

**REPORT OF  
EXTERNAL EVALUATION  
FOR  
PhD IN ADMINISTRATIVE SCIENCE  
AT PRIVATE UNIVERSITY ALBANIAN UNIVERSITY**

**External Evaluation Group:**

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*Tiranë, 2016*

**EXTERNAL EVALUATION REPORT**  
**FOR STUDY PROGRAMME PhD IN ADMINISTRATIVE SCIENCE AT PRIVATE UNIVERSITY**  
**ALBANIAN UNIVERSITY**

Table licensing data for the study program:		
1	<b>HEI applying:</b>	Private University Albanian University
2	<b>Faculty who offers:</b>	Faculty of Social Sciences
3	<b>Order/Decision of Councils of licensing/ re-organization</b>	Order of Minister No. 564, dt 19.11.2012
4	<b>Title of the study program:</b>	Phd in Administrative Science
5	<b>Study cycle:</b>	Third cycle
6	<b>Duration of the study program:</b>	At least 3 year
7	<b>ECTS in total:</b>	60 ECTS organized theoretical studies and 15 ECTS theoretical which will be done by foreign academic staff with the third cycle studies qualification
8	<b>Form of study (fulltime/part time/in distance/):</b>	Full time
9	<b>Language (albanian/other):</b>	Albanian
10	<b>The program is offered by the institution</b>	Private University Albanian University
11	<b>The program is offered in cooperation with other institutions</b>	In collaboration with University of Pisa and Universita degli Studi di Palermo
12	<b>Joint degree:</b>	Phd in Administrative Science
13	<b>Double degree:</b>	-
14	<b>Level on the National Framework of Qualifications</b>	8
15	<b>Activation of the study programm</b>	2013-2014
16	<b>The first generation of graduation</b>	-
	<b>Etc</b>	

## External Evaluation Report of Phd in “Administrative Science” of Private University Albanian University

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This External Evaluation Report (EER) contains an evaluation of the quality of the PhD program in “Administrative Science” provided at Department of Political and Administrative Science, Albania University. Albania University is a private institution of higher education, licensed in April 2004, from the Ministry of Education and Science, the Council of Ministers of the Republic of Albania. Regulation on the organization and functioning of the doctoral study program in the Albania University is based on Law No. 9741, dated 21.5.2007 "On higher education in the Republic of Albania", amended by Law nr.10307, dated 22.07.2010 "For Some Amendments and Additions to the Law No. 9741, dated 21.05.2007, "On Higher Education in the Republic of Albania", in all normative acts issued pursuant to the law, the Statute of the Institution and its regulations. The program was launched by Ordinance No. 564 of the Ministry of Education and Science of the Republic of Albania issued on 19.11.2012 and also by ACD (Accreditation Council Decision) No. 348 issued on 13.07.2012 by Albanian Agency for the Accreditation of Higher Education (PAAHE).

This is the first external evaluation of this program. The main objectives of this process are: to ensure the quality of this program, to help the institution in improving this program, to investigate and raise the quality, to better understand how does this program function. To reach our objectives, before this EER during our site visit, we met all actors related with this program: rector, vice rector, council of professor (CoP), Dean of the Faculty of Social Science, Head of the Department of Political and Administrative Science, academic staff part time and full time and supervisors of the students, students from this program, and also administrative staff of units related with this PhD program.

On 05.11.2014, AU sends a request to PAAHE, for the accreditation of this PhD program. An internal evaluation group composed by 4 members: Prof. Assoc. Dr. Kaliopi Naska, Dr. Ervin Kaciu, Dr. Blendi Caci and Amanda Vrioni as a student, prepared the self-evaluated report. SER is prepared in 105 pages plus annexes. The Self-evaluation Report (SER), has not been carefully prepared despite the fact that the members were trained by the staff of Agency. SER contains inconsistent data, most of the criteria are described in a superficial way, the financing and management part is not clear and a lot of missing data. During our visit to the institution, we have required a lot of additional documents. Documents were added by the administrative staff of the institution.

The External Evaluation Group (EEG) had the site visit on 10-11 October 2016. The PhD program has only one group of students, Cohort 1. The program started in the academic year 2013-2014. The changes related with the law on higher education, had stopped the registration of the students in coming years. This report is based the SER, documents that university presented to Agency, documents presented during our visit in the institution, and the interviews with the strategic stakeholders of the institution.

The Review Team wishes to thank the authorities of the University and the Doctoral School as well as all persons interviewed for this very well organised site visit.

*On 07.11.2016 the Draft report was sent to the University. The university send their response for the draft report on 10.11.2016, Nr. 53/84 Prot.*

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*The experts read the university response and they think that the institution's comments seem more as an expression on the fact that the university accepts the recommendations and engages in the implementation of the duties.*

*The experts conclude that, there is nothing to add or change in their final report.*

### **MEMBERS OF EXTERNAL EVALUATION GROUP (EEG)**

1. Emeritus Prof. Mieczyslaw Socha
2. Prof. Assoc. Dr. Doriana Matraku

The EEG was assisted by program officer Msc Iva Lika, from PAAHE/APAAL.

### **MANAGEMENT POLICIES AND ADMINISTRATION OF DOCTORAL STUDY PROGRAMS**

#### **1. Mission and objectives of doctoral study program**

##### **Description part**

PhD program in Administrative Science is a 3-year program. In the first year of doctoral studies, the curricula are organized in two semesters with a total of 60 ECTS credits. At the end of the first year, students undergo another theoretical, comprehensive exam that is foundation of their theoretical formation. The second year of the study is considered the scientific research work, and the third year of the study is considered scientific research activities, data processing, publishing articles and conferences and the final step is the defense of the doctoral thesis. The main aim of this study program is to develop the ability to conduct advanced research study.

The short-medium-long strategies have been described shortly in the SER, but during our site visit, we haven't found any document which illustrated in details these strategies. There is not any study of the labour market needs related to this program.

This program has only one cohort started during 2013-2014, and no graduates as yet. There were 18 students registered in this study program in the first academic year, 2 of them are de-registered, 3 of them are without matricul number, only 9 of them are active in this program, for the other students, institution has no information. No one is awarded with doctoral degree yet from this program.

#### **Evaluation according to the Standards**

<b>Standards/criterion</b>	<b>Evaluation according to standards<sup>1</sup></b>
<b>Standard I.1 - General framework</b>	
<b>Criterion 1</b> The study program of third cycle (doctorate) is a new program or a reorganized program;	PhD in Administrative Science, is a new programe launched in the academic year 2013-2014. No change is registered during these years.

<sup>1</sup> EEG must writing for the fulfillment of each standard (based on the criterions which are in the left). At the end of their need to write his opinion (summary) if it fulfill the standards or not

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<p><b>Criterion 2</b> If it is reorganized, the extent to which it affected the previous program;</p> <p><b>Criterion 3</b> The total number of students studying how doctor eight and number of those who attend this study program each year is in line with the policies of Higher Education Institutions (HEI) where the program is conducted as well as state policy for higher education and scientific research regarding recognition and validation of diploma and number of students studying for doctorate to one scientific mentor;</p> <p><b>Criterion 4</b> Doctorate study program is supported by national or international research groups accredited for research in relevant field or fields of studies;</p> <p><b>Criterion 7</b> Internal evaluation report of study program of the third cycle is reviewed by the Council of Professors.</p>	<p>This program is new and there is no relation with the other programs.</p> <p>The total number is in line with the policies of HEI. In the first cohort are registered 18 students, but now only 9 of them are activ and in process. The department responsible for this program, and also the part time staff, are in accordance with the law of Higher Education. In the year 2013-2014, when the program started, the department had 15 full time academic staff, but only 4 of them had the grade “Doctor” and the other were in the process or MSc. In the years 2014-2016, the department had employed 11 academic teachers.</p> <p>There is no evidence that this program is supported by national or foreign university research groups. Institution declares the cooperation with the Department of Public Administration, the Institute of Statistics, etc. Also, the institution declares the agreement with two foreign universities, but these agreements do not contain direct references to the doctoral program provided. Only one professor from University of Palermo, is involved in teaching process.</p> <p>The PhD program is regularly monitored and regulated by the Council of Professors (CoP). CoP is created at the level of University.</p>
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**Conclusions of EEG: substantially comply**

Albania University is one of the first private universities but the PhD program is in the early stage of its development. The first and the only cohort of students, is registered in 2013-2014. From that academic year, no more registrations are conducted. As it is required by the Law on Higher Education the basis for development of the program, had been provided.

However, the low number of students, and the problems related with the changes in the Law of Higher Education, makes some difficulties with the evaluation of this program. No comprehensive short-medium-long strategies are formulated in accordance with the running of the program. Institution needs more concrete forms of cooperation with foreign universities as: exchange of academic staff, exchange of the PhD student, research groups etc.

**Recommendations:** Institution needs to establish short term strategies, because active students of the program are now in the third phase of the doctorate studies. EEG suggests providing detail strategies for medium and long-term, because the new Law on Higher Education is completed and the institution is going to implement it. More cooperation between local institutions is needed to provide data for the research work. However, the collaboration with foreign universities, and benefits from foreign academic staff, it will be a value added for Albania University.

**2. Academic Organisation chart of the Doctoral School**

Description part





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The doctoral program is provided by Department of Political and Administrative Science at the Faculty of Social Sciences. The main responsibility for its implementation bears Council of Professors. The composition of the Council of Professors underwent some changes during academic years (annex 1, table 1,2,3) and now has 8 members.

The Department is composed by 12 members in academic year 2015-2016. Only one holds the title of professor dr., 5 have Ph. D. degrees, the others are Master. From this data, it is evident that the Albanian University face some difficulties in assuring the high quality full time teaching staff for doctoral study program. In the process of teaching 7 professors and one teacher with PHD degree (Julian Cota) are involved, only one of them, is full time staff in the Department of Political and Administrative Science (annex II, table 4,5). The other professors are employees of the Albania University but not in the Department of Political Science or other universities. The staff of the Department of Political Science during 2013-2016 is presented in Annex II, table 5, 6,7.

In SER, is mentioned that PhD program in Administrative Science is organized from Department of Political and Administrative Science, part of Faculty of Social Science. It is not mentioned any other Department of this Faculty.

The study program of the third level, is managed by the Council of Professors at university level. CoP elects a coordinator of doctoral studies inside the department. CoP, Department, coordinator coordinates the study of third level. Their responsibilities are clearly defined.

Scientific advisors of the PhD students have the academic title “Professor”, “Prof. Asoc. Dr.” or PhD in western countries. The mentor plays a main role in the research work of the student. If the mentor is not able to continue work with the student, CoP decides to replace him with another teacher. The students present their outcomes of the scientific research periodically at the Department meetings, so-called Doctoral Days and provide progress reports to the CoP.

The Department is responsible for drafting the curricula. Coordinator, established at the university level, coordinates the cooperation of students with mentors and the Department as well as monitors the progress of doctoral students.

### Evaluation according to the Standards

Standards/criterion	Evaluation according to standards
<b>Standard III.1 - Management and financing tools for doctorate study program</b>	
<p><b>Criterion 1</b> Unit that organizes doctorate study program has accredited two first cycles of studies in the field, in which it offers the doctorate study program;</p> <p><b>Criterion 2</b> Unit that organizes the doctorate study program has adequate administrative premises to realize its good functioning;</p> <p><b>Criterion 3</b> In order to carry out the doctorate study program, the unit that proposes its opening engages the necessary personnel ranging from</p>	<p>The Faculty provides the undergraduate and graduate studies in Political Science. Both programs are accredited in 2010 BSc, and 2012 Master of Science program.</p> <p>Department of Political Science has very limited capacity for organizing the program. The department has only one full time Prof. Dr. and five members with doctoral degrees. This program need more high level of staff because is built for a very advanced knowledge.</p> <p>The Council of Professors is responsible for the regulation of all doctoral study programs provided by the Albanian University.</p>

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<p>teaching secretary that follows the third cycle progress;</p> <p><b>Criterion 4</b> Responsible bodies for its supervision are established in doctorate study program regulation;</p> <p><b>Criterion 5</b> Board of Professors, which is responsible for organizing and supervising doctorate study program has a sufficient number of members that cover all its issues. Minimum number of professors in PC should be 7 (seven). Board of Professors may be also raised to the level of higher education institution, when its main units do not meet the required number of full-time professors;</p> <p><b>Criterion 6</b> Board of Professors of the main unit that organizes and manages the doctorate study program meets periodically throughout the year;</p>	<p>The members of the council of professors fulfill the requirements written in the Law on Higher Education. CoP has 8 members, 5 Prof. Dr. and 3 Prof. Asoc. Dr. However, the supervision of the doctoral study program in Administrative Sciences may be difficult, as the members of CoP represents various scientific disciplines, not necessarily linked to the administrative sciences.</p> <p>CoP may create ad-hoc groups if they needed for selecting the candidates for doctoral studies.</p> <p>CoP meets periodically, at least twice a year or more frequently depends on the problems related with the study program.</p>
<p><b>Conclusions of EEG: substantially comply</b></p> <p>After the evaluation of the criteria it was concluded that the Law on Higher Education applicable for Council of Professors is fulfill. Institution has certain problems with staffing this program. More full time staff is need.</p> <p><b>Recommendation:</b> University shoud organized CoP in the Faculty level. Albania University offers many PhD programs in the different fields. Coming from other fields of expertise, can't help student in providing a good quality thesis.</p>	

### 3. Quality of Academic and administrative (support) staff

**Description part**

Academic staff involved in this program is composed by 8 members. The professors are involved in the first year of the program. Only one of them is full academic staff of the Department of Political and Administrative Science. 3 full-time professors are employed at the Albania University and 4 professors are part time academic staff. Only 3 have the Prof. Dr. degree, 4 have Prof. Assoc. degree and 1 has the PhD earned in western country. The University concludes employment contracts for a period of one year with those working full time or unlimited times, and for a period of one semester with those working part time. Research supervisors have special contracts, because most of them are not full time staff. Research supervisors and doctoral students should meet each other periodically. In the SER is cited that they meet each other twice a week, but from the interview with students, our group concluded that they often contact by phone or email, and meet each other one or twice in semester.

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Only one foreign lecturer from University of Palermo is involved in this study program. (The staff involved in this study program is presented in Annex II, table 5. Full academic staff of the Department of Political and Administrative Science during 2013-2016, is presented in Annex II, table 5, 6, 7). Academic and administrative staff of Department of Political and Administrative Science by the degree and countries in academic year 2015-2016 (Annex II, table 8). Academic staff by age. (Annex II, Table 9).

**Evaluation according to the Standards**

Standards/criterion	Evaluation according to standards
<b>Standard I.1 - General framework</b>	
<p><b>Criterion 6</b> The number and level of researchers engaged in this program constitutes a guarantee for program implementation (60% of them should be internal academic staff, engaged in research and holders of academic titles "Professor", "Associate Professor" or scientific degree "Doctor" or "PhD" awarded in universities well known in the world for quality and rich research and publishing activities in the relevant field;</p>	<p>In this study program are involved 8 lecturers. Only one of them is part of the Department of Political Science, three of them are part of Albania University as full time academic staff, and four others are part-time academic staff. So, if we consider as full staff the lecturer of AU even they are not in the Department of Political Science, the % of full staff is only 50 %. All the lecturers gain the degree as it is required by the Law. Only one professor is from partner university.</p>
<b>Standard II.1 - Capacities for scientific research</b>	
<p><b>Criterion 1</b> The institution that offers programs of study of third cycle (doctorate), has sufficient academic staff with scientific titles and degrees;</p> <p><b>Criterion 2</b> The institution has sufficient administrative and research structures for activities provided in the study program to conduct research. The institution may organize joint programs of doctorate study with one or more other institutions, based on agreements between them;</p>	<p>At the University level, the institution has very qualified staff, but at the level of the department the staff is not fully qualified for this study program. The Department employs only one Prof. Dr. From the other hand, the staff is employed with one year contract, and for the part time staff for one semester. There are a few qualified Department’s teachers prepared for the role of academic supervisors. It is not faced any difficulties till now, because the number of the students is still low. Each supervisor has only one or maximum two students.</p> <p>So far, the faculty has not provided joint programs with partners. There is not anyone from academic staff joint University of Pisa or Palermo. Only one professor from University of Palermo is involved in the process of teaching.</p> <p>There are 2 members as administrative staff involved in this study program. In the SER, is not shown clearly the role and the duties of each of them.</p>
<b>Conclusions of EEG: not comply</b>	
<p>The basic needs of the program with full time staff have not been met. The formal requirements about the number of students for supervisor is fulfill, and this due to the low number of the students and the fact that program is not running any more. The academic teachers and supervisors have the scientific degree required in the program of the third level. Only one foreign professor is involved, and the subject</p>	



he tough has only 9 ECTS. The minimum required from the order of Ministry of Education is 15 ECTS. So, this point is not fulfilled.

**Recommendations:** University should consider the development of academic staff as a priority by increasing full academic staff which has already the degree Prof. Dr., or Prof. Assoc. Dr.

The institution should involve in the process the foreign lecturers and should benefit more from the agreement with other universities outside Albania.

#### 4. Facilities, infrastructure, logistics and other services of doctoral program

##### Description part

Albania University rents a building for a campus in the center of Tirana. The building contains classrooms and larger auditoria, equiped with necessary equipment including IT tools. Also, there is a computer lab and a small library.

The SER provides aggregated data for the whole University, so it is difficult to calculate the data only for this study program. The table 10, 10.1, 10.2, in Annex III, give the information about the facilities offered by institution for all programs. Online library is possible but only in the area of the Faculty, so students didn't have access of it at home. The library employes only one librarian and is open from 8.00-16.00. It is difficult for a PhD student to use library services during this time, because they are employed. The same happened with computer lab. In the annex III, are shown the table as in the SER, but we conclude that the space for the department, offices for dean and vice dean, are different as in the table. The whole Department of the Political and Administrative Science, had only one office for the head of department, coordinator of the program, and other employees of the Department. The lecturers of Department had neither office, nor university computer. Doctoral students have only one place to work, in library but there is not any computer on it. They cannot use on-line databases outside of the library. Computer lab has around 25-30 computers. No printer is available for the students and only one for the academic staff.

##### Evaluation according to the Standards

Standards/criterion	Evaluation according to standards
<b>Standard II.2 - Didactic basis and technical support</b>	
<p><b>Criterion 1</b> Students admitted in the third cycle study program have necessary conditions to realize the study program with academic and research character;</p> <p><b>Criterion 2</b> Doctorate studies program provides harmonization of student's goals in scientific-research field, approved research projects and, at its conclusion, even the possibility of academic career and employment;</p>	<p>The study program is related with research work especially in the second and third year. In the first-year students have lectures and the institution has the necessary classrooms and equipment needed for this process. But for the second and third year, the conditions are not so good. The whole department has only one office, no computer in the library, no access at home for online library, no computer for the PhD students are provided, and they have to pay for photocopy services. What is more important students are not involved in any research project with the supervisors or the academic staff. Meeting the students was very important to conclude that students work all the time at</p>

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<p><b>Criterion 3</b> A scientific library with publications in hardcopy and electronic form and complete IT infrastructure available to of third cycle study program;  <b>Criterion 4</b> Students have sufficient technical support for scientific research development;  <b>Criterion 5</b> Researches that include laboratory researches are supported by sufficient scientific laboratory basis.</p>	<p>home, contact supervisors by emails. They do not have an account or password to enter in the online library. Only the librarian and the staff has this access.</p> <p>The computer lab has around 25 computers, but they are with old generic programs, without more specialized and advanced one that would help doctoral students in their research work.</p>
<p><b>Conclusions of EEG: not comply</b>  The infrastructure in Albania University it is not fully suitable for doctoral students and their research works. There are many classrooms equipped with necessary equipment. Library has a very limited number of literature needed for advanced studies, there are no plans of updating the library resources, the online access is in practice non-existing and the opening hours are not suitable for the PhD students’ needs. The computer lab has some computers but with old programs not updated with the newest programs. The University does not provide offices for the staff of the Departments.  <b>Recommendations:</b> Institution should improve substantially the research infrastructure for scientific work of the Department and doctoral students and equipped it with the newest literature and software. In the long-term perspective, the University should have a plan of investing and building its own campus. Review Team recommends to take urgent steps improving the operations of the library services and workout the plan of enhancing the librarian resources</p>	

**5. Financing and management of financial resources**

Descriptions part

In the SER (page 44), are shown the income that institution has received from this PhD program. During our site visit, we required some additional information about the financial resources and also the management of this resources. The institution shows some data on income and expenditures during 2013-2016. The only sources of the income are the tuition fees. Data taken during our site visit, show a deficit of budget in the academic year 2013-2014, this is related with the period of the first year of the study. In the year 2014-2015 and 2015-2016 the institution generates positive profit. The data are presented in annex IV, table 11. Table 11 is made from data taken in the institution during our visit and this data are different from the table 44 in SER.

Evaluation according to the Standards

Standards/criterion	Evaluation according to standards
<b>Standard I.1 - General framework</b>	
<p><b>Criterion 5</b> Doctorate study program is supported by a sufficient budget for research;</p>	<p>During our site visit, the head of the institutions declare that they supported the participations of the students in conferences, covering all the fee. Students, pay part of conference fees, and the other part was paid by University. There is no any clearly specified fund for supporting the research.</p>
<b>Standard II.1 - Capacities for scientific research</b>	

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<p><b>Criterion 8</b> External funding received for scientific research is indicative of high level research activity and they are administered for the progress of relevant study program.</p>	<p>In all tables related with the financial data, funding from research projects, or external funding are zero. The main source of the income is tuition of the students.</p>
<p><b>Standard III.1 - Management and financing tools for doctorate study program</b></p>	
<p><b>Criterion 7</b> Financial budget of doctorate study program is sufficient to achieve research objectives for each doctorate student; <b>Criterion 8</b> Financial budget distribution structure of doctorate study program matches with scientific research policy and needs.</p>	<p>As the income are from the tuitions fee, and the number of students is low, there is not any stability in financial terms. Financial budget is not so specified and also intitution has no budget for research projects and scientific work of the students.</p>
<p><b>Standard III.3 - Financing of doctorate study program</b></p>	
<p><b>Criterion 1</b> Number of research works funded by the ministry; <b>Criterion 2</b> Distribution of funds to host and supervision teams of scientific research works is done in a balanced way; <b>Criterion 3</b> Number of research works funded under national research projects, benefited by scientific supervisors of doctorate students for this study program; <b>Criterion 4</b> Number of research works funded under international research projects benefited by scientific supervisors of doctorate students for this study program;</p>	<p>No research project of the doctoral students is financed by Ministry or other external funds.</p> <p>The professors are paid for hourly/unit for teaching process, and supervisors have long term contracts for all the period of the study.</p> <p>No scientific papers or scientific work of supervisors are funded by national or international research projects. The students work is individually in collaboration with the supervisors.</p>
<p><b>Conclusions of EEG: not comply</b></p> <p>The doctoral students and their supervisors are not involved in any national or international research project. University has not an active research office. The agreement with other institutions inside and outside Albania, are not efficient.</p> <p><b>Recommendations:</b> University should involve academic teachers and doctoral students in various research projects to have the possibility to find some other funding sources. The number of the students is decreasing from the first year, so the income from the tuitions is lower than expected.</p>	

## 6. Internal Quality Assurance System (IQAS)

### Description part

Albania University has the unit for control of quality or Internal Quality Assurance Unit. The functions and duties of IQAU are expressly provided in Article 13 of the internal regulations of the University. Also, this unit is responsible for curricula as well. Office of Internal Quality Assurance Unit is provided by Article 18 of the Statute of the University, as an independent body, which has access to all the information of the University. This office is directly related to the Rector of the University, and has the obligation of presentation of an annual report which includes information and evaluation of teaching process, research activity, and quality of academic and administrative service and to recommend measures for improvement of



the quality parameters. This report is submitted to the Rector, which further include it in the agenda of the Academic Senate for debate.

The unit was composed by three members, but we met only two of them. Both quality assurance officers were employed in spring 2016, and were involved in teaching process too. That’s why they have some difficulties in answering our questions.

In the Albania University, the Internal System of the Quality Assurance has been operating on the level of base units, i.e., departments. With the assistance of the department, before the beginning of each new academic year, during the teaching process and at the end of it, the educational programs, literature and evaluation systems are analyzed and evaluated. Control and evaluation are made on the basis of statistical data collected in surveys with students, term reports on lecturers, semester and annual reports of departments, and the results achieved by students.

There is an anonymous questionnaire to be completed by students after each semester in general and only after the first year for the students of this study program. The survey prepared for the students of doctorate program has only 8 questions, with the three evaluation answers: very good, good and bad. We think that that kind of the survey is not very useful for evaluation of the quality of teaching at the doctoral study program. The number of students is low and the questions are only 8 so the results may have little impact on the teaching process. It seems that feedback mechanism does not function properly, as we have not seen any comments made by the students and information about the results of surveying. IQAU publishes the results in an annual report, not available for Review Team. Students were not aware about this annual report.

According to the Internal Regulations, the Head of Department or Dean may inspect the class during the teaching process. During the visit and the meetings with CoP, Dean and Head of the Department, we conclude that no changes inn syllabi, curricula or comprehensive exam questions were done during these years. The mentioned above unit has not evaluated the doctoral program.

**Recommendations:** The office of IQA is composed by two non-experienced members that have other duties in the University. Members of Curricula office and members of IQA, must be trained to complete with success their duties. IQAU will play a main role in the improvement of the study programs if they use the right instruments. IQAU has only two tools: students’ surveys and class inspections that are not enough to evaluate the quality of a study program. The quality assurance system does not close the quality loop and need more instruments for example emprovement of the feedback mechanism from stakeholders, in order to raise the quality of this study program and also the quality of the university.



## **7. Study program, its organization**

### **Description part**

Doctoral Program in Administrative Sciences is held at Albanian University in the Faculty of Social Sciences in the Department of Political-Administrative Sciences.

Study program is directed by the Council of Professors of the Albanian University established at the University level. Professors' Council elects a Coordinator of doctoral studies (academic staff member) inside the Department. With the successful completion of studies in the doctoral program students obtain the academic degree of "Doctor in Administrative Sciences".

Doctoral study program started at 2013-2014. There were 18 students registered in 2013. 2 of them are de-registered after the first year. 3 of them, have not yet matriculated, and for the others department has no information. They are not following the second year, but they still in the register. Only 9 students are active and most of them are in the third year of their study. During our site visit, we have the possibility to meet 6 of them. 50% of them are part-time employees at the Albania University.

Most of the student followed only one subject in the first year and comprehensive exam. Those students had a Diploma of Master of the Second Level. An ad-hoc group decided the year of study, but without evaluating the curricula and their compliance with PhD program. The learning outcomes are not linked with National Qualifications Framework.

### **The organization of the first academic year**

#### **The first year of study - 60 credits for theoretical integrated study.**

The curricula in the first year of doctoral studies are organized in two semesters with a total of 60 ECTS credits. Lectures in the auditorium are held for a total of 20 hours per week. The form study is full time and attendance in formation activities is mandatory to at least 80%.

Forms of teaching are divided into lectures, seminars, projects, and exercises organized in 8 courses which take place during the first year of doctoral study. One lecturer from the University of Palermo. His subject has 9 ECTS. The total number of exams is 8. Ways of controlling knowledge and skills, in terms of organized theoretical studies, are the ones provided in the syllabus for each subject.

Assessment of courses exams during the first year of the doctorate are expressed by the national system of evaluation in grades from 4 to 10 and the estimation system ECTS where the lower passing grade is E and the highest grade is A.

At the end of the first year of doctoral studies student who in organized theoretical studies has managed to accumulate 60 credits (no matter the grade) undergoes a written exam which assess the overall level of the candidate's theoretical knowledge. The form of this qualifying exam is determined by the Council of Professors and a positive assessment is a prerequisite for the student to continue doctoral studies and be enrolled in the second year.

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Another condition for the progress of doctoral studies is the knowledge of English as it is specified in the regulation of Ministry of Education.

**Second and third year of studies - research and analysis/processing of data collected.**

In the second year, student has to make a detailed research plan that will bring a scientific innovation or a significant contribution to the discipline. Selection of the doctoral thesis is carried out by doctoral students and is given to the Council of Professors for approval.

The student is instructed by the mentor in each of the research stages. Since the beginning of the second year the student is required to attend and participate in scientific activities of the department, faculty and other local, national and international organizations related to the field of Administrative Sciences or that cover a specific topic related to the field of doctoral student’s studies. Students must fulfill the condition of presentations in the conferences and publishing the papers as it is mention in the Law.

At the end of the second year, the PhD student submits to the Council of Professors a report that includes all scientific activities in which he participated, if they were engaged or not in teaching, the progress of research and the structure of doctoral thesis draft. Student passes in the third year only if the Council of professors gives a positive evaluation and considers the candidate able to complete his research.

If the student does not receive a positive assessment, he loses the right to continue the doctoral studies. The institution is obliged to provide the student with a certificate, in which are listed the modules attended together with accumulated credits and evaluation.

Analyses and evaluation for: academic curricula plan of the first year, the division of subjects in credits, and according to the forms of teaching (Annex V, table 12,13)

**Evaluation according to the Standards**

Standards/criterion	Evaluation according to standards
<b>Standard I.4 - Design and realization of theoretical course of third cycle studies (Doctorate)</b>	
<p><b>Criterion 1</b> Programs of third cycle studies include 60 credits for theoretical organized studies;</p> <p><b>Criterion 2</b> Theoretical organized studies anticipate balanced ratio of classes for academic and scientific general and specific training;</p> <p><b>Criterion 3</b> Detailed teaching program is approved pursuant to bylaws in force;</p> <p><b>Criterion 4</b> Theoretical doctorate course is evaluated with a general theoretical examination in relevant field of study, organized by Dean's office and Professors'</p>	<p>The doctoral program allocates 60 ECTS credits for theoretical component of the doctoral study program. But in the order MASH No. 564 dt. 19.11.2012 is mentioned that at the third level of studies, minimum of 15 credits must be taught by foreign lecturer. In this case, only one professor was involved in this program, and his subject has 9 credits.</p> <p>Curricula in the first year is organized in two general subjects (Public Finance and Research Methods in social science) and 6 subjects refered to Administrative specialization.</p> <p>There are no any changes in syllabi since 2012. The literature is not adapted with the latest books. For example, in Administrative Science, the literature base</p>

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<p>Council, with a commission consisting of 5 (five) professors in the relevant research field or approximate to it. Candidates who achieve over 80% points are allowed to attend the doctorate research studies. Those who do not reach this result receive a certificate for conducted modules, together with accumulated credits and interrupt doctorate studies.</p>	<p>offered is from 2006. For subject Administrative Rights is the same with literature base, Public Service 1993 and in some other literatures the books recomanded are 1948, 1963.</p> <p>The theoretical courses should have equipped students with the ability to use theoretical framework in their doctoral thesis. However, during our meeting with students they have serious problems with discussing about theoretical part of their theses. Not always advanced and newest literature is used in the subjects taught during the first year. The program does not provide opportunity to learn advanced quantitative methods and developing pedagogical competencies needed in the process of teaching.</p> <p>Theoretical courses are accessed via a general theoretical examination at the end of the first academic year, organized by the Dean's Office and the Council of Professors.</p> <p>This final exam is organized from CoP. The CoP has approved the list of questions. This exam is in the end of the first year of the study and all the students are part of it. The bank of questions prepared from CoP has 24 questions from all subjects of the first year. If the student achive more than 80% points, he attends the second year. All the students registered in the first year (18 students) had attended and achieved this exam. They all passed in the second year of the study program.</p>
<p><b>Standard II.3 - Drafting and approval of proposed research project</b></p>	
<p><b>Criterion 1</b> Applicant who requires to be admitted to doctorate studies program has submitted the request for a particular research area and this has been discussed with him in the interview;</p> <p><b>Criterion 2</b> Scope of research is selected in such a way that doctorate studies program can support it;</p> <p><b>Criterion 3</b> Proposal is approved by Professors' Council if criteria prescribed and announced in regulation of doctorate studies are met.</p> <p>The following should be also confirmed:</p> <ul style="list-style-type: none"> <li>a) Duration of study program;</li> <li>b) Modalities of verification of research or creative activity of doctorate students;</li> <li>c) Manner of final presentation of scientific research result that</li> </ul>	<p>Applicants for doctoral programs, have to present research proposal relevant to the Administrative Sciences and the Albanian University research strategy. The topics must be in line with supervisors' scientific interest.</p> <p>Scope of the research, is chosen by the student in contact with the coordinator, future academic advisor and information taken from the department. Applicants come with an original proposal.</p> <p>CoP decides the supervisors in collaboration with the Department. The proposal is reviewed by the respective coordinator for issues such as support theoretical and methodological issues. Then he discusses with the mentor other aspects such as: the organization of scientific activity; literature review; area of study; ways of academic writing and thesis defense.</p>

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<p>doctorate student will achieve;</p> <p><b>Criterion 4</b> A member of academic staff with the title "Professor", "Associate Professor" or with scientific degree "Doctor" or ("PhD") awarded in the scientific field in which doctorate student follows the studies in universities known in the world, for quality and rich researching and publishing activities in the relevant field, is appointed by Board of Professors to supervise and support student's research work;</p> <p><b>Criterion 5</b> Doctorate student presents to Board of Professors the research development plan, designed by him and discussed with his supervisor;</p> <p><b>Criterion 6</b> Supervisor has advised repeatedly the students that he supervises for didactic duties and research activities as well as research methodology to ensure the progress of his studies in this program.</p>	<p>Doctoral mentor is proposed by the doctoral program coordinator depending on the correspondence between the dissertation topic and research activity of the mentor who hold the title of professor, associate professor or PhD degree gained in recognized universities in the world. Professors' Council appoints the mentor and makes it official.</p> <p>The program duration is 3 years of academic study, which is the same as duration settled in the contract. PhD candidate has a duty to participate in Doctoral Days every six months and give a complete report of 6 monthly progresses in doctoral thesis and other researches done and published in different journals as well as about participation in scientific conferences. The report progresses are signed after each Doctoral Day by the mentor and are deposited in the respective files of candidates.</p> <p>Doctoral draft proposal which contains the elements of the research is submitted for approval, after having received the prior approval of the mentor, to the Council of Professors.</p> <p>Students maintains regular contact with the mentor and through the Doctoral Days organized at the Albanian University. They present the work done as well as hold meetings and consultations with the mentor whenever deemed appropriate by both sides. Doctoral Day it is set by the CoP after requirement from the department.</p>
<p><b>Standard II.1 - Capacities for scientific research</b></p>	
<p><b>Criterion 1</b> A third cycle study program (doctorate) is integrated in research activity of Higher Education Institutions;</p>	<p>The third cycle study program, is part of the Albanian University educational offer but not as an integrated part of research. The students are conducting individual research projects in collaboration and support of supervisors. Their joint work is presented in publications or presentations at conferences.</p>
<p><b>Standard II.4 - Doctorate student’s supervision and continuous evaluation of progress of doctorate studies</b></p>	
<p><b>Criterion 1</b> Scientific supervisor of student is responsible for directing, advising, assessment of student’s needs and for developing and monitoring progress of student’s research work. He has the academic title "Professor", "Associate Professor" or the scientific degree</p>	<p>All scientific supervisors have the degree required by the Law on Higher Education and they are supervising at the same time no more than two students. University has special contracts with the scientific supervisors, for all period study program runs. Scientific supervisors are responsible for directing, advising and supervising the</p>



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"Doctor" or ("PhD") awarded in Western universities and has a rich research and publishing activity;

**Criterion 2** All scientific supervisors have had the expertise, instruction and proper guidance for their role in realization of scientific research project of doctorate students;

**Criterion 3** Scientific supervisors work to update their knowledge and skills, based on institutional arrangements in order to enable the exchange of best practices and providing advice to support students effectively;

**Criterion 4** Board of Professors selects scientific supervisors, capable to supervise doctorate students' research work, based on assessment of their publishing and research activities inside and outside the country;

**Criterion 5** The main scientific supervisor and the other supervisor (when program of doctorate studies is offered by more than one university) guarantee that doctorate students receive sufficient support and guidance to facilitate their work to achieve success;

**Criterion 6** In all cases, the student must have only one identified contact point, who should be his main supervisor. If his main supervisor is not available, the student must know who will be the person to replace him;

**Criterion 7** University ensures that supervisor has enough time to supervise doctorate student;

If the main leader is unable to continue supervision of student, or will be absent for a considerable period, he should be replaced by another his main supervisor before the period of awarding the diploma for scientific degree "Doctor";

**Criterion 8** If relationship student-supervisor does not function well, at the request of student or his supervisor, supervisor is changed, provided that this does not affect the project progress;

**Criterion 9** Clear and transparent procedures are set for verification of knowledge or periodic evaluation of

students. To be allowed to supervise the students; the scientific supervisors must possess experience in research projects especially in the field that students have decided to prepare the thesis.

Both, students and their supervisors are required to participate in scientific conferences. They have participated mainly in the conferences organized by AU, but their participation in other conferences is limited. Apart from the criterion of academic degrees another criterion for selecting supervisor is the compliance of their scientific work. To find supervisor with these abilities in the department or even at the university is difficult. This is the reason why sometimes the supervisors are part time staff in AU working also in other universities.

The research work is in a continuing guidance from CoP. Supervisors and students submit twice a year, their progress report. This is an instrument that Department use as guarantee that the group is functioning.

If the supervisor is not available any more, the students reports this fact to the Dean of Faculty. The Dean appoints a new supervisor.

A measurable indicator for relationship student-supervisor, is the organization of Doctoral Days, where the meetings between students and mentors are planned and obligatory.

There is difficult to replace and to find an expert in the same field, because the university has no many professors with the relevant academic experience.

Student relationship with scientific supervisors stops in those cases where it becomes clear that the relationship does not provide the expected or desired scientific product. Immediately, the student is notified by the coordinator for the termination of their relationship.

Every six months', doctoral student prepares progress reports and these reports are analyzed by CoP.

According to the regulation of doctoral study program, the governing bodies are responsible for the development and progress of the PhD program.

Moreover, doctoral students are obliged to respect academic ethical standards, which refer to cheating and

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<p>student (for example, an annual review by a panel called for this purpose or by a special commission set up by Professors' Council);</p> <p><b>Criterion 10</b> Doctorate student and his supervisor should be present during this process. The manner and periods of verification of knowledge or periodic evaluation of doctorate student are stipulated and specified in the beginning of doctorate studies program;</p> <p><b>Criterion 11</b> Continuous evaluation conclusions for realization of scientific research project of program of doctorate studies are clear and transparent including suspension, extension or withdrawal from doctorate studies;</p> <p><b>Criterion 12</b> Meetings between supervisors and doctorate students are documented, especially during the review of progress reports.</p>	<p>plagiarism among other things.</p> <p>If a doctoral student fails to demonstrate sufficient progress, he/she will receive a letter from the Council of Processors and will be given a time limit to improve his/her results. Should insufficient progress continue, the doctoral student will be taken off the student register. They check the progress of the dissertation work by periodic presentations of the research 2 times per year (doctoral Days) which are documented and are attended by his scientific supervisors.</p> <p>This helps in meeting the development needs of the scientific project and its full performance.</p> <p>The meetings of the students and supervisors are not documented. Only twice a year during “Doctoral Day” we have some documentation. In the SER is written that students and supervisors meet each other twice a week. But from the meeting with students and supervisor, seems that they meet each other only in the period of the “Doctoral Day”. Maybe, from the fact that no one of the 9 students, is in the last phase.</p>
<p><b>Standard II.5 - Final evaluation of students in this cycle of studies</b></p>	
<p><b>Criterion 1</b> Student provides evidence that he has acquired:</p> <ul style="list-style-type: none"> <li>a) Profound knowledge in relevant scientific field;</li> <li>b) Profound knowledge in some areas approximate to it;</li> <li>c) Professional skills in using modern technology to solve critical problems related to his field of scientific research;</li> <li>d) Innovation, to expand and update existing knowledge;</li> <li>e) Autonomy, scientific, professional integrity and dedication for development of new ideas that encourage scientific research;</li> </ul> <p><b>Criterion 2</b> Student provides evidence that he has brought original scientific products, scientific works of a high scientific level through conducted scientific research, some of which have deserved or deserve publication in scientific national and international magazines.</p>	<p>As there are no graduates of the program and no one have defended the PhD thesis, the evaluation of criteria 5-18 can be done only on the bases of the documents that institution has on regulation framework.</p> <p>Students are expected to publish 3 scientific conference presentations in ISSN journals as primary authors and 3 scientific articles including two in reputable international journals.</p> <p>Criteria 5-18 are in accordance with Article 35-39 on the Regulation on PhD Studies.</p> <p>Defense of the doctoral thesis is done before a Commission of five members who shall have at least the degree of "Doctor earned in the West".</p> <p>Commission and the date on which the candidate defends the doctoral thesis must be approved by the Dean and be announced within one month from thesis submission.</p>

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<p><b>Criterion 3</b> Final evaluation of doctorate students is based above all on an assessment of their scientific research product;</p> <p><b>Criterion 4</b> On the basis of an agreement reached in the phase of the study program approval, scientific research result is presented as a dissertation thesis, or cumulative with 3 scientific articles published in international journals with impact factor coefficient above 1;</p> <p><b>Criterion 5</b> In case of doctorate examination with dissertation thesis, doctorate student meets the following conditions:</p> <ul style="list-style-type: none"> <li>a) He has realized as first author at least three scientific papers or presentations (poster), of which two papers or presentations are held in a international scientific event, in a western country (symposium, conference, congress), accepted on the basis of a preliminary scientific assessment, published in "Proceedings", indexed with an ISBN code;</li> <li>b) He has published as first author, at least three scientific articles in scientific journals. At least two of the articles have been published or accepted for publication in well-known western journals with editorial board;</li> <li>c) He has prepared and presented to Faculty Board of Professors the dissertation, along with a summary, approved by scientific supervisor. Structure of dissertation and its summary are defined in doctorate study regulation;</li> </ul>	<p>Part of the Commission is the opponent who is appointed by the Council of Professors at the time when the Commission is established. Opponent's obligations are defined in the Regulation of Doctorate.</p> <p>Thesis defense is done with the full participation of the Commission no earlier than 1 month from the date of its acceptance. The thesis is estimated with points from 0 to 100, where the minimum value for the passing is 50 points.</p> <p>The Grade given by the Commission is an average of the evaluations given by the members of the Commission. The decision is signed by all members of the Commission.</p> <p>A positive decision gives the doctoral candidate the degree of "Doctor" to the in the field of Administrative Sciences.</p>
<p><b>Criterion 6</b> Board of Professors defines two or three opponents, one of which is from outside the institution. Opponents are also members of the jury to assess dissertation. They have required academic titles and rich research and publishing activities inside and outside the country in the relevant field of study in which program doctorate studies is offered;</p> <p><b>Criterion 7</b> Opponents who have had a substantial involvement in the work of doctorate student, or whose work is the</p>	<p>No graduated</p> <p>No graduated</p>

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<p>very focus of research project;  <b>Criterion 8</b> A dissertations copy is given to every opponent, giving enough time to read it and to write a separate report.</p>	<p>No graduated</p>
<p>Opponents should not communicate among themselves, with doctorate student or its scientific supervisor during this period. Opponents must verify the authenticity of data used in dissertation, observance of scientific research practice as well citations of scientific research works and articles of other authors;</p>	
<p><b>Criterion 9</b> Opponents express clearly that scientific paper is free of plagiarism. If they notice and find that this has happened, they ask for termination of dissertation assessment;</p>	<p>No graduated</p>
<p><b>Criterion 10</b> Dissertation is accompanied by a summary, about 10 pages in English. This review is published in the official website of the institution, in the section designated for information for this study;</p>	<p>No graduated</p>
<p><b>Criterion 11</b> Scientific supervisor of the student should not be an opponent;</p>	<p>No graduated</p>
<p><b>Criterion 12</b> When opponents have completed their reports, they are called by the Dean and Head of Board of Professors to agree to conduct oral examination;</p>	<p>No graduated</p>
<p><b>Criterion 13</b> It is recommended, that a jury member of doctorate examination be from universities known in the world for quality and rich research and publishing activities in the relevant field, which has at least the scientific degree "Doctor" awarded in the scientific field in which doctorate student follows the studies and over 5 years academic and research experience. This criterion may not be applied to Albanological sciences. Assessment of doctorate student in examination is made open by consensus, provided that all members are pronounced for a passing grade. Even if one member has evaluated doctorate student by convincing arguments, with a failing grade, the final outcome will be failing;</p>	<p>No graduated</p>
<p><b>Criterion 14</b> Opponents submit to dean of unit that organizes the program of doctorate studies and chairperson of doctorate examination jury a copy of their individual reports;</p>	<p>No graduated</p>



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<p><b>Criterion 15</b> Dissertation defense for obtaining the diploma for scientific degree "Doctor" is public. It is announced at least 4 weeks before and it is done in the presence of department interested members, students and teachers in the relevant Higher Education Institution;</p> <p><b>Criterion 16</b> Evaluations that opponents can make include: granting diploma of scientific degree "Doctor", or resubmission of written scientific research paper after completion of their recomme- ndations, or a further extension of study program, or denial of diploma for scientific degree "Doctor";</p> <p><b>Criterion 17</b> A copy of dissertation of student who received a diploma for scientific degree "Doctor" is deposited in library of faculty, research institute, university research centers, university where study program is carried out and scientific paper and a copy in National Library. Scientific degree "Doctor" is not issued without dissertation being deposited in aforementioned institutions, published in paper and on disk (CD) and without making it public in the official website of respective higher education institution;</p> <p><b>Criterion 18</b> Scientific degree "Doctor" is not issued without being registered in National Register of Doctorates of Securities Commission Academic Assessment (KVTA) in MES</p>	<p>No graduated</p> <p>No graduated</p> <p>No graduated</p> <p>No graduated</p>
<p><b>Conclusions of EEG: substantially comply</b></p> <p>The study program is designed in accordance with the formal requirements. Scientific mentors work to update their knowledge and skills, based on institutional arrangements in order to enable the exchange of best practices and provide advice and effective support to students.</p> <p><b>Recommendations:</b> Supervisors need to collaborate with students they lead, in research projects. They have to encourage the students to participate in the conferences outside Albania to increase the quality of their work. Foreign professors should be more active in the process of supervising the students or in the last phase as opponents.</p>	

**8. Teaching – Learning outcome (in first year)**

Description part

This study program is organized in three academic years. In the first year, students must take 8 subjects. In theory students are going to participate in the lectures. In reality, the

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cohort is small, that lectures become like seminar. It is very important that during these lecturers, suggested literature should be at the advanced level. Also, it is important to avoid the repetition of courses from the undergraduate and graduate studies.

The second and third year, are very important for the doctoral student, as they are working on their research projects. They should prepare the thesis, participate in the conferences and publish outcomes of the scientific activities in the journals. “Doctoral Days” are very important for the development of student’s work, for collaboration of students with supervisors, and also for the progress done in the research work.

In annex V, table 13, 14, are presented forms of teaching, and learning outcomes control.

**Evaluation according to the Standards**

Standards/criterion	Evaluation according to standards
<b>Standard I.2 - Continuous increase of theoretical level and promotion of students' team work are targets of a study program of third cycle, doctorate.</b>	
<p><b>Criterion 1</b> Level of scientific research development helps in student training to complete the study program successfully;</p> <p><b>Criterion 2</b> Students have the opportunity to participate in various research activities closely related to the specific area in which they attend doctorate studies, which help him/her to be trained for:</p> <ul style="list-style-type: none"> <li>a) Acquisition of research methodologies for independent creative activities, such as scientific articles, presentations, standard approach for references, bibliography, indexes and content writing as the basis for doctor a thesis processing;</li> <li>b) Independent work in laboratory;</li> <li>c) Use of information resources (e.g. libraries and Internet) and information management;</li> <li>d) Use of modern technologies for public presentations;</li> <li>e) Acquisition of advanced methods of analysis and data processing;</li> <li>f) Learning and mastery of specialized terminology associated with the research field of doctorate student;</li> </ul> <p><b>Criterion 3</b> Doctorate students participate in foreseen activities young and their research work.</p> <p>A doctorate student is free to participate as a listener or as a speaker in:</p> <ul style="list-style-type: none"> <li>a) Lectures;</li> <li>b) Seminars;</li> </ul>	<p>The department is conducted by new staff in age that gives hope for the future but not for the present. From the students meeting we conclude that research work is in level of individual work.</p> <p>As a small institution, AU cannot offer the students many opportunities of active participations in the research activities.</p> <p>As the program required involvement of the students in publications and conferences, the students should participate in these activities. The students have been part of those conferences organized by university. University is not offering funds for conferences abroad.</p> <p>During our site visit, we have had the possibility to look their journal “Optima”. The publications were from the PhD students and not any joint publicatios with the scientific supervisor. No participation with the supervisor in conferences too.</p> <p>There are limited scientific organizations: “Doctoral Day” and conference organized in level of University.</p> <p>The format of syllabus is uniform. Learning outcome differ from one subject to the other depending in the contents of the subjects. The mandatory literature is based mainly on textbooks not on the papers published</p>

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<p>c) Interdisciplinary debates, organized in the framework of doctorate study program;</p> <p>d) Other possibilities of learning such as following presentations of post doctorate students and research projects, even when it is not related directly to the student's research interest.</p> <p>e) Scientific mentors advise students to take part in scientific activities and conferences that help them in their scientific research;</p> <p><b>Criterion 4</b> Students have gained skills for appropriate communication with a scientific level (<i>Student's communication skills include: the competency to write clearly and with an appropriate style, use of persuasive arguments and clear articulation of ideas before the public concerned; the ability to debate and support others, involved in teaching, supervision or demonstrations</i>);</p> <p><b>Criterion 5</b> Students have acquired the ability to communicate correctly with others, and necessary skill for a scholar, but also in other situations (<i>being able to develop and maintain cooperation and working relationships with others, awareness that their behavior affects them and others and be willing to listen, to give and to take reactions and responses with sharpness</i>);</p> <p><b>Criterion 6</b> Development of communication skills of doctorate students encouraged them to be engaged in teaching in study programs of first and second cycle (e.g. by engaging in teaching as lecturers, in support of professors guiding their thesis).</p>	<p>in scientific journals. Some literature is very old (e.g. books published in 1903, 1948, 2001, 2002 etc.). Students are coming with different background, so it is very difficult to discuss high level of knowledge.</p> <p>This academic year is the last one for their study, but from the meeting with students and their scientific supervisor, we conclude they are far from graduation yet. There is not any incitive to finish their work.</p> <p>Only students part of Albania University staff, are involved in the teaching process. No one from non-staff is been involved in the teaching process in the Bsc program as it is mentioned in the SER.</p>
<p><b>Conclusions of EEG: not comply</b></p> <p>It seems that some classes are provided at level lower than advanced, and poorly oriented toward new theoretical skills. There is no subject related to qualitative and quantitative methods. Students need to be motivated for research work, with the adequate technologies and computer programs, with advanced literature and latest journals and papers published abroad. Students are not involved in scientific projects of the Department. The research work in the level of Department is poor. During the meeting with Review Team students were not able to demonstrate the profound knowledge of the theory. It may signal that scientific work is at lower level than expected for this program.</p> <p><b>Recommendations:</b> University need to improve curricula (as much as law allows) and syllabuses because the literature is not advanced as the program required. The supervisors should pay more attention to the theoretical framework of the thesis.</p> <p>University should promote and develop scientific projects realized by research groups with the doctoral student's participation. Doctoral students and professors should benefit more from the collaboration with other universities.</p>	

**9. Doctoral students**

Description part

The University has developed criteria for admission to the third cycle of study. The criteria are specified in the Regulation of Faculty for the third cycle.

This study program, started at 2013 with 18 students registered for the first time. Most of the students followed only one subject from the first year: Scientific Methods in Social Science. The reason was related with the diploma of Master of the Second Level. The institution does not form any ad-hoc commission for evaluation of the programs.

Evaluation according to the Standards

Standards/criterion	Evaluation according to standards
<p><b>Standard 1.3 - Admission of students in a doctorate study program</b></p>	
<p><b>Criterion 1</b> The student admitted to doctorate study program has completed second study cycle with average grade (&gt; 80% of points) and was awarded the university degree "Master of Science"/ "Master of Fine Arts" or an equivalent degree, following completion of university studies that include a scientific thesis evaluated with 30-40 ECTS;</p>	<p>University provided criteria for acceptance to this study program. These criteria are provided in the Regulation "On the study programs". Most of the students followed only one subject from the first year. They passed the comprehensive exam and then continued in the second year of the study.</p>
<p><b>Criterion 2</b> Candidate who applies to continue the third cycle program, the doctorate, has profound theoretical knowledge in the relevant field of study. Some basic knowledge that doctorate student has is:</p> <ul style="list-style-type: none"> <li>a) Creative thinking;</li> <li>b) Development of critical sense about research;</li> <li>c) Connections between different fields of research;</li> <li>d) Skills developed for solving problems arising during research work;</li> <li>e) Competence to manage research complexity and to propose new ideas in research field;</li> </ul>	<p>CoP decided the candidates of the program. Candidates prepare a scientific project proposal and also interviews with the candidate are the essential elements of the admission procedure.</p> <p>In accordance with Ministry of Education regulation, AU senate has set as an acceptable level A2 of English, before the end of the studies.</p>
<p><b>Criterion 3</b> The student admitted to doctorate study program is ready to apply in practice the knowledge gained from research in relevant field of studies;</p>	<p>Informing of students about the procedure of admission to the doctoral study program is carried out after the full submission of the files according to the required criteria. By submitting documents applicant shall be informed in detail about the doctoral program. The students are informed on: the duration of the study program; conditions to be met before appearing in the test interview; support that the institution provides to the student through the administrative structures and research activities envisaged in the study program.</p>
<p><b>Criterion 4</b> Student owns the English language certified in the international level, at least "C1", based on internationally recognized tests and a second foreign language as French, German, Italian, Spanish or Russian. In social sciences it may be Latin, Ancient Greek, Persian or other languages needed for research in the area;</p>	<p>Informing of students is realized through the program coordinator who coordinates the whole procedure of selection of applicants for PhD.</p>
<p><b>Criterion 5</b> Professors' Council set the criteria</p>	



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<p>for admission to program of doctorate studies contained in regulation of doctorate program of studies;</p> <p><b>Criterion 6</b> The applicant has received detailed information about doctorate program of study, before being admitted into it. He is fully informed regarding:</p> <ul style="list-style-type: none"> <li>a) Duration of study program;</li> <li>b) Conditions that student should meet before appearing in doctorate exam;</li> <li>c) Support that institution provides to the student through administrative and research structures for activities envisaged in the study program (laboratories, libraries, etc.).</li> <li>d) Modalities of exercise of research or creative activity of doctorate students, especially with regard to preparation of doctorate thesis;</li> </ul> <p><b>Criterion 7</b> Admission criteria include also interviews and supports that can be provided by references and additional documents;</p> <p><b>Criterion 8</b> Admission policies include also doctorate admission exam.</p>	
<p><b>Standard III.2 - Quantitative aspects of doctorate study program</b></p>	
<p>Total number of registered doctorate students and doctorate number for each year;</p> <p>Number of registered doctorate students coming from outside the unit that has opened the doctorate study program;</p> <p>Number of diplomas issued to receive "Doctor" degree for each year;</p> <p>Average duration of doctorate studies and trend of this indicator;</p> <p>Number and percentage of those who gave up doctorate studies in the level of study program.</p>	<p>This study program, started at 2013 with 18 students registered for the first time. 2 students are de-registered, and no information about 7 other students. Only 9 students are active, no one is graduated yet. From 9 active students in the program, 6 are employed at Albania University. 4 of them are academic staff and 2 other administrative staff.</p>
<p><b>Standard III.4 - Internationalization of doctorate study program</b></p>	
<p>Number, expressed in percentage, of registered doctorate students coming from Kosovo and other areas where Albanians live and Albanian Diaspora;</p> <p>Number, expressed in percentage, of registered doctorate students coming from Balkans region.</p> <p>Number, expressed in percentage, of registered doctorate students coming from the EU countries;</p> <p>Number, expressed in percentage, of registered doctorate students coming from other countries of the world;</p>	<p>No student coming from Kosovo and Albanian territories. No student coming from Balkan or from EU countries.</p>

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**Conclusions of EEG: comply**

University specified admission criteria for this study program in the Regulation "On the study programs". University does not provide information about the number of the students, their exams, which country they are coming from. We have only one document "The approval decision theses", a CoP decision. The students are satisfied from supervisors, but even they are supposed to be in the last year of the study, they have problem related to the theoretical framework, conference participations and publications.

**SCIENTIFIC RESEARCH POLICIES**

**10. Research in doctoral school and involvement of doctoral students**

**Description part**

Study program has as the main goal scientific research and independent creative activity as a basis for preparation of the doctoral thesis. The research center is not organized, so the research work of the PhD students, stays still in the individual plan. AU has not detailed research strategies, and this is an obstacle for the research projects. On the other hand, the members of academic staff are in the process of doctorate; so, they are involved in their individual research work. University requires from the academic staff consistent scientific work and formally this is expressed in accordance with the requirements of the institution which aim that the teacher will publish at least two articles a year and participates in at least two conferences.

University has already begun to publish a periodic "OPTIME" of the Albania University with ISSN: 2220461X, which enables the doctorate to publish part of their project research. Doctoral students have participated in various scientific events: The International Conference with the theme: "Innovative Studies in the Social Sciences", organized by the Albanian University in collaboration with the University of Urbino, Italy. The papers in this conference were accepted on the basis of a preliminary assessment and have been published in the book of abstracts and in the "proceeding" book.

**Evaluation according to the Standards**

Standards/criterion	Evaluation according to standards
<b>Standard II.1 - Capacities for scientific research</b>	
<b>Criterion 1</b> A third cycle study program (doctorate) is integrated in research activity of Higher Education Institutions;	The HEI does not provide conditions for doctoral students to participate in its research projects.
<b>Criterion 4</b> The institution has the capacity to perform supervision of each doctorate student in research activities and respective didactic duties;	Institution has not the capacity to offer supervision with degree required from the Law. The department of Political and Administrative Sciences has only one Prof. Asoc. Dr., and the other members are Dr. or Dr. in

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<p><b>Criterion 6</b> Academic staff must show achievements in the research field through such creative activities as: presentations, scientific publications, magazines, books or monographs;</p>	<p>process.</p> <p>The institution has its own scientific journal when the students can publish papers free of charge. There is no research center to coordinate the students with each other in application for project proposal.</p>
<p><b>Criterion 7</b> Indicators of high level research activity are publications that contain statements from publishing and scientific research activity by other scholars outside doctorate study program, especially international, regarding the outcome of scientific research in the institution that offers doctorate programs;</p>	<p>The supervisors and students, have individual plan for participation in conferences or the publications.</p> <p>Full time staff is not so much involved in the process of research because of the teaching load, and also not good infrastructure at the department. As we mention before in the report, the department has only one office and three computers.</p>
<p><b>Conclusions of EEG: substantially comply</b></p>	
<p>The University has not any research vision. The staff of department is not so much involved in the process of publication or research projects in order to gain funds. They are involved in the conferences organized from University but they have not applied for any research project. Publications activity abroad is poor. AU does not offer facilities for development of the research work. Only few articles are published, in the AU journal “Optima”. The doctoral students have limited opportunities to develop their theses because the research center does not offer possibilities for the students: like conferences abroad, of joint research work project. The coordinated work will bring high level research activity, international publication and also participation in high level conferences.</p>	
<p><b>Recommendations:</b> the EEG recommends to design the strategies of the institution and to write the policy of the research work for the near future. Institution should strengthen the Research Center, and to join together the student with each other and with supervisors.</p>	

**11. National and international cooperation, in function of doctoral study**

Description part

Albania University has agreement with national Institution, as it is mention in the SER, but in the annexes AU has not presented this agreement. In the annex are presented only two international agreements with University of Palermo and the University of Pisa signed in 2011. It is not specified how the doctoral programs will benefit from this cooperation. The inclusion of one professor in the process of teaching, was the main benefit of the agreement with University of Palermo. Another point is that the duration of both agreements is rather short - only three years. In SER (page 96) is written about the possibility of spending three months at the University of Palermo, however non-doctoral student uses this opportunity.

Evaluation according to the Standards

Standards/criterion	Evaluation according to standards
Standard III.4 - Internationalization of doctorate study program	

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<p><b>Criterion 5</b> Doctorate study program encourages doctorate mobility by paying a considerable amount of expenditures for academic training outside doctorate study program;</p> <p><b>Criterion 6</b> Doctorate study program encourages mobility of doctorate students by paying a considerable amount of expenditures for presentation of research results in national and international scientific activities (symposium, conference, congress);</p> <p><b>Criterion 7</b> The institution has an agreement, at least with one Western university, guaranteeing programs of exchange of academic staff and doctorate students and realization of joint research projects. For Albanological Sciences cooperation could also be with a Higher Education Institution or research centre in Kosovo and lands where Albanians live;</p> <p><b>Criterion 8</b> Doctorate study program creates the necessary space to develop joint doctorate study programs with homologous universities in the region, Europe and beyond;</p> <p><b>Criterion 9</b> Doctorate study program provides for 3-4 modules (not less than 15 ECTS) to be conducted, organized in theoretical studies and doctorate students have the exam by professors of partner universities, known in the world, for quality and research, publishing activities in the relevant field of study. Exception cited in criterion 7 applies for Albanological Sciences;</p> <p><b>Criterion 10</b> Doctorate study program promotes involvement of professors from foreign universities as scientific supervisors or as scientific collaborators of doctorate students.</p>	<p>The University encourages the students to do part of their study abroad. Students have not used these opportunities because it is very costly, institution does not support this exchange program. Family obligation is another reason for not studying abroad. As we mention before, the level of English is another problem.</p> <p>The students are still in the first phase of their research work. Institution helps the students by paing a part of the conference fee, in the conference organized by University. In other cases, institution has not funds for the research.</p> <p>Institution has two agreements but they were already terminated. There was three years' agreement, signed in 2011. The exchange of academic staff or doctorate students is not possible now where it is more required because the students are in the third year of the study.</p> <p>Only one subject is tough by a foreign professor. This subject has only 9 ECTS. This criterion is not fulfilled.</p> <p>The 9 students active in this study program, have supervisors from AU, or other HEIs in Albania.</p>
<p><b>Standard II.1 - Capacities for scientific research</b></p>	
<p><b>Criterion 5</b> The institution has agreements with other academic or research institutions at home and abroad, supporting the exchange of academic staff and doctorate students and academic and research activities of doctorate school;</p>	<p>The institution has already some agreements, but it is not known how they support doctoral program.</p>
<p><b>Conclusions of EEG: not comply</b></p> <p>Institution “Albanian University” has agreements with other academic and research institutions, at home and abroad, supporting the exchange of academic staff and doctoral students as well as the academic and research activities of the doctoral program. In coming agreements, it is necessary to specify the beneficiary each program derives from these collaborations.</p> <p><b>Recommendations:</b> institution has to evaluate the policy with the partners for the exchange program of the students of the doctorate program. Is very important for them, being part of the short time programs and</p>	



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mobilities in different research institutions abroad.

### SWOT ANALYSIS

#### Strengths

1. Very experience part time staff and supervisors.
2. AU is an institution with a long experience, offering many study programs filtered by Accreditation Agency.
3. The “Optima” journal gives the students opportunity for publication by the students of PhD program.
4. University has possibilities to organized conferences with partners espacially in field of medicine and justice. This will be a good opportunity for the PhD students partecipations.
5. Relatively high number of the students in the PhD program, compared with the other institutions.

#### Weaknesses

1. Full time academic staff of the Department of Political and Administrative Science. Staff has not the qualifications required for the third cycle of the study.
2. CoP in the level of University.
3. Infrastructure not suitable for research work.
4. Administrative staff is involved in several functions.
5. Financial stability is under risk. The income cannot be based only in the tuitions fee.
6. Un-experienced staff. Administrative staff always in continuing changes.
7. The complete lack of internal quality assurance system.
8. Institution is focused in several programs of third cycle.
9. Some syllabuses are not updated with the new foreign literature and not relevant to the advanced doctoral studies.
10. Students are not integrated into the University research programs.
11. Institution has a lack of short – medium –long term strategies.
12. Institution has not evaluated the content of programs of the students passed in the second year of study.
13. The agreements with foreign institutions are not valid any more.

#### Opportunities

1. Institution is one of the first private HEI in the country, with a considerable number of students.

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### University

2. Institution offers Bsc and Master of Science in the same field.
3. Most of the programs in AU are accredited.
4. New staff in process of qualifications offers possibility for rising the quality of teaching in the future.

#### Threats

1. Financial instability due to the limited number of the students.
2. Concurrence with other institutions in Albania.
3. Changes in the Albanian Law for Higher Education, has negative impact on this study program.

#### Recommendations

1. Providing detail strategies for medium term but also for long term is necessary, because the new Law in Higher Education is completed and the institution should implement it.
2. More cooperation between local institutions to provide data for the research work.
3. University should organize CoP in the Faculty level.
4. Increasing the number of full-time academic staff whith Prof. Dr., or Prof. Assoc. Dr degree.
5. Institution need immediatly improve the infrastructure for academic staff and research work.
6. Institution should plan every year funds for new textbooks and advanced literature.
7. Supervisors should involve students in research project they are conducting. They have to encourage the students to participate in the conferences outside Albania to increase the quality of their work.
8. Foreign professors should be invite as supervisors or as opponents.
9. Quality Assurance Program has only two elements: questionnaires and class inspections. The data processing and feedback from the surveying is unclear.
10. University need to improve curricula (as much as law allows) and syllabuses because the literature is not advanced as the program required.
11. Strengthening of Research Center for joint project between students and professors.

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12. Designing the strategies of the institution and taking policy of the research work. Institution should strengthen the Research Center, and combine the student with each other and with supervisors.

External Evaluation Group:

1. Prof. Assoc. Dr. Doriana Matraku
2. Professor Emeritus. Mieczyslaw Socha

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**Anex I**

**Table 1. Council of Professors 2013-2014**

Name Surname	Degree	Position (member/Chairman)
Anesti Kondili	Prof. Dr.	Chairman
Brisejda Mema	Prof. Dr.	Member
Ana Lalaj	Prof. Dr.	Member
Theodhori Karaj	Prof. Dr.	Member
Rajmonda Duka	Prof. Dr.	Member
Valjer Peshkepja	Prof. Asoc. Dr.	Member
Eriona Katro	Prof. Asoc. Dr.	Member

**Table 2. Council of Professors 2014-2015**

Name Surname	Degree	Position (member/Chairman)
Anesti Kondili	Prof. Dr.	Chairman
Brisejda Mema	Prof. Dr.	Member
Ana Lalaj	Prof. Dr.	Member
Afrim Tabaku	Prof. Dr.	Member
Apollon Bace	Prof. Dr.	Member
Skender Kacupi	Prof. Dr.	Member
Dava Perlala	Prof. As.	Member

**Table 3. Council of Professors 2015-2016**

Name Surname	Degree	Position (member/Chairman)
Erleta Celmeta	Prof. Dr.	Chairman
Vera Ostreni	Prof. As. Dr.	Member
Anesti Kondili	Prof. Dr.	Member
Hivzi Muharremi	Prof. Dr.	Member
Ana Lalaj	Prof. Dr.	Member
Rajmonda Duka	Prof. Dr.	Member
Lida Miraj	Prof. As. Dr.	Member
Fatmir Tartale	Prof. As. Dr.	Member

**Anex II**

**Table 4. Staff involved in the PhD program. Academic year 2013-2014.**

Institution/Basic unit/PhD program						
Academic staff (Name /Surname)	Position in Department	Degree	Part-Time Academic Staff (Name/Surname)	Degree	Institution where he/she works full time	
1	Fatmir Tartale	Faculty of Social Science , AU	Prof.As.Dr	1	Aldo Schiavello	Prof.Dr University of Palermo



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2	Arlinda Ymeraj	Faculty of Social Science AU	Prof.Asoc	2	Andri Koxhaj	Prof.Dr.	University of Tirana
3	Erjona Katro	Faculty of Social Science , AU	Prof. As.	3	Rajmonda Duka	Prof.Dr	University of Tirana
4	Julian Çota	Head of Department of Political Science, AU	Dr. west	4	Eralda Met'hasani	Prof.As	University of Tirana

Table 5. Academic Staff (full time) of the Department of Political Science 2013-2014.

Name Surname	Degree
Julian Cota	Dr.
Alketa Marku	Dr.
Doriana Pano	Master
Ervin Kaciu	Master
Alment Muho	Dr.
Elona Mehmeti	Master
Denis Mari	Msc
Entjola Pano	Master
Ermela Hysa	Msc
Evis Taska	Master
Ervis Sulejmani	Master
Julian Myftari	Master
Leudita Docaj	Master
Marela Guga	Dr
Oltion Mardari	Msc

Table 6. Academic Staff (full time) of the Department of Political Science 2014-2015

Name Surname	Degree
Julian Cota	Dr.
Alketa Marku	Dr.
Doriana Pano	Master
Ervin Kaciu	Master
Kaliopi Naska	Prof. Dr.
Elona Mehmeti	Master
Blendi Cali	Dr.
Eldjona Shukallari	Dr.
Ermela Hysa	Msc
Julian Myftari	Master
Leudita Docaj	Master

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**Table 7. Academic Staff (full time) of the Department of Political Science 2015-2016**

Name Surname	Degree
Julian Cota	Dr.
Alketa Marku	Dr.
Doriana Pano	Master
Ervin Kaciu	Master
Kaliopi Naska	Prof. Dr.
Elona Mehmeti	Master
Erion Piciri	Dr.
Eldjona Shukallari	Dr.
Ermela Hysa	Msc
Julian Myftari	Master
Leudita Docaj	Master
Oltion Mardari	Master

**Table 8. Academic and administrative staff of Department of Political and Administrative Science by the degree and countries. Academic year 2015-2016.**

Academic and administrative staff	FAS	PAS		FAS/PAS rate
		Albanian	Foreign (invited)	
Professors	-	2	1	0/1
Associate Professors	1	1	--	1/1
Doctor Degree or PHD degree (taken at European Universities)	5	-	-	5/0
Administrative employes	2	-	-	

**Table 9. Academic staff by age.**

Academic and administrative staff	Data by age (years old)							
	(36-45)		(46-55)		(56-65)		(66-68)	
	FAS	PAS	FAS	PAS	FAS	PAS	FAS	PAS
Professors				2		1		
Associate Professors	1			1		2		
Doctor Degree or PHD degree (taken at European Universities)	5							
Administrative employers	2							

**Annex III**

**Table 10.**

Facilities for Faculty of Social Science	Quantity	Surface
Hall for lectures	10	1120.2
Class for promotional activities	20	1005
Room for promotional activities	1	245
Halls for practical subjects	0	0

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Lab for subjects	1	50
IT Lab	1	35
Internet Hall	0	0
Library Hall	1	248.6
Environment for photocopying, library, etc.	1	7
Information office for students	1	6
Corridors / hall/ stairs	11+	645
Sports facilities	0	0
Environment for the activities of student’s union	1	16
Cafeteria / fast food	2	567
Sanitary hygienic for students	6	106.4
Third party service environments	2	567

**Table 10.1**

Facilities for university	Quantity	Surface
Halls for university library	3	297
Offices for the rectorate structures	5	147.5
Offices for research centers	7	125
Offices for finance	2	47
Offices for SBC unit	1	23.2
Photocopying library etc.	3	30
Information office for students	4	24
Corridors /halls	33+	Rreth 1857
University sports facilities	1	4000m2
Services facilities for the third	3	1130
Hygienic - -sanitary facilities	22	223.4

**Table 10.2**

Facilities for the staff:	Quantity	Surface
Offices for dean/ vice dean/ chancellor	5	147.5
Offices for teaching secretary	8	184.54
Offices for department/ research center	7	125
Offices for academic staff	13	325.21
Halls for meeting	2	50.9
Rooms for the service staff	7	48.1
Offices for human resources	1	19

**Annex IV.**

**Table 11. the budget for 2013-2016 only for PhD program. (in leke)**

	2013-2014	2014-2015	2015-2016
Income	6165000	5137500	3082500

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Expenditures	10721000	1891250	1133750
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Annex V

Table 12. Analyses and evaluation for the first academic year.

	Subject/Module	Responsible professor/s (Name Surname)	Title/degree	ECTS	FAS or PAS
1.	Research method in social science	Aldo Schiavello	Prof. Dr.	9	PAS
2.	Constitutional and comparative rights and comparative administrative system	Fatmir Tartale	Prof. Asoc. Dr.	7	FAS
3.	Administrative science	Andri Koxhaj	Prof. Dr.	9	PAS
4..	Administrative rights	Eralda Met'hasani	Prof. Asoc. Dr.	9	PAS
5.	Public finance	Rajmonda Duka	Prof. Dr.	6	PAS
6.	Administration in EU	Julian Cota	Dr.	7	FAS
7.	Public service	Arlinda Ymeraj	Prof. Asoc. Dr.	6	FAS
8	Administration between state and local autonomies	Arlinda Ymeraj	Prof. Asoc. Dr.	7	FAS

Table 13.

PhD program in Administrative science		Total hours
a.	Lecture	423
b.	Seminars	146
c.	Exercises	-
d.	Computer lab	24
e.	Research work	-
g.	Presentations	7
	Total	600

Table 14. Learning outcomes control

Learning outcomes control	(in %)
Active participation in lecturer and seminars	10
Obligations (course tasks, essays,)	10
Midterm	20
Final exam	60
Total	100%