



PUBLIC ACCREDITATION AGENCY FOR HIGHER EDUCATION

**The Public Accreditation Agency for Higher Education
Regulation**

September 2014

Chapter I

General provisions

Article 1

Purpose

1. The purpose of this regulation is to define the rules and detailed tasks regarding the Public Accreditation Agency for Higher Education organization, internal functioning and relations between different levels in it.
2. This regulation determines the agency's functions coordination, documentation's administration process, equipment, official working hours, ethic rules and other management procedures.
3. The official Agency's name is: Agjencia Publike e Akreditimit të Arsimit të Lartë
4. The abbreviated title of the agency is: APAAL
5. The name of the Agency in the English language is: Public Accreditation Agency for Higher Education (PAAHE)
6. The PAAHE's official address: Durres Street, Tirana, Albania

Article 2

Mission and activity

1. The Public Accreditation Agency for Higher Education mission and activity is based and organized in compliance with the Constitution, legislation in force, international agreements signed by the Ministry of Education and Sports and the government program in the field of education.
2. The private and public higher education institutions external promotion and quality evaluation, the autonomous evaluation procedure conduction, the evaluation methods and instruments selection, the evaluation expert group establishment, as well as the formulation of the evaluation reports and results, in accordance with the applicable regulations.
3. The PAAHE accepts and registers the HEI's accreditation and evaluation requests. It prepares the annual evaluation calendar and submits it to the Minister of Education and Sports for approval. This calendar is made public for all public and private HEIs to have access. The agency is responsible for the technical indicator and content's evolution in the higher education system.

4. The PAAHE conducts external quality evaluation activities in order to accredit the study program / s or institution (public and private) and publishes the reports and evaluations' results performed, sets out the selection criteria and procedures of assessment experts, or consultants, local and foreign, which are made public after obtaining the consent of the Ministry of Education and Science. The list of experts is updated at least every year.
5. The Agency is responsible for drafting and implementing quality measurement indicators. In this regard the PAAHE cooperates with expert groups and with the higher education institutions.
6. Based on the higher education policies, the agency conducts institutional or study programs' analytical and / or comparative assessments in compliance with the existing European or domestic standards.
7. Based on clear criteria, accurate and reliable data and on the evaluation results, the PAAHE compiles higher education system's analytical report according to one or several aspects or indicators.
8. The Agency cooperates with the public and private institutions of higher education for the establishment and the functioning of the internal quality assurance system, recommending general criteria, methods and indicators, as well as appropriate criteria and methods for periodic system self-assessment. It trains and guides the internal quality assurance units and maintains ongoing relationships with these units.
9. The Public Agency for Accreditation of Higher Education cooperates with the European Higher Education agencies' network and other international quality assurance agencies.
10. The Public Agency for Accreditation of Higher Education cooperates with experienced educational institutions in the country and related institutions, professional organizations, labor market related institutions, for the information exchange and expertise including them actively in the external evaluation process.
11. The PAAHE also cooperates with student councils, involving them in the external evaluation process as well as for the information and data collection that serve the HEI's quality assessment and assurance process in its entirety.
12. In cooperation with the AC, the PAAHE compiles at the end of each year a report on its activity and is sent to the Minister of Education and Science, and then made public within the first 4 months of the following year.
13. The PAAHE provides, through its official website, updated public information on the HEIs / programs related to the evaluation and accreditation process status, ranking results and analysis in HE.
14. The PAAHE issues the Final Accreditation Certificate after reaching its final accreditation judgement.

Article 3

Structure of the Public Agency for Accreditation of Higher Education

1. The Public Higher Education Accreditation Agency functions according to the approved structure, with the Decision of the Council of Ministers “On the approval of the structure and staff of higher education accreditation agency”.
2. The structure is built according to functional tasks and consists of:
 - a) Director of the PAAHE
 - b) Quality Promotion and Evaluation Sector
 - c) Services and Publication Sector
 - d) Statistics and Analysis Sector

Article 4

Functions

1. The Public Agency for Accreditation of Higher Education functions are of a civil nature.

Article 5

Director

1. The Director is the Public Agency for Accreditation of Higher Education central figure and its ruling authority.
2. The Director’s duties are as follows:
 - a) Directs the entire activity of the Public Agency for Accreditation of Higher Education and represents it nationally and internationally.
 - b) Maintains relations with the Ministry of Educations and Sports and the Higher Education Institutions.
 - c) Determines tasks between the Public Agency for Accreditation of Higher Education sectors.
 - d) Conducts periodic evaluations on the work performance of each sector responsible/ PAAHE employee and reaches decisions on the results obtained.
 - e) Signs contracts on behalf and in the interest of the Public Accreditation Agency of Higher Education.
 - f) Signs, fulfills and amends the employees of the Public Agency for Accreditation of Higher Education administration’s employment contracts.

- g) Follows the disciplinary rules and implements the procedures of disciplinary measures for the agency's employees, who have committed violations, according to the legislation in force.
- h) Contributes to the preparation of laws and bylaws in force, according to the Public Agency for Accreditation of Higher Education's field of action.
- i) Participates in various working groups, offers evaluation commissions, appropriate various other commissions, national and international conferences.
- j) Ensures compliance with deadlines and procedures for performing the work.
- k) Manages PAAHE financial assets.
- l) Informs the Ministry of Education and Sports as well as higher education institutions on assessments and accreditations undertaken.
- m) Prepares the Agency's financial activity report.
- n) Drafts at the beginning of each year the annual work plans as well as its respective platforms.

Article 6

Sectors

1. The sector is the Agency's specific content and elements management specialized structure and is an important contributor in fulfilling the mission of the Agency Public Higher Education Accreditation.

Article 7

Head of Sector

1. The head of the sector directs and manages the work of the sector. It keeps in touch directly with the Director of the Agency and other sector heads to ensure quality in the work it performs.
2. The duties of the Head of Sector are as follows:
 - a) Directs all the work of the sector it leads and is responsible for its quality;
 - b) Divides tasks and responsibilities among sector specialists;
 - c) Monitors the work of sector specialists and conducts periodic evaluations on their job performance;
 - d) Shows special care in respecting the deadlines and procedures for performing sector work;

- e) Contributes to the definition of tasks and functions of sector specialists and their formalization in the job description;
- f) Holds meetings with subordinate staff and identifies problems;
- g) Provides concrete solutions to problems encountered while performing the task;
- h) Develops cooperative relations with other sectors of the Public Agency of Higher Education Accreditation;
- i) Reports to the Director of the Public Higher Education Accreditation Agency regarding the sector's progress or on various issues which are related to the tasks it is in charge;
- j) Contributes to the preparation of laws and bylaws, regarding the sector's action field;
- k) Participates in various working groups and committees;
- l) Reports to the Director of the Agency for the work done.
- m) Maintains contacts with all collaborators, key actors in the evaluation and accreditation process as well as the interested public, with responsibility and purpose to be a worthy representative of the PAAHE.
- n) Performs tasks with objectivity, impartiality and responsibility.
- o) Coordinates work between sectors to solve long-standing problems during the implementation of certain tasks.
- p) In the absence of the Director of PAAHE, with his approval, represents the institution in relationships with third parties.

Article 8

Head of evaluation and promotion sector

The duties of the Head of the evaluation and promotion sector are as follows:

1. Compiles the Draft-Evaluation Agenda, which is approved by the Director of PAAHE and by the Accreditation Council at its next meeting.
2. Coordinates, organizes, directs and follows until its completion, the new/existing HEI's and study programs' evaluation process.
3. Authorizes on behalf of the institution, specialists of the sector to perform the requested evaluation process.
4. Performs analysis, comparative evaluations, analytical reports and other data processing, on the basis of the results of its activity.

5. Collaborates, with the approval of the Director of PAAHE, with KALSH, KA, MAS and other cooperative institutions, regarding the drafting of the assessment and accreditation's standards and criteria as well as the field of HE in general.
6. In close cooperation with other PAAHE sectors, cooperates with public and private HEIs to assist them in setting up and operating their own internal quality assurance systems.
7. Participates as chairman / member in special commissions (ad-hoc);
8. Engages in tasks assigned by the Director of PAAHE that have a temporary character and are not the main work of the PAAHE.

Article 9

Head of Statistics and Analysis Sector

The duties of the Head of the Statistics and Analysis Sector are as follows:

1. Organizes the administration of the HEIs and AC's electronic data available to the PAAHE, processes and procedures which are implemented.
2. Organizes the administration of the electronic data by the higher education institutions.
3. Proposes to the Director of PAAHE the initiation of qualitative and quantitative comparative analysis' processes regarding the higher education field.
4. Administers the HEI's ranking process, cooperative institution's' visits, the data collection, organization and verification process.
5. Organizes and follows the PAAHE's activity reports drafting and publishing process according to the agency's program.
6. Organizes, improves, updates and makes available the PAAHE's database to the interested parties and selects the appropriate information to be published on the PAAHE's official site.
7. Prepares PAAHE's documents for publication, and organizes national and international activities in cooperation with other Agency's sectors, according to the PAAHE's mission.
8. Participates as chairman / member in special commissions (ad-hoc);
9. Engages in tasks assigned by the Director of PAAHE that have a temporary character and are not the main job of PAAHE.

Article 10

Head of Services and Publishing sector

The duties of the Head of the Services and Publishing Sector are as follows:

1. Responsible for recognizing, enforcing and controlling the financial legality of the administration.
2. Drafts the PAAHE's budget, in cooperation with the Director and other sectors.
3. In cooperation with the Director and other sectors plans the needs for general office supplies equipment, third parties' services, electricity, water, telephone, mail, subscriptions services, securing the offices' premises with guards, printing services, publications etc., travel expenses inside and outside the country, expenses for maintenance of offices, office equipment, fees, etc.
4. Participates as chairman / member in special committees (ad hoc);
5. Compiles the Public Procurement Planning Register and its implementation.
6. Based on the tasks, drafts, approves and implements annual and monthly work plans for the sectors services' activity.
7. Manages and monitors the agency's financial activity and legally, economically and efficiently controls its funds.
8. Reports to the Director of the Agency for the implementation of the activity and processes that are managed by its sector in accordance with the legality of financial management principles and transparency.
9. Checks the drafts' budget final documentation during its funds' forecast preparation process.
10. Tracks and controls all transactions performed in relation to income and expenses performed by the Agency.
11. Follows and controls all transactions performed in relation to the obligations of the Agency to third parties as operating expenses.
12. Directs and monitors the commission for conducting direct procurement for the purchase of equipment, investments and other services performed in the Agency.
13. Request the equipment and material needs from the other sector's heads and presents them to a proper time at the direct procurement commission.
14. Takes care and controls the equipment in the Agency's premises, its stationary supply, the offices' furniture and other materials necessary for the normal work realization.
15. Tracks and manages the full archive and protocol activity and creates facilities in the protocol and archival correspondence procedure through the complete computerization of the process.
16. Controls and monitors the implementation of legal requirements for production, administration, storage, securing, inventory and archiving of official documents in the protocol.

17. Takes all the necessary measures for the Agency's protection from the fire danger or any other extraordinary event.
18. Maintains and completes the Agency's Basic Employee Register in accordance with all the legal requirements and follows any change related to appointments, specializations, salaries and development of the employee's careers.
19. Compiles for each employee its personal file and continuously reflects in it the evaluations, bonuses, administrative measures, seniority, changes in payments, etc. In the end of each year updates each employee documents.
20. Follows and monitors any activity related to the publication of laws and bylaws in force and notification of all the news in the legislation field to PAAHE specialists.

Article 11

Specialist

1. The PAAHE's specialist works on the basis of individual contract and according to its superiors' assigned job description and responsibility.

Article 12

Duties of the specialist of the Quality Promotion and Evaluation Sector

The duties of the specialist of the Quality Promotion and Evaluation Sector are as follows:

1. Performs duties in accordance with the laws and regulations in force, as described in workplace and is responsible for the work assigned to him.
2. Maintains constant contacts with the head of the sector and the director;
3. Performs within the deadlines all tasks assigned by the head of the sector;
4. Gives concrete opinions on issues related to its field of work;
5. Reports on the work done to the head of the sector, or the Director.
6. Professionally argues on the work it has performed;
7. Gives opinions for better quality at work.
8. Responsible for professional and ethical performance before the head of the sector, and Director.
9. Performs the documentation and evaluation file management from the beginning, to completing and archiving it in the end. At the end of the process, the specialist informs with writing the manager for the entire process and contents of the archived file under its responsibility.

10. Communicates the HE evaluation unit during each of the evaluation stages, by documenting each communication in separate documents which should include: names and the function of the people contacted, the communication means, the respective dates, the communication documents (excluding telephone conversations) and the arguments discussed.
11. Communicates and interacts with the self-assessment group by being available at every moment to assist them in the process of completing the self-assessment file and according to their specific requirements for each case, but without interfering with the content of the self-assessment report.
12. Guides external and internal evaluation groups on aspects, indicators, methodology and evaluation process through training and retraining, in accordance with PAAHE Assessment Guidelines.
13. Collects and verifies institutional character data related to the HEI's and study programs evaluation and accreditation process when these are not included in self-assessment file. This data must contain:
 - The under-evaluation process institution's status accompanied by its legal and sub-legal basis,
 - Its structure and organizational chart accompanied by its legal and sub-legal basis,
 - He administrative, academic, and helping staff's name list and the unit or study program under evaluation they belong.
 - Internal and external staff's qualification and workload data.
 - The number, name and hourly load for each internal and external academic staff regarding the HEI or the study program under evaluation.
 - The under evaluation HEI's diplomas naming process, their official approval and total hours load for each study program.
 - Credits and how they are divided between subjects, modules and different study years.
14. All the above documents must be brought officially stamped and signed by the head of the institution; when the latter is not the rector, these must be signed by another intuitions' higher head (rector in the first case and dean in the second).
15. The compliance review of the above data with the national standards in force is as below:
 - a. The claimed unit's matching name and status with its legally approved one
 - b. The diploma's number and names compatibility with its legally approved one
 - c. Meeting the academic's staff quantitative and qualitative standards
 - d. Meeting the HEIs academic staff's teaching loads standards

- e. Compliance with official requirements and instructions for implementing the credit system in the HE programs.
16. Drafting the Continuity Plan for following the recommendations left after the accreditation decision, in accordance with the HEI's approved recommendations and timelines.
17. Participates as chairman / member in special commissions (ad hoc);

Article 13

Registration Specialist

The duties of the Registration Specialist are as follows:

1. Registration and updating the initial application as well as monitoring the implementation of deadlines of any assessment / practice performed by other sector specialists.
2. The data registration and keeping is performed in electronic formats and is updated regularly.
3. At the end of each calendar year, the specialist submits to the protocol a scanned copy / print of all assessments completed during the previous academic year.
4. Reports to the head of the sector and the director of the Agency for the collected data and the stages in which each assessment / practice has passed.

Article 14

The Accreditation Council Secretary

1. In the quality assessment and promotion sector a specialist is assigned with the task of the secretary to the Accreditation Council.
2. The duties of the secretary of the Accreditation Council are as follows:
 - a. Attends every AC meeting and takes care to correctly maintain every information / data discussed during the meeting.
 - b. Coordinates the work between PAAHE and AC, as well as takes care of protocol and clarifies the Decisions of the Accreditation Council.
 - c. Takes care of the progress of each file / practice and ensures that it is complete, before forwarding it to the Accreditation Council, according to the set agenda.
 - d. Coordinates work with the registration specialist on each completed practice and reports to the head of the sector on the procedures progress.

Article 15

Duties of the specialist of the statistics and analysis sector

Duties of the specialist of the statistics and analysis sector are as follow:

1. Collects quantitative and qualitative data on Higher Education Institutions (HEIs), which are part of PAAHE work and require its services.
2. Performs systematic and / or comparative analytical evaluations regarding specific evaluation indicators between HEIs or similar programs, from the data collected individually from each evaluation process.
3. Visits HEIs, collects data, verifies and checks their accuracy.
4. Updates the PAAHE's activity database.
5. Processes this data in certain computer programs, examines and analyzes their compliance with applicable national standards.
6. Performs analysis, summaries and schematic works of the PAAHE's materials.
7. Maintains and manages the PAAHE's programs and database system.
8. Prepares materials and documents for publication, on the official website of the Agency, after receiving confirmation from the head of the sector.
9. Performs schematic works on data and other PAAHE materials.
10. Manages the documentation, files that arrive at PAAHE offices in function of the sector and Agency.
11. Communicates with HEIs regarding procedures, timelines of various activities, that will develop.
12. Assists in the process of completing the database file and trains the HEI's groups set up for this purpose.
13. Processes institutional and organizational character data related to quality, ranking, evaluation and accreditation of the unit and / or program / s the HEIs provide, for the purposes of policy making and drafting national strategies in the field of higher education by providing this information to the institutions planning these strategies.
14. Drafts the ongoing sector and PAAHE work plans and weekly, monthly and yearly activity reports.
15. Participates, organizes national and international activities for the sector and PAAHE and worthily represents it.
16. Participates in the evaluation process of study programs and institutions in cooperation with the Sector of Quality Assessment and Promotion, in the context of licensing and accrediting.

17. Cooperates with other PAAHE sectors and performs other tasks in its function.
18. Engages in tasks assigned by the Director of PAAHE that have a temporary character and are not the main work of the agency.
19. Participates as chairman / member in special committees (ad hoc).

Article 16

Duties of the archivist / protocol's

The duties of archivist / protocol's in the services and publishing sector are as follows:

1. Covers official archive, protocol and correspondence services, taking care of their administration in accordance with the legal framework in force as well as the specific requirements of Agency.
2. Holds responsibility for the archiving system, as well as the classification of documentation archived in accordance with the legal framework in force, as well as special rules adopted by the Director of the Agency.
3. Takes appropriate measures for the administration of documentation of special importance or with confidential character, according to the relevant rules.
4. Takes care of storage according to environmental parameters and other necessary conditions of various documents and materials of a technical nature.
5. Distributes documentary practices to responsible officials, according to orders written by the head of the sector or the director of the Agency and follows the conclusion of these practices in accordance with the set deadlines.
6. Holds responsibility for the document status system, performing continuous accurate recording in the relevant charter registers, in accordance with the rules and procedures applicable to these cases.
7. Continuously follows the work for the complete computerization of the archive and the creation of the necessary facilities during protocol and correspondence services.
8. Organizes and monitors the performance of correspondence and official postal services with the abroad institutions, precisely, within the relevant deadlines.

Article 17

Duties of the finance specialist

The duties of the finance specialist in the services and publishing sector are as follows:

1. Manages the financial administrative activity, takes care of the effective use of funds available to the institution, payroll fund, as well as all the other financial transactions related to the internal needs of the Agency and in relationships with third parties.

2. Prepares and submits for approval to the head of the sector and the Director of the Agency, the annual institutional administrative expenses and investments plan.
3. Prepares and submits for approval to the director of the Agency, annual finance activity work plans, monthly work plan preparations and monthly accomplishment reports.
4. Prepares periodically according to the instructions of the Director of the Agency, statistical evidence regarding the institution's internal needs.
5. Preparation for any financial activity situation and coordination with the Treasury Branch case by case and sending them to the MES.
6. In cooperation with the other PAAHE sectors prepares the quarter, semi-annual, nine-month and annual monitoring report and forwards them to MES.
7. Directs the Inventory Commission's work to carry out the inventory procedure of general fixed assets, small inventory, and physical inventory compliance with the accounting one, for the detailed presentation in the balance sheet.
8. Follows the correspondence with various institutions on economic-financial character issues.
9. Carrying out all financial operations with the Treasury Branch starting from the completion of relevant documentation, deposit in the Treasury Branch for their approval and transfer to the bank.
10. Prepares and submits for approval, studies, proposals and various materials related to the financial activity of the institution.
11. Follows the implementation of all the financial aspect of agreements with domestic or foreign donors, in accordance with the institution's interest and the legal framework in force.
12. By order of the Director of the Agency, participates in special commissions for the implementation of public procurement procedures, follow-up the financial obligations of different contracts where the Public Agency for Accreditation of Higher Education is a party, etc.

Article 18

Duties of the Publication Specialist

The duties of the Publishing Specialist in the services and publishing sector are as follows:

1. Follows the evaluation materials' publishing process, within one month from completion of evaluation. These materials are published on the PAAHE's official website in PDF format. Materials that should be made public for each evaluation are:
 - a. The External evaluation report,

- b. The Accreditation Decision,
 - c. The Reassessment procedure after the latter,
 - d. New Accreditation Decision, etc.
2. Ensure that materials are published at the right time, manner, content and that there is no inaccuracy or distortion, compared to the original evaluation document.
3. Collects all laws and bylaws related to higher education and informs the PAAHE specialists about the legislation changes and updates in the HE field.

Chapter II

Article 19

Transparency

1. The agency ensures transparency regarding the cooperation with the media and informs other institutions about the Agency's activities and work.
2. Data and information about the activity and work of the Agency are provided by The Director of the Agency or a person authorized by him.
3. To enable access to more detailed information on its activity, the Agency publishes in its website documentation on how it operates and decisions it has reached, as well as all other indicators set by the Director of the Agency.

Article 20

Information's Confidentiality

1. The Information's confidentiality term includes specific information regarding the Agency's activity, approved by the Director of the Agency or the AC in accordance with the special regulations.
2. Members of the Accreditation Council and employees of the Agency are obliged to maintain the information's confidentiality even after the employment termination from the Agency.

Article 21

Rules on maintenance and safety on the premises of the institution

1. The security of the Agency as well as everyone's is responsibility of the service and publication sector.
2. At the end of the work day, the employees of the Agency, take care of taking measures for preventing physical damage, closing shutters, windows, and turning off electricity working equipment.
3. Alternative heating devices should not be used.
4. It is not allowed to speak loudly in the premises of the institution.
5. Telephone conversations should be for work purposes only and should not exceed the financial defined limits. The financial excesses that are evidenced in such cases, will be liquidated by the employee who is in charge / responsible of the telephone service.

Article 22

Working hours and attitude towards the working period

1. The weekly duration and daily working hours are approved by a decision of the Council Ministers for civil servants and other employees in the institutions of the Public Administration.
2. The PAAHE employees must notify their immediate superior of any departure from institution. In case of absence of the direct superior, the obligation for notification and approval passes to the superior of a higher or parallel hierarchy.
3. During working hours, in the premises of PAAHE, consumption of alcoholic beverages and smoking is categorically prohibited.

Article 23

Public information

1. General information on the PAAHE's operation and mission is subject to public information.
2. All activities related to the organization and activity of the PAAHE are made public through publication on the agency's official website.
3. The right to communicate in the media belongs only to the Director of PAAHE, or the employee of authorized by it.
4. Classified information is not subject to public information.

Article 24

Internal communication

1. Internal communication in PAAHE is realized in written or electronic form.
2. Internal electronic communication is realized through the internal electronic network and the PAAHE's emails. Employees can use alternate email services only in cases where the official e-mail is not operational / existing.
3. The use of the internal electronic network enables the exchange and communication for obtaining information in relevant functional areas, in order to facilitate the PAAHE activity.

Article 25

PAAHE Administrative Acts

1. PAAHE official documents are divided as follows:
 - a. Administrative acts;
 - b. Other official documents;
2. Administrative acts are acts issued by the Director of the PAAHE and / or other persons authorized by law or by the Director of PAAHE, in accordance with applicable law. They must contain all the essential elements provided in the Code of Administrative Procedures.
3. Other official documents come as a result of the PAAHE's daily work, their interaction, relations with hierarchically higher structures as well as third parties.
4. Each official act before being signed by the director of PAAHE, must include the names of employees and the sector that designed it (along with their signature). These are included in the first copy and stored in the archive / protocol data.
5. The preparation of a draft-act of major character, should be conducted through working groups, authorized by a special order of the director of the PAAHE.
6. Instructions and orders should be communicated in writing only.
7. Documents are allowed to be transmitted via electronic communication means (email) or fax, with the exception of information classified as "state secret".

Article 26

Correspondence

1. Correspondence is assigned to the archive / protocol office, which takes care of the registration of the entry documents in the correspondence register by stamping them

with the stamp which contains the protocol number and date. Entry documents addressed to PAAHE must be submitted to the PAAHE director. The exception to this rule is secret mail, e Internal Regulation which should be processed according to the legislation on information classified as "secret state".

2. An accompanying card is attached to the correspondence (incoming documentation).
3. Internal documentation communication should be done by registering it in the internal correspondence register.
4. PAAHE employee, who receives the stamped copy of the certain practice to be followed, must take the necessary actions for its implementation no later than 10 (ten) working days, starting from the date provided in the cover letter, and must forward it to the respective holder.
5. The course of protocol registration of documentation as well as the respective scheme is defined in the PAAHE's internal procedures, part of this regulation, and its composition should terminate no later than 30 (thirty) days from the date of this regulation's approval.
6. Any incoming documentation, related to the evaluation and / or accreditation process, after deposited in the protocol / archive are handed over to the registration specialist, who takes care of following the practice according to the bylaws in force.

Article 27

Accompanying card elements

The card contains:

1. The Sender's information, the initiations' full name from where the document is sent, with its departure protocol number and date.
2. The recipient information, in this case the PAAHE's name and entry protocol number and date.
3. The "note" section in which according to the institutional hierarchy different notes are made regarding the treatment of different practices.
4. The following section, in which it is specified the name and surname of the person in charge of handling of the material as well as the date of release of the material by the Director.
5. The deadline section, in which the deadlines within which the materials must be treated are specified. Deadlines according to the priority of the documents are:
 - a. Normal deadline, refers to 10 working days deadline, calculated from the date of distribution by the holder;

- b. The deadline of 5 working days is a priority deadline and it refers to 5 working days calculated from the date of delivery by the holder.
 - c. "Urgent" deadline means handling the material within the day, or in special cases accompanied by the relevant note within another time limit.
6. The following three sections, with the note "submitted for treatment", in which it is evidenced respectively the name, surname of the person in charge of handling the material, according to the degree of hierarchy accompanied by its signature and the submitter's specified date.
7. The last column, in which the date when the material signed by the Director of submitted to the Service and Publication Sector accompanied with its signature, and the person in charge of the archive / protocol who receives the material, its revealed.

Article 28

Job classification

1. Job classification regulates the titles and positions in the PAAHE, the description of each employee's functions according to article 3 of this regulation, and determines the conditions for the accomplishment of each task as well as the number of employees necessary for any given task.
2. In cases of complex or specific tasks accomplishments, the Director of PAAHE may contract external experts with knowledge in relevant fields.
3. The Director of PAAHE, temporarily, in specific or voluminous working periods, for one period not more than 6 (six) months may appoint employees with special duties, not defined in the job description.

Article 29

Final provisions

1. The PAAHE's Organizational structures develop their activity on the basis of plans, projects, tasks and timelines set and approved by Director of PAAHE.
2. The heads of the sectors report to the Director of PAAHE on the activity progress and bear concrete responsibilities on the achievement of programmed objectives.
3. In cases of exercise by the institution of legislative initiative, special working groups for drafting various draft acts or for other important issues are set up by special order of the Director of PAAHE. These orders clearly define the tasks, deadlines and the people responsible.

4. Regarding the treatment of problems that belong to more than one sector, the problem-solving direction is led by the structure, whose competencies are related more with that problem. Other structures, according to the problems they cover, nature and specifics they have, orient, clarify and help with procedures, as well as other important details for solving these problems.
5. Every PAAHE employee, during the implementation of functional duties, is obliged to respect the hierarchical administrative level, defined in the organizational structure of PAHEA. Except as provided in this regulation, every employee has the rights and obligations, according to the labor related legal provisions in force.
6. Manifestation of misconduct, lack of correctness in communication, use of alcoholic beverages, inappropriate clothing, constitution of flagrant violations of official ethics and discipline at work, any such phenomena, constitutes sufficient cause for initiation of the administrative process by the competent authority and severe punishment of the responsible people, until the termination of employment.
7. Sector Heads and every employee of the PAAHE, bear legal responsibility for their performed actions or unfounded in good faith, unsupported by procedural rules and relevant administrative documentation. In these cases, the responsible person is subject to penalties provided by law.

Director
DHURATA BOZO

September 2014