by the senate decision [E5.1]. UV offers comprehensive programmes and when applying the criteria it is prudent to provide the same opportunities to both traditional and non-traditional students. This purpose is also stated in the Statute [E1.1nen5] and the Strategy [E1.66 p. 16] of UV. In the framework of the Internationalization Strategy [E1.57], UV has given special importance to the exchange of students based on the ERASMUS program. Not only has it been visited by a significant number of foreign students in different study cycles each year [E1.62], but it also has managed to make students benefit from a different experience. In addition to students who benefit from Erasmus programmes, another category of students are foreign or Albanian ones who have completed or continued their studies in another country. The attraction of these students is made possible through the procedures of converting their diplomas as well as the provision of equivalent courses which is provided by UV statute [E1.1 article46]. In addition to its function as a Public Institution of Higher Education, expressed in the Law on Higher Education and its Statute, UV has drafted a Strategic Plan, which presents medium-term policies which will lead to a further development of the institution. In this strategic plan it is foreseen that the new vision of UV will not be focused on institution as a teaching center, but as "an important pole of territorial development, through scientific research in accordance with the needs of the labour market, a close cooperation with all public and private actors in the territory as well as the growth and expansion of international cooperation" [E1.55 p.5]. UV development policies emphasize the importance of providing a diverse didactic offer and multidisciplinary programmes which facilitate the transfer of studies as well as provide the opportunity to pursue a variety of second and third cycle study programmes. [E1.66 p.12].

University of Vlora "Ismail Qemali" has set up the The Sector of Career Counseling, Alumni, Sports and Cultural Activities [E1.22; E1.85] as a responsible structure for informing prospective students. Every year, the Sector of Career Counseling, Alumni, Sports and Cultural Activities organizes open days with high school students, which aim their information about the programmes as well as other facilities offered by UV [E2.29]. The information of potential future students is also done through informative meetings which are held by the counseling and career office with representatives of the academic staff of the basic units. These meetings provide all the necessary information about the study programmes in UV [E2.28a; E2.28b]. The information of these students is also done through the distribution of informative brochures which present the programmes offered by the institution and are assessed to have a longer impact in time and serve as additional material to the meetings of open days [E2.14] Student status in UV is obtained at the time of its registration [E2.14]. A student receives his/her status in UV at the moment he/she is

registered there. As soon as the student gains this status, UV immediately sets in motion the host and integration mechanisms for the student by giving him/her the same status as other students. The student is immediately provided with his personal ID by the teaching secretary. UV organizes welcoming days [E2.28c] with students who have just acquired this status not only to inform them about the study programmes, but also accompany the students around all UV facilities. UV Regulation [E1.5 Article 558] emphasizes the importance of academic counseling as a role and mission of professional and academic leadership. This regulation also provides for the structure of the Academic Advisor (AC) [E3.30] at each department. The academic advisor together with the head of the department hold an informative meeting with the new students, in order to inform them about the study programme and the rights they enjoy by earning the student status [E1 1] After the student has earned this status, he/she has the right to elect and be elected in the representative bodies, to participate in workshops, trainings, projects, in open meetings with the academic staff, in expressing his/her opinion on any decision which affects student's status and in other UV activities. In order to implement the policies of approaching high school graduates, UV remains in contact with the Regional Education Directorates by providing them information and collaborating for the implementation of professional practices for teaching programmes [E109] These connections serve also for the implementation of professional practices and employment of graduates. UV has set up special structures for receiving, informing and accepting new students. These structures are located in the rectorate and near the basic units. They are; Communication Directorate for the First and Second cycle and two sections depending on it; The Curriculum and Student Services Sector and the Career Counseling, Alumni and Cultural and Sports Activities Sector sectors are the main sectors located in the rectorate that inform in the foreground the interested students in the programmes offered by UV [E1 .85] The main offices that accept new students are the teaching secretaries who are responsible for enrolling students in the relevant study programs, providing them with ID and orienting them to other facilities which are offered [E5.2] . The Academic Advisor is another informative and orienting structure [E3.30]. A lecturer of the respective department in which the student is enrolled, also plays the role of Academic Advisor. Each lecturer has the obligation to adhere to a certain reception schedule with students, during which they can request information or assistance not only about the relevant course, but also about the program or other services provided by the institution [E5.3]. The approval of the Internationalization Strategy [E1.57] has come as a result of UV orientation towards a new approach, of opening the institution, facilitating the possibility of absorption and integration of foreign students, a possibility also provided in UV Regulation. [E1.5 article 56]. Within this strategy, UV aims to follow a policy of bringing together and welcoming foreign students and it aims to promote the mobility of foreign students through inter-institutional agreements. This is achieved not only through UV agreements within the Erasmus programs [E1.61], but also through the provision of courses in other languages [E1.112] as well as the facilitation of the procedures for admission and integration of foreign students through procedures for recognition and equivalence of diplomas or study periods [E1.62; E3.44; E3.45]. The UV Regulation, [E1.5 Article 383.2] determines an obligation for all academic staff who should be available to
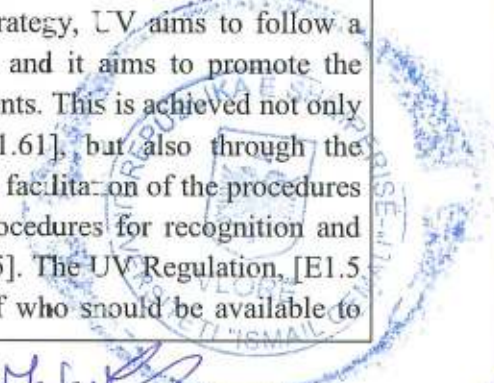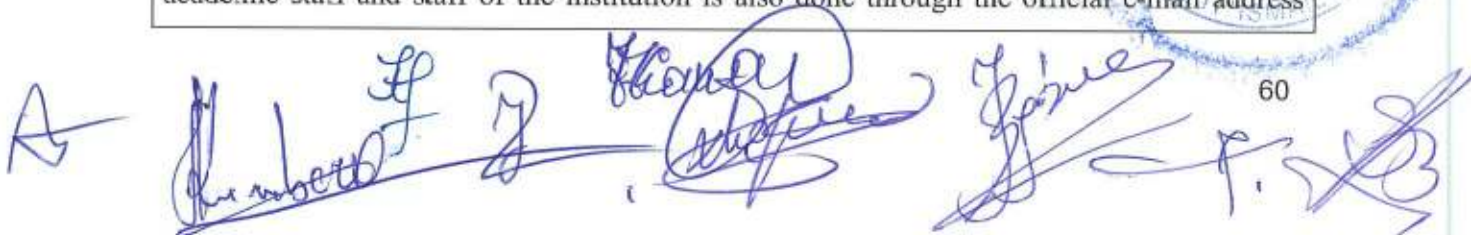
consult with their students in their office for a certain number of hours, each week [E5.3]. The lecturer has the obligation to make these schedules known to the teaching secretary or to communicate them to the students during the respective course. Lecturer's waiting hours for his/her students are displayed on the notice board at each department and are also announced by the Academic Advisor. A well-planned academic staff based on standards also responds to student admission policies. The purpose of UV is to guarantee high teaching standards by considering the ratio student-lecturer. This ratio for each faculty is displayed in the below tables [E5.4].

Institution pursues an informing and communication policy with students and academic staff (Chapter I Standard III.2)

Student's information is made by two main structures located in the Rectorate and by some others located near the basic units. Career Counseling, Alumni and Cultural and Sports Activities Sector [E1.85] is the one which advises students on enrollment, rights and obligations arising from the benefit of student status, regulation and university statute, modules they can select, financial aspects and scientific and cultural activity within UV [E5.5]. The IT Sector [E1.85], which is also located at the Rectorate, is responsible for creating, managing and administering the personal account of each student, by means of which they are informed about the learning process [E2.55]. Then, the teaching secretaries are the offices that carry out students' registration and information on the course programs and other activities which are organized by the basic unit [E5.2]. Besides, Academic Advisors who work at the basic units are the ones who inform and keep in touch with students about any problem which may arise regarding their student life or provide advice on study programs [E3.30]. Communication and information in UV is made through publications on the official website www.univlora.edu.al The publication of important UV documents along with its activities, makes the information more accessible not only by its staff and students, but also by third parties who are interested in being informed about UV. In order to increase access to its information, UV is also active on social media through Facebook, Twitter and Instagram addresses. Upon request for more official information, UV can provide written means of communication such as written protocol documents [E2.79], which are equipped with the signature of the managing authority, the seal and the logo of the Institution. Telephones, emails and teleconferences also serve as tools for external communication. In addition to external forms of communication, the means of internal communication are also diverse. Internal communication is achieved through written acts and notices which are later delivered to the governing bodies and authorities or all academic and administrative staff who provide the receiving notification by signature. Internal communication can also be verbal, for issues whose nature enables this type of communication. For internal communication UV also uses virtual communication via email, notifications and communications in the "Notice Board" mainly for students, as well as through its official website www.univlora.edu.al [E2.55; E2.79]. UV Regulation [E1.5 article 7] defines the way of communication of the employees of the institution. Pursuant to the respective definitions, communication and notification of any kind addressed to the academic staff and staff of the institution is also done through the official e-mail address

name.surname @univlora.edu.al as well as through the publication on the official website www.univlora.edu.al [E2.55]. The official website and email address, based on Article 55 of Regulation [E1.5], is maintained and updated by the IT Directorate. Pursuant to Article 54 of the UV Regulation [E1.5], the personal file and personal data of each student are administered by the teaching secretary, which is obliged to continuously administer and update the file of each student from the moment he/she receives such a status [E5.6]. The fundamental student register records their personal data, the achieved evaluation while attending the study programme, data on the awarded diploma or diplomas along with the diploma supplement. The teaching secretary must administer this file responsibly [E2.79] by respecting the obligation to protect personal data, which is also based on the Personal Data Protection Regulation [E2.53]. In addition to student's personal data which are administered by the teaching secretaries, some other data related to the student's assessments and academic performance are administered by the IT Directorate [E2.55]. Teaching secretaries are responsible for the administration of the student's personal data and they have the student's e-mail address name.surname@univlora.edu.al which serves as a form of communication between the institution and the student. But in the student's registration form [E2.85] there is also a personal email address as well as his /her phone number which can be used in cases when there is an urgent need to contact him/her or if the student has not received the electronic notification.

Institution pursues a policy orientation and mentoring of students (Chapter I Standard III.3)

UV gives great importance to the orientation and counseling of its students. UV undertakes the orientation of its students for each election or application related to other study programs. UV aims to give its students priority in attending further study cycles [E5.1]. For this reason, Career Counseling, Sports and Cultural Activities Sector guides and advises students in their applications for further continuation of other study cycles [E5.5]. It engages students in numerous trainings and provides information on how to prepare for the job market, preparation of personal CV, job fairs and various employment opportunities, on study programmes and opportunities to move from one study program to another within or outside UV, support and advice on applications for continuing the study cycle or other study cycles in higher education institutions abroad [E2.28]. In collaboration with Alumni, Career Counseling, Sports and Cultural Activities Sector holds joint meetings with newly graduated students to orient them towards the labor market and to offer success models [E1.92]. It is intended that student orientation and counseling are carried out at two levels; At the level of Rectorate by the Career Counseling, Sports and Cultural Activities Sector and the the level of basic unit by the Academic advisor, with the aim that the Academic Structure is as tangible as possible for students and it serves their daily life and problems, regarding schedules, communication with professors, selected literature, scientific and informational activities carried out by the basic unit, etc. [E5.6].

UV study programmes have been reorganized in accordance with the Law on Higher Education No. 80/2015 and with DCM no. 41, dated 24.01.2018 "On the Elements of Study Programmes Provided by Higher Education Institutions". Based on this reorganization, the

programmes aim at the progressive adaptation of the students by initially offering general education courses, interdisciplinary courses as well as characterizing courses and additional courses in the percentages defined in the DCM. This gives the students the opportunity to form their specialty course after course [E3.41].

One of the ways of informing students, used by UV structures is the distribution of information materials. Career Counseling, Sports and Cultural Activities Sector prepares and distributes information brochures not only for study programmes offered by UV, but also for other services. [E2.13]. Career Counseling, Sports and Cultural Activities Sector also conducts various information activities with students, where in addition to being participants, they are also provided with the necessary information materials [E2.11; 13.02]. Pursuant to Article 89 of Law No. 80/2015, UV provides for the possibility of changing the study programme through the procedure of transfers within and outside the institution, on condition that the transfer is made to similar study programmes [E1.1 article 28-30, 56-59, E1.5 article 56]. According to the provisions of the Statute and the Regulation, the transfer to similar study programmes is possible for students within the UV as well as in other institutions of higher education. 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 Rectorate as well as the Commissions set up at the basic units, which control the exit study programme and the one in which the student wants to apply. The Equivalence Commission, set up at the Basic Unit, completes the unification of courses and determines the dues that the student has to pay. The list of applicants is then forwarded back to the Rectorate and is approved by the Rector [E3.45]. UV supports its students in all study cycles offered. giving priority to its students who attend the second and third cycle of study in the same Institution [E3.28]. Career Counseling, Sports and Cultural Activities Sector and Academic Advisors support students throughout their student's life at UV. This office guides and advises students throughout their study cycles, as well as through transitions from the first cycle of study to the second and third cycle [E5.5]. Career Counseling, Sports and Cultural Activities Sector guides students to enter the job market and tracks them even after their graduation [E1.96].

Institution pursues a supporting policy for specific social categories (Chapter I Standard III.4)

In accordance with the legislation in force (pursuant to the DCM on financial support for the groups of population in need), UV provides support for the reduction or complete exclusion from the tuition fee [E3.32] https://univlora.edu.al/en/2019/09/10/njoftim-per-perfitimin-e-bursave-ne-ciklin-e-pare-te-studimeve-bachelor-per-vitin-akademik-2019-2020/ https://univlora.edu.al/en/2019/09/10/formulari-per-perjashtim-nga-tarifa-e-shkollimit-2019-2020/. UV has been trying to provide all the necessary facilities for disabled students so they can regularly attend the teaching process. Ramps are available for disable students in Building C to facilitate their access in UV premises [E2.61]. It has also been decided that lectures which are attended by disabled students will take place on the first floor. In the case of deaf and mute students, or blind students, each lecturer in his / her course offers the possibility of making the evaluation of their knowledge in the way that is most suitable for

the student [E5.7]. UV also follows supportive policies for students who come from different minorities (e.g. Roma and Balkan-Egyptians). The legislation in force defines the categories of students who will be excluded or whose tuition fees may be reduced, including other groups such as orphans, children of ex political convicts or persecuted people by communist regime, children of police officers or military staff of the Armed Forces, who have lost their lives or been injured in duty. The basic UV units propose free quotas for the above categories in accordance with the DCM [E5.8]. The institution supports students who are high-achievers in significant sports or cultural activities not only by promoting them in these activities, but also by creating them the necessary facilities. Students involved in these activities, upon their request and with the approval of the Dean, can have their evaluation of knowledge done at a different time from the scheduled evaluation of the rest of the students [E5.9]. Following the requirements of the law on higher education, 80/2015 UV does not accept part-time study programmes, but it continues to offer the opportunity to those students who are in the process of attending these study programmes to complete them. [E5.10].

Institution provides basic literature and support for students (Chapter I Standard III.5)

UV guarantees for its students, not only the basic textbooks, but also the necessary supplementary literature approved and recommended by each department [E4.5]. Textbooks offered to students are selected texts, which meet the necessary standards to be used as university textbooks, based on the Decision of Academic Senate No 02. Date 13.01.2017 [E2.66] and the Instruction of the Rector 1586 [E2.66]. The basic and recommended literature fund is located near the University Library [E4.4] The diversity of literature that students can access through the online library. https://ulibrary.rash.al/ has been added to the variety of hard copy books. Access to this library is made through a university email address which is available to each student since they receive this status in UV. UV has a special structure, which serves to preserve the documentation related to the textbooks and the used literature. The Scientific Library Sector [E5.11] aims to coordinate the needs of lecturers and students and performs the procedure of registering books, brochures and magazines. In addition to the Scientific Library Sector, which maintains a wider list of literature made available by the library, the Sector of Curricula and Student Services is another structure where the main recommended and additional literature used in the courses is deposited. UV has a Central Library (Nermin Vlora Falaschi Library), which is located in the central building of the University, and is equipped with a variety of literature and comfortable environments. In addition to the central library, two other libraries are located near the Faculty of Humanities and the Faculty of Technical Sciences, also equipped with a wide and varied literature [E4.7]. Each year, prior to the approval of the budget, the departments submit their draft proposals, which may include the need for basic literature or additional literature, which may help professors and students [E4.5]. The Scientific Library Sector submits its requests for the enrichment of the library fund at the beginning of each year, by requiring a specific item in the UV budget for this thing [E2.74]. In addition to the periodic enrichment carried out with UV funds, the library literature is occasionally enriched through donations from UV friends. [E4.7a]. Each basic unit of UV is committed to present at the

beginning of each academic year the request on the necessary and specific literature which will also serve to the academic staff for research. The proposal of each basic unit is then approved according to the approximate procedures of the Institution [E4.5]. The literature provided by UV, through its Library, is multidisciplinary. The library contains titles from 10 different fields of study, which are classified according to the Universal Decimal Classification [E4.7]. The interested individuals can find there literature on general issues, science and knowledge, philosophy, psychology, social sciences and their subdivisions, economics and its subdivisions, justice, mathematics and natural sciences, applied sciences such as medicine and technology, linguistics and literature, geography, history as well as materials dealing with art, culture and sports. The working hours of the Library are announced not only in the premises of the Institution, but also on the UV website [E5.11]. The student has a registration card through which he provides the literature he/she needs. The registration card contains the following information: Card number, name, surname, paternity and date of birth, faculty where you study, telephone number, residential address, ID number, and signature of the library manager and reader [E5.12]. The library itself does not offer eBook service, but the staff and students have the opportunity to access the online library and provide a variety of literature in foreign languages.

Institution offers first-cycle students support through university services to facilitate their progress (Chapter I Standard III.6)

The advising and tutoring service is provided for students who are doing their professional practices [E44.2] as well as for students who are in the process of completing their diploma thesis [E4.3], for each study cycle. In addition, each lecturer, before the start of the academic year, publishes in his/her syllabus the waiting schedule consisting of three hours per week, which can be organized either in a day or on a different day. The waiting time of each lecturer is made available to students who need support or advice regarding the course they are pursuing or other student issues. Every lecturer at the beginning of the academic year has the obligation to instruct students, through syllabus and verbal communication, on every academic obligation they have to meet throughout his/her course. Also throughout the course professors offer support in the form of consultations for students who are making poor progress with the aim of helping them to improve their results. The literature is made known to the students in the syllabus as well as in the syllabus of each course, at the beginning of each semester in which the basic literature and supporting literature are defined [E3.14]. Each student has the opportunity to access the basic literature as well as the supporting literature in the UV library and in the online library. UV enables the students with special needs to receive services related to their needs. The managing authority (Dean) may open another exam date for a student who, due to health or family problems, participation in cultural / sports activities could not be present on the due exam date [E5.9]. Besides, the lecturer of the respective course carries out consultations for all students who encounter difficulties in learning, despite the teaching hours in order to help the student progress in the respective course.
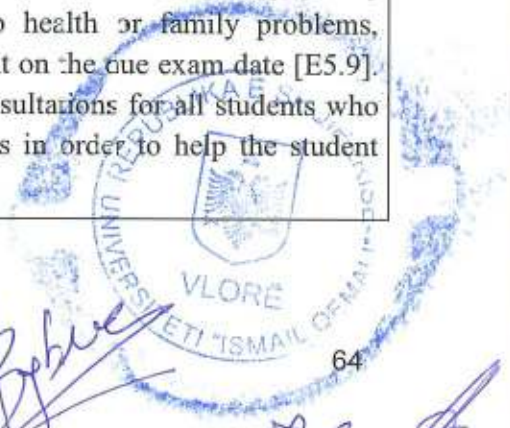
Institution encourages students' participation in institutional life (Chapter I Standard III.7)

UV encourages student participation not only in student life, but also in decision making. Student Councils are a form of student self-organization [E1.1 article74, E1.5 article72], at the faculty level and at the Institution level, in order to promote and coordinate their representation in the governing bodies. Student participation in student life is related to their right to elect and the right to be elected. Ensuring student participation in institutional life is guaranteed through the establishment of the Student Council [E5.13]. In addition to the right to self-organize, UV recognizes the right of students to participate in its decision-making bodies. In accordance with the new legal framework, students are represented in the Senate with two members, and their representatives will be even on the Board of Administration pursuant to DCM no. 782 dated 26.12.2018, [E5.14]. They are natural persons who will be elected by students as their representatives on the Board of Administration, by increasing student participation in decision-making not only in relation to the academic process but also in influencing the financial policies of the Institution. Students also participate in ad hoc commissions set up by Directorate of Internal Quality Assurance of Institution Elections as well as in commissions set up at basic units for evaluating the quality of study programmes [E4.12, E5.15]. Student representatives in the Senate consult with the Student Council to share views and perspectives on various aspects before a particular issue is passed for approval in the Senate [E5.16]. UV supported the students in their organization for the election of the Student Councils in the Faculties and the Institutional Student's councils. UV supports the activity of student councils by providing them with available facilities for exercising their activity and finances the activities required by the student councils, such as Student Conferences [E3.33].

Institution pursues a supportive policy to assure cultural and sports quality of student life (Chapter Standard III.8)

UV has been trying to ensure the quality of student life through the various activities it offers. The implementation of the Student Card has been achieved as a requirement provided in law 80/2015 on higher education and the Student Pact. UV tries to provide flexibility to students by offering second cycle programmes at appropriate afternoon hours or by offering the same course in two alternative schedules [E4.1] so that the students have the opportunity to choose the most appropriate one for them. UV supports students in their activities, as well as promotes the best students, organises graduation ceremonies, and other activities aimed at expanding the way of informing students through projects or seminars. [E3.47]. UV has a functional structure related to sports activities such as Curricula Counseling, Sports and Cultural Activities which aims to involve students in sports and cultural activities. There is a variety of sports and cultural activities in which students participate with the support of the institution. The UV sports association was established in UV, with a rich sports activity [E2.15]. Social activities are numerous, among which we can mention activities that have become a tradition in the institution such as marathons, the celebration of June 1ST (Children's Day) at the orphanage or the sports championship which is also organized periodically

In addition to them, the institution supports any other initiative related to cultural and sports activities, such as the performance of a theatre play by law students, participation in the opening of the tourist season, etc. [E2.16]. UV supports students who engage in sports activities, by giving them the opportunity to have all kinds of facilities for exercising their activity such as funding the football team from UV funds [E2.15]. UV through the Faculty of Public Health cooperates with health structures. This cooperation extends not only to the completion of professional internships for students of this Faculty, but also through the numerous organized activities for the education of population on health issues. UV motivates its students by distributing certificates at the end of the activity [E3.47].

Institution helps in students' employment (Chapter I Standard III.9)

Curricula Counseling, Sports and Cultural Activities Sector provides statistical data on the employment of UV graduates [E5.17]. UV provides assistance for integration into the labor market to its students through the training that it organizes regarding the ways of applying for a job, drafting a curriculum, behavior during a job interview, etc., as well as through the activities that it organizes, such as a job fair [E1.92]. The increase of students' capacities and their preparation for employment is also achieved through the meetings with groups of interest [E1.91] as well as the conduct of professional internships under the guidance of respective lecturers Both of them offer students the opportunity to be recognized by different employers, and to create important contacts for employment. Professional internships equip the students with practical skills that facilitate their entrance in the job market. UV maintains relations with Alumni students aiming to remain attractive as well as encouraging in the employment process of its graduates. UV also tracks its former students [E1 96] by creating the possibility of keeping contacts with them and invites them whenever it arranges informative or training meetings with vocational training or when they enter in the job market .[E1.91]. Ongoing training, but also maintaining contacts facilitates the process of entering the labor market. As for UV itself, it should be noted that despite the fact that there is no real policy for the employment of its graduates, a large number of its academic and administrative staff are its former students who have studied at UV for at least one study cycle . [E5.18].

Conclusion and Judgement

UV has installed an effective system for implementing the study programmes it offers in appropriate conditions. Students who have completed all the obligations of a study programme are provided with the official document which is the relevant diploma. Study programmes in order to increase quality are subject to continuous improvement based on student evaluation, labor market needs and requirements as well as effective integration of theory with practice. In fulfillment of the recommendations of the External Evaluation Report May 2017), for continuous improvement of teaching, UV has already installed an effective scheme through the adoption of the strategy of integration and training of newly recruited staff and the strategy for continuous training of young researchers.

Besides, the approval of the guidelines for the development and use of various innovative teaching methods based on the field of study, courses, provides, supports and encourages learning with the student at the center. Although anonymity applies in part, students are assessed fairly based on the consistency and transparency of the rules. UV has a research strategy and academic staff provides opportunities for scientific research activities to be carried out in accordance with accepted national and international standards. UV encourages the spirit of research collaboration among staff, students and other research institutions at home and abroad.

Based on the analysis and evidence reported in this report, the Internal Evaluation Group concludes that **STATE QUALITY STANDARDS FOR THE FIELD OF STUDENTS ARE FULLY MET.**

Summary (Overall) Conclusion and Judgements

UV, through the periodic process of institutional accreditation aims to respond to social and labor market needs, which are constantly changing. Meanwhile, the demand for better performance in teaching and in preparing students who are capable of the labour market is growing. The results of effective management of the institution are; drafting and developing a scheme for continuous training of academic staff, cooperation and internationalization of UV with increasing mobility and number of applications and absorption of foreign funds, decision making after discussion and constructive debate of any proposal and opinion and visible improvement in the field of human resources . Financial management in UV, is carried out through transparent financial policies in accordance with the provisioned legal framework and procedures.

Study programmes are organized to meet state quality standards, by respecting in form and content the requirements arising from legal and sub-legal acts. The content of the offered study programmes aims to meet the professional leadership scenario envisaged in the strategic plan of institutional development. Study programmes are designed to facilitate student mobility at home and abroad. Their continuous improvement is carried out taking into account the needs and requirements of the labor market. UV has installed an effective system for implementing the study programmes it offers in appropriate conditions.

In fulfillment of the External Evaluation Group recommendations (May 2017), for continuous improvement of teaching, UV has already installed an effective scheme through the approval of the strategy of integration and training of newly recruited staff, the strategy for continuous training of young researchers and guidelines for the development and use of various innovative teaching methods.

UV has a research strategy and academic staff is provided with opportunities for scientific research activity to be carried out in accordance with accepted national and international standards The institution has given an important role to students as it treats them as its main beneficiaries and creates all the necessary infrastructure for them. From the moment of enrollment until the end of their studies, students benefit from the didactic, social and cultural services provided by UV. Students are not only in the role of service beneficiary, but through their representative structures they influence the entire decision-making and policy-making process of UV. The support of UV structures to promote student self-organization is a reflection on the conclusions of External Evaluation Group 2017, by bringing about the fulfillment of an important criterion. As universities play an important role in the development of human resources, culture and science, UV has worked hard to meet the shortcomings, weaknesses and recommendations of the External Evaluation group.

In this regard, UV is aware that the fulfillment of educational needs at national and global level is ensured through continuous improvement of the quality of the educational process and study programmes.

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Based on the conclusions and evaluation of each of the evaluation areas analysed in this report, the summary judgment according to the areas, for the Fulfillment of State Quality Standards, is as follows

Area	Evaluation
The Organization and its Management	*State quality standards are* **FULLY MET.**
Resources	*State quality standards are* **SUBSTANTIALLY MET**
The Curriculum	*State quality standards are* **FULLY MET.**
Teaching, Learning, Assessment and Research	*State quality standards are* **FULLY MET.**
Students and their support	*State quality standards are* **FULLY MET.**

List of the HEI's Supporting Evidence

1. EVALUATION AREA: ITS ORGANIZATION AND MANAGEMENT

Reference in the Self-Evaluation report	Evidence Name
E1.1	UV Statute
E1.2	Academic Senate Decision on Approval of the Statute
E1.3	Decision of Board of Administration on Approval of the Statute
E1.4	Decision of Ministry of Education, Sports, and Youth on Approval of the Statute
E1.5	Old Regulation
E1.6	Amended old regulation
E1.7	New Draft Regulation
E1.8	Regulation Approval of Faculty of Public Health
E1.9	Regulation Approval of Faculty of Technical Sciences
E1.10	Regulation Approval of Faculty of Humanities
E1.11	Regulation of Faculty of Public Health
E1.12	Regulation of Faculty of Technical Sciences
E1.13	Regulation of Faculty of Humanities
E1.14	Regulation of the Department of Foreign Languages
E1.15	Regulation of the Department of Health Care
E1.16	Regulation of the Department of Economics
E1.17	Regulation of the Department of Biology
E1.18	Regulation of the Scientific Research Center in Faculty of Public Health
E1.19	Regulation of the Scientific Research Center in the Faculty of Technical Sciences
E1.20	Regulation of Albanology in Faculty of Humanities
E1.21	Regulation of Academic Senate
E1.22	Organizational Structure of UV
E1.23	UV budget 2019
E1.24	Decision on Approval of the Action Plan
E1.25	The Action Plan
E1.26	Strategy for Continuous Training of Young Researchers
E1.27	European Card and Code for young researchers
E1.28	Academic titles commission
E1.29	Doctoral Regulation
E1.30	Academic/Doctorate Promotion Procedure
E1.31	List of conferences, number of articles / bulletins
E1.32	Refunding Decision
E1.33	Integration strategy and training of newly recruited staff
E1.34	Nominal list for the 25th anniversary
E1.35	Regulation of the Board of Administration

E1.36	Decision on the establishment of the Ethics Council
E1.37	Code of Ethics
E1.38	Research Code of Ethics
E1.39	Anti-Plagiarism Criteria and Standards
E1.40	Examples of Deanery Decisions
E1.41a	Agreement signed by the Dean
E1.41b	Agreement signed by the Dean
E1.41c	Agreement signed by the Dean
E1.42	Election regulation of 2016
E1.43	Decisions of the Institutional Council of Elections, 2016
E1.44	Appointments from the last election
E1.45	New election regulation of 2020
E1.46	Decision-making and monitoring of implementation
E.147	Decision on the establishment of the Unit for Internal Evaluation and Quality Assurance
E1.48	Regulation of Internal Quality Assurance and Institutional Assessment Unit
E1.49	Internal Quality Assurance and Institutional Assessment Unit
E1.50	Strategic Audit Plan
E1.51	2019-2020 Audit Work Plan
E1.52	Diaspora Network
E1.53	Composition decision of the Consultative Board
E1.54	Honoris Causa List
E1.55	UV Strategic Plan
E1.56	The decision on approval of the strategic plan by Academic Senate
E1.57	Internationalization Strategy
E1.58	Number of applied projects in the last 3 years
E1.59	List of projects in the process of implementation
E1.60	List of agreements with foreign countries
E1.61	List of KA1 agreements
E1.62	List of Students mobility
E1.63	List of Lecturers mobility
E1.64	List of mobility of academic and administrative support staff
E1.65	Working Group on Development Strategy
E1.66	UV Development Strategy
E1.67	Decision on approval of the development strategy
E1.68	Strategic Plan of Faculty of Public Health-
E1.69	Decision on the approval of Strategic Plan by the Academic Senate
E1.70	Decision on approval of the BA Strategic Plan
E1.71	Agenda of Academic Senate for discussion of the Strategic Plan
E1.72	Discussion of the BA Strategic Plan
E1.73	Annual Report 2017-2018
E1.74	Annual Report 2018-2019
E1.75	Decision on approval of the annual report by Academic Senate

E1.76	Decision on approval of the annual report by Board of Administration
E1.77	Submission Note of the report to Ministry of Education, Sports, and Youth
E1.78	Academic programmes by name and faculty
E1.79	Scientific Research Strategy
E1.80	Scientific Research Strategy Faculties + Departments
E1.81	Faculty of Public Health Laboratories
E1.82	Decision on the establishment of the RDC
E1.83	Regional Development Center Regulation
E1.84	RDC Strategy
E1.85	Organogram and Approval of the Organogram
E1.86	List of Faculty of Economy Lecturers – Academic Titles
E1.87	List of Faculty of Public Health Lecturers – Academic Titles
E1.88	List of Faculty of Humanities Lecturers + Academic Titles
E1.89	List of Faculty of Technical Sciences Lecturers + Academic Titles
E1.90	Decision on Permanent Committees
E1.91	Meeting with the stakeholders
E1.92	Job Fair Report
E1.93	Faculty of Public Health Annual Analysis
E1.94	Editing and Translation Study Programme
E.195	Aquaculture and Hygiene of fishing products
E1.96	Alumni Tracing (Full Procedure)
E1.97	Communication with alumni
E1.98	Alumni Database
E1.99	Decision on approval of criteria
E1.100	Decision on approval of Fees
E1.101	Agreement with General Directorate of Industrial Property
E1.102	List of collaborative activities
E1.103	Various agreements within the country
E1.104	Reorganization of 5-year study programme
E1.105	List of Internal Partners UV cooperates with
E1.106	Agreement with Institutions outside Albania
E1.107	Regulation on the Implementation of Agreements
E1.108	Details on the implementation of agreements with each institution
E1.109	Erasmus Regulation
E1.110	Sabbatical Year
E1.111	Erasmus Guide
E1.112	Courses in English offered by UV
E1.113	Decision on foreign guest lecturers
E1.113a	Procedure on foreign guest lecturers
E1.114a	Faculty of Humanities- List of Guest Lecturers
E1.114b	Faculty of Technical Sciences- List of Guest Lecturers
E1.114c	Faculty of Economy- List of Guest Lecturers

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2. EVALUATION AREA: RESOURCING

Reference in the Self-Evaluation report	Evidence Name
E2.1	Decision 31 of Academic Senate, dt 01.03."'On the approval of the rules and procedures for the employment of academic support staff"
E2.2	List of part-time lecturers engaged in different study programmes.
E2.3	List of part-time lecturers engaged in Professional Master study programmes accompanied by their full-time employment field.
E2.4	List of supporting academic and administrative staff
E2.5	Employment Regulation
E2.6	Senate Decision dated 06.10.2016 "On approval of employment procedures of part-time academic staff"
E2.7	Procedure of part-time employment
E2.8	List of recruited professors who have completed their studies abroad.
E2.9	Employment procedure
E2.9.a	A specific example of employment procedure (Faculty, Department)
E2.10	Note from the Faculty of Humanities on Information Days for high school graduates ", Prot. 24, dated 22.01.2019
E2.11	Evidence from open days, activities, photos, publications, leaflets
E2.12	Schedule and programme of information days of different Faculties / Departments at high schools; Example of a specific department.
E2.13	Information materials and leaflets from the career office.
E2.14	Example of promoting Department of Foreign Languages photos, brochures, etc., fb page
E2.14.a	Student guide from DFL, leaflets of different departments or faculties
E2.15	Request for financial support for the activity of the "Sports Student Association" of the University of Vlora "Ismail Qemali" along with the draft budget and the plan of activities which were foreseen to be organized during January 2019-December.
E2.16	Examples of staff participation in different activities, pictures, newsletters (https://univlora.edu.al/2017/10/27/univlora-newsletter/
E2.17	UV membership in scientific networks (https://univlora.edu.al/sektori-projekteve/rrjete-nderkombetare/)

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E2.18	Decision 78 of Academic Senate, dt 05.12.2016 "On the approval of the internationalization strategy of University of Vlora "Ismail Qemali" 2016/2020
E2.19	Decision of Academic Senate no. 32, dt 07.06.2018 "On the strategy of young researchers"
E2.20	List of lecturers who have received financial support for research by UV 2017, 2018, 2019 (conferences, papers etc.);
E2.21	List of lecturers who have taken sabbatical year
E2.22	Performance decision and senate decision on performance. example
E2.23	Decision No 06, dt 11.06.2019 "Establishment of a doctoral jury with foreign professors to evaluate the dissertation."
E2.24	Decision No 11, dt 25.09.2019 « For awarding the scientific title « Doctor » »
E2. 25	List of activities of Faculty of Public Health https://univlora.edu.al/sherbime-per-komunietin-promocion-shendetsor/
E2.26	Law Clinic
E2.27	List of educational, cultural and social activities with student participation https://univlora.edu.al/2017/10/24/univlora-newsletter/
E2.28	Directorate of Education. Working plan October 2019, March 2019
E2.29	Reports of activity "Open day"; 2017. 2018, 2019
E2.30	Academic Senate Decision on the structure of responsibilities, 1 February 2018
E2.31	BA Decision for the number of staff in all levels of UV
E2.32	Academic Senate Decisions on budget approval (2017, 2018, 2019).
E2.33	BA Decision on budget approval
E2.34	UV Budget project 2018, 2019
E2.35	Minutes of budget discussion in any basic unit
E2.36	Budget drafting structure - evidence for the proposed budget

E2.37	Financial accounts statements 2017, 2018,2019
E2.38	BA meetings on Budget
E2.39	Evidence for financial policies in the last three years 2017, 2018, 2019
E2.40	Supreme State Audit (KLSH) and –Ministry of Education, Sports and Youth Audit Notes.
E2.41	Decision on the Creation and Function of the Unit of Internal Audit of UV
E2.41 a	Minutes of BA meeting on Internal Audit
E2.42	Supreme State Audit Reports
E2.43	BA meetings on Supreme State and Audit reports
E2.44	BA decision 19, date 08.04.2019

E2.45	Academic Senate Decision no. 38, dated 24.03.2017 on "Regulation of exercising competencies of the authorities and governing bodies in the field of inter-faculties institutional relations".
E2.46	Academic Senate Decision No. 30, dated 01.09.2016 " on the Digitalization of internal university and administrative information of the University of Vlora "Ismail Qemali,
E2.47	Academic Senate Decision no. 101, dated 06.12.2017 "On the Establishment and operation of UV digital platform "UV Teaching Information Management System" known with the acronym: UVMS (University of Vlora Management System).
E2.48	Academic Senate Decision no. 76, dated 05 12.2016 "On the creation, registration, storage, service, submission of documents at University of Vlora " Ismail Qemali "
E2.49a	Academic Senate Decision No.52, dated 20.04.2017 on "On approval of the form for evaluating the performance of full-time and part-time academic staff".
E 2.49b	Academic Senate Decision No. 53, dated 20.04.2017 on "Approval of evaluation form on the performance of full-time or part-time academic support staff with academic and administrative character ".
E2.50	Academic Senate Decision no. 94, dated 13.03.2017 on "A special electronic address for addressing the complaints and concerns of students and academic staff".
E2.51	Academic Senate Decision no. 67, dated 13.05.2017 on

	"Purchase of server and other accessories in function of UV WEB and its control (Domain and Hosting) by the IT and Statistics Directorate".	
E2.52	Print screen of UV webpage	
E2.53	Academic Senate Decision no. 64, dated 20.12.2019 on "Approval of the regulation on protection, processing, storage and security of personal data".	
E2.54	https://univlora.edu.al/politikat-e-privatesise/	
E2.55	UVMS instruction manual for students and lecturers	
E2.56	UV infrastructure (offices labs, toilets etc.).	
E2.57	Inventory sheet for laboratories A, B, C, D.	
E2.58	Balance of UV assets (records on real estate)	
E2.59	Certificate of Land Property	
E2.60	Reconstruction project of Building B	
E2.61	Reconstruction project of Building A & C	
E2.62	Reconstruction project of toilets and library in Rectorate Building	
E2.63	Academic Senate Decision no. 16, dated 27.01.2017 on "Initiation of procedures and project for the construction of the new building of the Faculty of Public Health	
E2.64	Decision of BA no. 26, dt. 17.05.2019 on "Determining the rent value for the lecture halls owned by University of Vlora " Ismail Qemali "	
E2.65	Academic Senate Decision no. 77 dated 13.07.2017 on "The right of a compulsory copy (of dissertations, education and / or exercise books prepared by the lecturers) of the University" of Vlora. " Ismail Qemali	
E2.66	Academic Senate Decision No. 2, dated 13.01.2017 on the Approval of procedures for full university publications (university textbooks, monographs and lecture cycles).	
E2.67	Academic Senate Decision No. 68, dated 13 06.2017 on "Regulation of ethics in scientific and publishing research activity".	
E2.68	Academic Senate Decision No. 54, dated 31 10.2016 on "Establishment of mini-libraries in the offices of the managing authorities, head secretaries, teaching secretaries and administration"	
E2.69	(http://univlora.edu.al/wp-content/uploads/20 5/10/Nr-1-V-1-2013-ISSN-2310-6719.pdf) Scientific bulletin	
E2.70	Academic Decision no. 75, dated 13.07.2017 for the Financing of publications and participation in scientific conferences of the academic staff of the University "Ismail Qemali" Vlora.	
E2.71	Certificate on hygiene and sanitary permit.	

| E2.72	UV location http://univlora.edu.al/vendndodnja
E2.73	Report of Ministry of Education, Science, Youth and Sport with protocol no. 7524/1, dt. 26.07.2019 on "Verification of the reception capacities for student admissions in study programmes, according to the quotas declared for the academic year 2019-2020".
E2.74	Project Budget 2020-2020, page 56.
E2.75	Security and fire safety insurance
E2.76	Inventory sheet on air conditioners by buildings.
E2.77	Inventory sheet for main materials and moto generator
E2.78	Inventory sheet for water tanks
E2.79	Academic Senate Decision no. 65, dated 14.11.2016 on "On the administration of academic and administrative documentation of Faculties and Departments".
E2.80	Academic Senate Decision no. 10, dated 27.01.2017 on "Approval of the organizational structure and organogram of the University of Vlora" Ismail Qemali"
E2.81	BA Decision no. 2, dated 09.01.2020 on "Approval of the list of students who benefit from scholarships and exclusion from tuition fees for the academic year 2019-2020".
E2.82	Photos of fundamental register
E2.83	Student's register - a student's personal file from entry into university to graduation

3. EVALUATION AREA: THE CURRICULUM

Reference in the Self-Evaluation report	Evidence Name
E3.1	Report of the Directorate of Education for the academic year 2018-2019.
E3.2	ALUMNI Office Information for Open Days, Job Fair and informing high school graduates
E3.3	DCM of UV opening
E3.4	Follow-up note from the Centre for Education Services
E3.5	Decision of the Academic Senate for the Approval of Criteria in the study programs for the academic year 2019-2020
E3.6	Decision on approval of the criteria of Departments / Faculties
E3.7	Screenshot of the U-Albania Website for the criteria
E3.8	Examples of second cycle criteria
E3.9.a	Study programme files BSc Albanian Language
E3.9.b	Study programme files MP English Language
E3.9.c	Study programme files BSc Mechanical Engineering + MP Industrial and Naval Operations
E3.9.d	Study programme files BSc. Nursing midwifery
E3.9.e	Study programme files MP Pathology Nursing
E3.9.ë	Study Programme files BSc Economics
E3.9.f	Study Programme files MP Economics
E3.10.a	Study Program opening procedure – BSc. Translating and Editory
E3.10.b	Study Program Opening Procedure – Professional Program Aquaculture and Fishery
E3.11.a	Annual Faculty Analysis (FE) 2018 -2019
E3.11.b	Annual Faculty Analysis (FSHT) 2018 -2019
E3.11.c	Annual Faculty Analysis (FSHP) 2018 -2019
E3.11.d	Annual Department Analysis (Department of Nursing)
E3.11.e	Annual Department Analysis (Department of Justice)
E3.11.g	Annual analysis of bachelor study programmes (Department of Justice 2016-2017)
E3.11.h	Annual analysis of Master Study programmes (Department of Justice (2018-2019)
E3.11.i	Annual Analysis of Bachelor Study programmes

	(Department of Justice (2018-2019)
E3.12.a	Reorganization/change of Bachelor Study Programs (FE)
E3.12.b	Reorganization/change of Master Study Programs (FSHP)
E3.13	Decision No. 82. dated 23.11.2018, for reorganization over 20% of Study programme - MSc Computer Science and procedures
E3.14	Approved course syllabus
E3.15	Life-long learning courses for teachers, offered in the framework of the Teavet project
E3.16	Life-long courses provided by the Faculty of Public Health
E3.17	Guide for the development and use of various innovative teaching methods, based on the field of study, courses , modules
E3.18.a	Strategic Development Plan public health department 2018 - 2024
E3.18.b	Strategic Development Plan Department of Justice 2018 - 2024
E3.18.c	Strategic Development Plan FSHH (2018-2024)
E3.18.d	Strategic Development Plan Department of Economics (2018 -2024)
E3.18.e	Strategic Development Plan FSHT
E3.19	Strategic Development Plan for 2018 - 2024
E3.20	WEB page screen for academic offer for Bsc curriculum. Midwifery
E3.21	Senate Decision on the Foreign Language Exam (MSc)
E3.22	Senate decision on the Foreign Language Exam (DR)
E3.23	Senate Decision No.-1-Dt.-09.01 2020 "on the provision of joint programs"
E3.24	Distribution of teaching load for the academic staff
E3.25	BA Decision on the payment of lecturers overload for the academic year 2018-2019
E3.26	Agreement for the working time of the academic staff.
E3.27.a	Regulation of study programme Bsc. Economics
E3.27.b	Regulation of study programme Bsc. of Law
E3.27.c	Regulation of study programme Bsc. Naval Engineering

E3.27.d	Regulation of study programme Bsc. General Nursing
E3.28	Examples of second cycle criteria (for each Faculty)
E3.29	Diploma supplement
E3.30	Decisions / appointments of the student 's relation coordinator (academic advisor)
E3.31	Bsc. study programme. Naval Engineering and Student Guide, organized according to MARED format
E3.31.a	Bsc. Study Programme Naval Engineering organized according to MARED format
E3.31.b	Student Guide, organized according to MARED format
E3.32	List of students treated with scholarships
E3.33	List of student's conferences.
E3.34	Welcome day - Orientation of first year students
E3.35	Student Guides
E3.36.a	Employment Criteria _Faculty of Public Health
E3.36.b	Employment Criteria _ Faculty of Technical Sciences
E3.36.c	Employment Criteria _ Faculty of Economy
E3.36.d	Employment Criteria _ Faculty of Humanities
E3.37	Statistics on the number of full-time lecturers and the number of part-time lecturers, in the study programmes of the first cycle in each faculty
E3.38	Decisions of the establishment of the working group for drafting or reviewing the study programme.
E3.39	Decision of the Academic Senate - Academic staff engaged in teaching and who must have a qualification of the following cycle
E3.40	Statistics on the number of full-time lecturers and the number of part-time lecturers in the second cycle study programmes in each faculty. Their ratio for each faculty
E3.41	Study Programme with Diploma Supplement
E3.42	Annual Analysis of the Department of Engineering 2017-2018, which shows programme similarity in the scale 70% with the programme of Mechanical Engineering in Tirana.
E3.43	Decision of the faculty council of technical sciences on the similarity of study programmes up to 70%
E3.44	Equivalence and transfer of studies (Erasmus ICM)
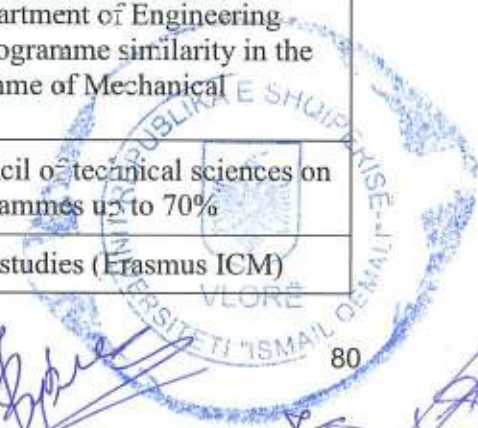
E3.45.a	Procedure for equivalents and transfers of students within the country – FSHP 2019-2020
E3.45.b	Procedure for equivalents and transfers of students within the country – FE 2019-2020
E3.45.c	Procedure for equivalents and transfers of students within the country – FSHT 2019-2020
E3.45.d	Procedure for equivalents and transfers of students within the country – FSHP 2019-2020
E3.46	Decision of the UV Senate on the average grade for graduation with a diploma thesis.
E3.47	Cultural and educational activities with the participation of students, which aim to enliven student life.
E3.48	Curriculum in engineering, medical and natural sciences branches

4. EVALUATION AREA: TEACHING, LEARNING, ASSESSMENT AND RESEARCH

Reference in the Self-Evaluation report	Evidence Name
E4.1	Example of the teaching schedule
E4.1a	https://univlora.edu.al/english-orari-sipas-fakulteteve/
E4.2	List of part time lecturers of the Faculty of Public Health, who supervise teaching practices
E4.3	Graduation procedure by a diploma thesis- full internship Faculty of Public Health, Faculty of Economy, Faculty of Humanities, Faculty of Technical Sciences.
E4.4	List of approved course books to be used as basic literature, UV 's library
E4.5	Decisions of the Department for determining the basic literature according to the Faculties.
E4.6	Example of a course book approval in the Department, which is going to be used as basic literature (one per Faculty)
E4.7	List of publications purchased by UV in function of the curricula.
E4.7a	List of publications donated to UV
E4.8	Graduation regulation
E4.8a	Graduation procedure by exam. Faculty of Public Health (anonymity)
E4.8b	Grade Complaint Procedure
E4.9	The Annual Report of Internal Quality Assurance and Institutional Assessment Unit
E4.10	Decision of the Academic Senate No. 21, dated 08.05.2018 "On the procedure and evaluation of students' questionnaires"
E4.11	Order No. 123, dated 19.12.2019 "On the establishment of working group, for the improvement of the students' questionnaire on teaching quality for the courses of each study programme in UV"
E4.12	The note of Internal Quality Assurance and Institutional Assessment Unit on the questionnaires, forwarded to the Rector of UV.
E4.12.a	Measures from the questionnaires of the Department of Health Care, Faculty of Public Health
E4.13	The decision of the Academic Senate No. 50, dated 17.07.2018 on "Performing the ranking of candidates for admission in the first cycle of studies 2018-2019"
E4.14	The decisions for the establishment of the Internal Evaluation Group 2017, 2020
E4.15	The decision of the Department of Nursing (Faculty of Public Health) based on UV Teaching Guide
E4.16	English piloting group (Faculty of Public Health)
E4.17	https://univlora.edu.al/2020/01/14/shpallje-e-vendit-te-lire-te-punes-asistent-lektor-ne-departamentin-e-biologjise/
E4.18	The decision of the Academic Senate No. 32, dated 27.06.2018 "On the approval of the strategy for the continuous training of

	young researchers in UV"
E4.19	List of beneficiaries from the training of young researchers by the Internal Quality Assurance and Institutional Assessment Unit for project writing
E4.20	https://univlora.edu.al/2019/12/10/trajnim-per-rritje-kapacitetesh-i-stafit-akademik-te-fakultetit-te-shendetit-publik/
E4.21	Decisions on the establishment of the Internal Evaluation Group for the accreditation of curricula
E4.22	The organogram of the Faculties which presents the teaching and administrative support staff
E4.23	Decision of the Academic Senate No. 53, dated 20.04.2017 "On the approval of the performance evaluation form of full-time and part-time academic support staff with academic and administrative character."
E4.24	Decision of the Academic Senate No. 51. Dated 20.09.2019 on "Questionnaire for the evaluation of the administrative staff"
E4.25	The list of the academic and administrative support staff. xlsx
E4.26	Decision no.79, dated 12.12.2016 "On the functioning of the teaching groups, temporary, permanent scientific and research groups."
E4.27	The decision of the Academic Senate No. 25 dated 08.05.2018 "On the reorganization of the teaching and research groups in the basic units of the University of Vlora "Ismail Qemali".
E4.28	Decision of the Academic Senate No. 23 dated 13.06.2019 "On the reorganization of teaching and research groups in the Department of Foreign Languages"
E4.29	Decision of the Academic Senate No. 39 dated 17.07.2019 "On the reorganization of teaching and research groups at Department of Education"
E4.30	Evaluation of staff performance by the manager ,-Law Department
E4.31	The approved Scientific Research Plan of the Faculty of Public Health
E4.31a	Finance office chart which contains the heads of research groups with their respective salaries
E4.32	UV's mid-term budget plan, Decision of Academic Senate No. 54 Dated 17.08.2018
E4.33	AKSHSHI calls for projects. Emails sent by the project office to the staff.
E4.34	Decision No. 75, dated 13.07.2017
E4.34a	Decision no. 76, dated 13.07.2017 'On financing staff mobility abroad of UV staff'
E4.35	Conference of the Scientific Research Center, Faculty of Public

	Health 2019
	http://rewbc.ni.ac.rs/
E4.36	List of conferences attended by UV staff
E4.37	Department decisions which have research groups that determine the study areas
E4.38	Meeting decisions on establishment of project working groups , Department of Health Care - Faculty of Public Health
E4.39	Employment procedure, Department of Nursing, Faculty of Public Health
E4.40	Employment procedure, Department of Finance and Accounting, Faculty of Economics
E4.40a	Employment Procedure, Department of Language and Literature, Faculty of Humanities
E4.40b	Employment procedure, Department of Chemistry, Faculty of Technical Sciences
E4.41	List of students who have graduated with a diploma thesis, first and second cycle of studies 2017-2019, according to the Faculties
E4.42	Request for permission to participate in conferences or projects, examples, faculties
E4.43	Conferences founded by UV
E4.44	Decision No. 16, dated 16.03.2018, Decision No. 68, dated 1.10.2018,
E4.44a	Decision no. 25, dated 10.02.2017, "To determine the respective competencies of two vice deans of the faculties of University of Vlora "Ismail Qemali"
E4.45	Decision no. 24, dated 8.05.2018: "On the regulation of the use of the Ithenticate software for the detection of plagiarism in the research and publishing activity of UV"
E4.46	Decision no. 70, dated 30.06.2017 "On the development of Student Conferences"
E4.46a	Decision no. 72, dated 10.07.2017: "On the approval of the fund for the organization of the Student Scientific Conferences."
E4.47	Decision no. 73, dated 10.07.2017: "On the approval of the members of the editorial and scientific board of the Scientific Bulletin of the University of Vlora "Ismail Qemali".

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5. EVALUATION AREA: STUDENTS AND THEIR SUPPORT

Reference in the Self-Evaluation report	Evidence Name
E 5.1	Senate Decision no.1, dated 12.01.2018 "On the approval of the admission criteria for the academic year 2018-2019" Senate Decision no.19 dated 19.04.2018"On the approval of the admission criteria in the study programmes for 2019-2020" Academic Senate Decision Nr. 8 Date 07.02.2019 for Quotas Approval
E 5.2	Senate Decision no.63 dated 20.12.2019 "On the functions of the secretaries".
E 5.3	Example of a schedule regarding a lecturer waiting hours.
E 5.4	Student/lecturer ratio for each faculty.
E 5.5	Evidence email communication from Curricula Counseling, Artistic and Cultural Activities Sector
E 5.6	Working plan and Academic Advisor report
E 5.7	Evaluation minutes for deaf and blind students
E 5.8	Quota evidence proposals by Department of Justice for Egyptians and Balkan minorities.
E 5.9	Student's request for postponing or approaching a scheduled exam date approved by the Dean.
E 5.10	Evidence for part time students by Department of Justice
E 5.11	Library regulation.
E 5.12	Library registration card.
E 5.13	Decision for the establishment of the Student Councils
E 5.14	Evidence for the selection of student representatives on the Board of Administration.
E 5.15	Decision of the Department of Justice for the organization of study programmes with student participation in the commissions.
E 5.16	Senate decision on approval of student demands after their protest.
E 5.17	Database Alumni
E 5.18	Database of UV Employees