***Introduction to the Internal Evaluation Process***

**IEG WORK PRINCIPLES**

Quality evaluation should be characterized by professionalism, truthfulness, objectivity, impartiality, full transparency and involvement of all actors in all stages of evaluation.

* Development of the Internal Quality Assurance Unit (IQSU) in HEI Units.
* Carry out Internal Evaluation with the aim of creating a clear and transparent idea of the Unit under evaluation, to build development policies in accordance with its mission and to serve as a basis for the further process of accreditation of institutions and programs they offer.
* Make information public so that all partners and the general public (students, parents, academic and support staff, other social, economic and political partners) are informed about the status of the unit, programs, curricula, services, etc.
* To serve ultimately for the cultivation of Quality Culture in Higher Education Institutions as their internal and sustainable part.
* The evaluation should be based on documents, procedures, surveys, meetings with stakeholders, etc.
* The drafting of the Internal Evaluation Report (IER) to be performed according to the format drafted by ASCAL, without making any changes (eg merging criteria, removing criteria, etc.).

**STAGES OF INTERNAL EVALUATION PROCEDURE FROM HIGHER EDUCATION INSTITUTIONS**

Submission of the HEI request for evaluation and its review by ASCAL and the Accreditation Board.

* Approval of the request and setting of evaluation deadlines by ASCAL and BA.
* The Coordinator of the HEI is officially notified, for the beginning of the accreditation process, and the date of the meeting is set to discuss the steps of the process.
* Establishment of an Internal Evaluation Group; this group is set up by the head of the HEI’s unit;
* IEG’s training by ASCAL staff; for this, instructional materials are made available for the evaluation, group organization and process, tasks, rights and responsibilities of each.
* Carrying out internal evaluation according to the instruction in question (see further). During this phase IEG stays in constant contact with ASCAL and is assisted by the latter upon request;
* Preparation of the Self-Assessment File (SAF);
* Officially submit to ASCAL within the set deadline (in printed and electronic version CD, signed / stamped by the HEI on each page), the materials should be uploaded in the ASCAL system of ASCAL.

**DOSJA E VETËVLERËSIMIT**

The composition of the Self-Assessment File includes written *Opinion of the Head of Unit* and *Internal Evaluation Report*, written and signed by each member of the IEG.

The opinion of the Head of the Unit is required, when the Study Program is passing the period of periodic re-evaluation. In this case, he will write:

* Information on the Higher Education Institution he runs;
* His / her personal opinions regarding the strengths, weaknesses and perspective of the study program for which he / she is responsible;
* Analyze the main developments since the last evaluation, emphasizing especially the fulfillment of the reccomandations left by the previous evaluations;
* To show the existing situation in relation to that study program /s, its mission or aims to achieve.

**CONTENTS OF THE SELF-ASSESSMENT FILE**

The Internal Evaluation file in the framework of external evaluation and accreditation of the study program must contain these documents:

1. Written opinion of the Head of the HEI (University / Faculty);
2. Internal Evaluation Report, signed by all IEG members. The IER consists of 6 areas for the second cycle Professional Master / Science / Arts / Integrated Second Level Program;
3. Each area should analyze the requirements of the standards / criteria, including the descriptive part and provide measurable indicators, based on the evidence of the self-assessment file.
4. Based on this analysis IEG should determine the final assessment of compliance with the standards of each field, and the field as a whole.
5. The Internal Evaluation Report should also contain the final analysis of the institution noting its strengths and weaknesses.

Logo of the Higher Education Institution

Name of the Higher Education Institution

**INTERNAL EVALUATION REPORT**

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| **Third Cycle Study Program Doctorate “.......”** |

Internal Evaluation Group:



Month/Year

**SUMMARY OF PROGRAM DATA IN THE EXTERNAL EVALUATION PROCESS**

**Summary description; (200 -400 words)**

**DESCRIPTION OF THE EXTERNAL EVALUATION PROCESS;**

**Summary description; (200-400 words)**

**Evaluation of the third cycle study program Doctorate “…”**

1. **GENERAL FRAMEWORK OF THE DOCTORAL PROGRAM**

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| **Standard I.1**  **The third cycle doctoral study program is provided by higher education institutions that meet legal criteria applicable in the Republic of Albania.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The doctoral program is offered either by universities or academies accredited in the Republic of Albania. |  | | | |
| **Criterion 2.** The doctoral program that is offered in cooperation with other higher education institutions, in or outside the country, must be accredited in the place of origin. |  | | | |
| **Criterion 3.** The doctoral program is licensed in compliance with sub-legal acts in force and is approved by order of the minister responsible for education. |  | | | |
| **Criterion 4.** The doctoral program is designed by the institution through internal transparent procedures and is approved in compliance with the institution’s statute, regulation and other organizational acts. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard I.2**  **The third cycle doctorate study program is provided in line with the institution’s scientific research and development strategy.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The doctoral program is tailored and drafted in accordance with the institution’s own development strategy. |  | | | |
| **Criterion 2.** The doctoral program research field is in line with at least one of institution’s academic activity fields. |  | | | |
| **Criterion 3.** The doctoral program has clearly defined its name, organization, structure, content, aim and objectives, harmonized with those of the providing institution(s). |  | | | |
| **Criterion 4.** The doctoral program is drafted and offered with the view to promoting local and/or national economic scientific development by integrating in its content national development strategies, national interest and international research and development trends. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard I.3**  **The third cycle doctorate study program aims to meet the country’s current and long-term needs for researchers and scientists.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** To design the doctoral program, the institution, the responsible unit or research group, carries out studies and analyzes on the situation, developments, needs, and priorities in the general and specific field of the doctoral program, which become part of the draft proposal before program opening. |  | | | |
| **Criterion 2.** The doctoral program has clearly defined objectives for training researchers with in-depth scientific knowledge, skills and competencies in the field of research and application and in line with the country’s requirements and needs. |  | | | |
| **Criterion 3.** The doctoral program is designed and harmonized with similar programs offered by domestic or foreign partner institutions, guides, EU directives, international institutions and organizations with which our country is a partner or cooperates, with the view to increasing cooperation in the scientific research area. |  | | | |
| **Criterion 4.** With the view to increasing international cooperation, mobility and engagement with the program and foreign researchers’ academic activities, the doctoral program can be party or fully carried out in the English language. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard I.4**  **The doctoral program is structured in accordance with the academic field of the unit responsible for the program.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The doctoral program is organized at the level of the basic unit or main unit responsible for its progress and advancement. |  | | | |
| **Criterion 2.** The responsible unit possesses the proper profile, experience, capacities and resources in the specific academic area in order to deliver the doctoral program. |  | | | |
| **Criterion 3.** The general and specific filed of the study program must be in line with the academic and research field of the basic unit, responsible for the study program, according to the study program classification/codification, in line with the national and European directives and guidelines. |  | | | |
| **Criterion 4.** When the program is offered in cooperation with other institutions, the general and specific field of the doctoral program is in line with the academic and research field of the responsible units in the respective institutions. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Field I Standards’ Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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1. **ORGANIZIMI, STRUKTURA DHE ADMINISTRIMI I PROGRAMIT DOKTORAL**

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| **Standard II.1**  **The program organization is based on specific doctoral program regulations and guides.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The unit responsible for the doctoral program organization and development, defines in detail the rules of organization and functioning of the doctoral program and updates them in order to improve its quality. |  | | | |
| **Criterion 2.** The program organization elements, responsibilities, rights and obligations are laid down in its regulation and other acts adopted by the institution. |  | | | |
| **Criterion 3.** The responsible unit drafts and approves manuals, guides or models serving as example to the other elements that should be included in the draft proposal. |  | | | |
| **Criterion 4.** The responsible unit drafts and approves guides, models for also reporting and assessing doctoral candidates’ achievements during the entire academic year and study period. |  | | | |
| **Criterion 5.** The responsible unit drafts and approves guides on drafting the doctoral thesis, referrals, presentations, plagiarism check. |  | | | |
| **Criterion 6.** The institution and the responsible unit prepare plagiarism-related measurable indicators based on the field of research and study, as well as related references, ensuring that the level of similarity between the doctoral thesis and research works is less than 30%. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard II.2**  **The doctoral program content is organized in accordance with legal and sub-legal acts in force as well as with the guidelines of the European Higher Education Area** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The doctoral program may include theoretical training courses up to 30 ECTS, which are completed during the first year of the program. |  | | | |
| **Criterion 2.** The regular doctoral program duration is 3 to 5 academic years and not longer than twice its regular duration. |  | | | |
| **Criterion 3.** The program content, organization, review and monitoring align with similar examples in European Higher Education Area institutions. |  | | | |
| **Criterion 4.** If the doctoral program includes theoretical training, the courses focus on structuring in-depth scientific research, qualitative and quantitative methods of data processing, research ethics, and writing scientific papers and dissertations. |  | | | |
| **Criterion 5.** If the doctoral program includes theoretical training, the courses include advanced knowledge of theoretical debates, research approaches, interdisciplinary collaborations, and latest developments in the doctoral student’s field of study. |  | | | |
| **Criterion 6.** When applied, doctoral theoretical training courses are evaluated through theoretical exam(s) in the respective field of study, arranged by the program academic staff. The theoretical training knowledge assessment procedure, as well as rights and obligations are defined in the doctoral program regulation. |  | | | |
| **Criterion 7.** In the program improvement framework, the responsible unit has the right to change the theoretical training content of the doctoral program, document the procedure and inform the ministry responsible for education. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard II.3**  **The doctoral program is organized based on research and development projects and is harmonized with national development strategies and scientific research priorities** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The doctoral program is part of the institutional policy on research and development, and it is structured as a long-term research and development project in the specific field. |  | | | |
| **Criterion 2.** The doctoral project can be designed on the individual initiative of the academic staff, the basic unit’s research group, the institution or as a proposal by external partners with whom the institution cooperates. |  | | | |
| **Criterion 3.** The main and specific field of study/research is selected in such a way as to be part of the field of study of the responsible unit. |  | | | |
| **Criterion 4.** The responsible unit’s draft proposal is reviewed by the Standing Committee for awarding the “Doctor” scientific degree. |  | | | |
| **Criterion 5.** The candidate seeking admission to the doctoral study program drafts the individual project for a specific research area which is included in the doctoral project and broadly analyzes it in the application documents. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard II.4**  **Candidate application, selection and admission criteria are determined by the responsible unit ensuring their transparency.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The unit responsible for the doctoral program determines the application criteria related to foreign language(s), admission GPA, the field of study and the study programs for which the candidates are admitted, the application documents, etc. and makes them public. |  | | | |
| **Criterion 2.** Candidates employed as academic staff at the institution or other higher education institution, as research staff at a research institution and who meet the legal and specific criteria defined in the study program, apply and are admitted to doctoral programs. |  | | | |
| **Criterion 3.** Candidates applying to pursue the doctoral program prove that they have in-depth theoretical knowledge in the relevant field of study, skills and competencies such as creative thinking, research related problem solving skills, competence to manage the complexity of research and propose new ideas in the research area. |  | | | |
| **Criterion 4.** The responsible unit approves individual candidate research projects only for those disciplines, the field of which is included in the approved doctoral program field. |  | | | |
| **Criterion 5.** The responsible unit approves additional admission criteria such as interviews, references, tests or exams as well as other additional documents made public in advance. |  | | | |
| **Criterion 6.** The responsible unit determines the specific criteria that the candidate must meet to transfer studies to the study program, according to the field of research, and makes them public in advance. |  | | | |
| **Criterion 7.** The responsible unit determines the number of doctoral students based on a thorough analysis of hosting capacities which are verified, certified and made public by the ministry responsible for education. |  | | | |
| **Criterion 8.** Doctoral studies are carried out at the responsible unit as part of an approved scientific research project and with funding provided by the project or institution’s financial resources. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard II.5**  **The unit responsible for the doctoral program administers the entire necessary documentation for each doctoral candidate from application, admission up to study completion.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The responsible unit keeps both in electronic and paper format the entire applicant documentation in the application phase. |  | | | |
| **Criterion 2.** The responsible unit keeps both in electronic and paper format all the documentation of applying and winning candidate selection and decision-making process, and guarantees transparency in the decision-making and appeal processes. |  | | | |
| **Criterion 3.** The responsible unit keeps both in electronic and paper format the data of all doctoral students regarding their academic and scientific research activities throughout the entire duration of their studies. |  | | | |
| **Criterion 4.** The responsible unit keeps both in electronic and paper format the doctoral student’s reports, official communications, and progress assessment reports. |  | | | |
| **Criterion 5.** The responsible unit makes available to students the electronic anti-plagiarism system as well as other self-check mechanisms with the view of eliminating plagiarism and complying with intellectual property rights. |  | | | |
| **Criterion 6.** The responsible unit periodically compiles reports on the progress of the doctoral program and students individually and informs the Standing Committee for the award of the “Doctor” scientific degree. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Field II Standards’ Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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1. **SOURCES IN SERVICE OF THE PROGRAM**

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| **Standard III.1**  **The structures responsible for the development and support of the doctoral program have clearly defined tasks and responsibilities in the regulatory acts and integrate their activities in the program.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The unit responsible for the organization and development of the doctoral program ensures the fulfillment of academic standards and provides the infrastructure necessary for the completion of the scientific research project. |  | | | |
| **Criterion 2.** The responsible unit aligns doctoral candidates’ academic, scientific research and creative activities with the view of completing the scientific research project. |  | | | |
| **Criterion 3.** If the responsible institution meets legal obligations and quality standards, it may offer more than one research project in the research field it covers. |  | | | |
| **Criterion 4.** In cases where the research fields overlap in two or more basic units, one of the basic units is assigned the responsibility for delivering the candidate’s research program, in agreement between them, and afterwards they coordinate the activities for the program. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard III.2**  **The responsible unit ensures the necessary academic, administrative and support staff for conducting the program and achieving its objectives.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The academic staff engaged in the doctoral program belongs to the “Professor” category with a long experience in the research area of domestically and internationally recognized partner universities. They possess a rich research and publishing activity and highly rank in their respective field of study in indexed databases of international level. |  | | | |
| **Criterion 2.** The mentor(s) holding the academic title “Professor” can mentor no more than 3 doctoral students at the same time, and those with the academic title “Associate Professor” no more than 2, inside and outside the institution. |  | | | |
| **Criterion 3.** The criteria for the mentor selection are defined in the study program regulation and other acts of the responsible unit. These acts also define the modalities for changing or replacing the mentor in cases when it is necessary and reasonable. |  | | | |
| **Criterion 4.** The responsible unit ensures that each mentor has the capacity to guide the doctoral student through the research activities and respective didactic tasks. |  | | | |
| **Criterion 5.** The academic staff of the doctoral program is actively engaged in the field of research, projects, speeches, scientific publications, journals, books or monographs, etc. and includes the mentoring student in these activities. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard III.3**  **The mentor is responsible for the progress of studies, research work and continuously supports the student to achieve the objectives.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The mentor is responsible for guiding, advising, assessing student’s needs as well as developing and monitoring the student’s research work progress. |  | | | |
| **Criterion 2.** The mentor is the guarantor for the doctoral student’s scientific research project completion by providing his experience, the necessary instructions and continuous support in fulfilling the goal and objectives. |  | | | |
| **Criterion 3.** The scientific mentor works to update the student’s didactic knowledge and skills in the field of study and includes him/ her in academic teaching activities in the first and second cycle programs offered by the institution. |  | | | |
| **Criterion 4.** Doctoral program academic staff and mentors are selected by the responsible unit following consultations with the Standing Committee for the award of the “Doctor” scientific degree. The approval of the scientific mentor is based on the compatibility of his/her field of study, achievements and doctoral student’s project. |  | | | |
| **Criterion 5.** The lead mentor and the other mentor (when the doctoral program is offered by more than one institution) ensure that doctoral students receive adequate support and guidance to facilitate their achievement. |  | | | |
| **Criterion 6.** The responsible unit ensures that the mentor has sufficient time and provides the necessary support to the doctoral student. |  | | | |
| **Criterion 7.** In cooperation with the student, the responsible unit ensures continuity of his/her mentoring in case of replacement of the mentor for various reasons. |  | | | |
| **Criterion 8.** The meetings between the mentor and the doctoral student are formal and documented and serve to assess the doctoral student’s progress reports. |  | | | |
| **Criterion 9.** The scientific mentor gives the continuous assessment conclusions on the scientific research doctoral project and based on the progress, approves the subsequent activity plan. |  | | | |
| **Criterion 10.** The scientific mentor ensures the completion of all jury panel comments and recommendations when the dissertation is returned for further completion. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard III.4**  **The responsible unit guarantees the necessary infrastructure and logistics for the doctoral program.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The unit responsible for the doctoral program has sufficient facilities at its disposal to carry out its proper functioning. |  | | | |
| **Criterion 2.** Students admitted to the study program, have the necessary conditions to carry out the academic and scientific research study program. |  | | | |
| **Criterion 3.** The doctoral program has at its disposal a library rich in scientific publications and in electronic form as well as a complete IT infrastructure. |  | | | |
| **Criterion 4.** The responsible unit provides adequate logistical support to conduct scientific research and publishing activities. |  | | | |
| **Criterion 5.** In areas that require carrying out doctoral work in research laboratories, the responsible unit provides for certified laboratories or cooperates with other partner institutions outside the institution to carry out scientific research work. |  | | | |
| **Criterion 6.** Research involving laboratory research is supported by a sufficient laboratory basis in the institution or partner institution for a period of at least 6 months. |  | | | |
| **Criterion 7.** The responsible unit makes available the electronic information management system to the doctoral program for managing the reports, communications, the doctoral student’s progress and assessment reports. |  | | | |
| **Criterion 8.** The responsible unit provides adequate capacities for mentoring the doctoral students up to the end of the program and monitoring the doctoral student’s progress by maintaining constant contact with the mentor, as well as ensuring regular reporting throughout the program. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard III.5**  **The institution provides partnerships and cooperation with those institutions that support the student’s scientific research activity.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The responsible unit secures agreements with higher education institutions, research institutes, inside and outside the country, that support the exchange of academic staff and doctoral students, as well as other academic and research activities. |  | | | |
| **Criterion 2.** The responsible unit ensures the engagement with the doctoral program of academic staff from at least one European Union, OECD or G20 member state university as scientific supervisor, lecturer or as doctoral students’ scientific collaborators. |  | | | |
| **Criterion 3.** The responsible unit secures agreements with at least one European Union, OECD or G20 member state university that delivers exchange programs of academic staff and doctoral students for at least a period of 3 months. |  | | | |
| **Criterion 4.** The responsible unit secures agreements with international institutions that ensure the engagement of doctoral students in joint research projects. In the case of Albanological sciences, such cooperation can also be with a Higher Education Institution or research center in Kosovo and in Albanian lands. |  | | | |
| **Criterion 5.** The institution establishes the necessary mechanisms for carrying out joint doctoral study programs with counterpart universities in the region or in one of the European Union, OECD or G20 member states. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard III.6**  **The institution responsible for the doctoral program demonstrates financial sustainability and provides the appropriate means of financing and supporting students.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** Through financial audits and reports, the institution demonstrates a positive performance and sustainability in the generation and use of financial revenue. |  | | | |
| **Criterion 2.** Through the institution, projects or funding from other entities, the responsible unit provides the necessary funds for conducting the scientific research project. |  | | | |
| **Criterion 3.** The doctoral program is supported by an adequate research budget. |  | | | |
| **Criterion 4.** In the doctoral program framework, the responsible unit ensures revenues from services to other entities and uses them for delivering the program. |  | | | |
| **Criterion 5.** The doctoral study program’s financial budget distribution structure is in line with the institution’s policy and research needs. |  | | | |
| **Criterion 6.** External funding obtained for scientific research purposes are indicators of high level research activity and are administered for the progress of the respective study program. |  | | | |
| **Criterion 7.** Modalities for the use of revenues from projects and services to other entities are regulated by special acts of the main unit and approved by its administrator. |  | | | |
| **Criterion 8.** The use of funds allocated for the delivery of the doctoral program is subject to continuous reporting and auditing. |  | | | |
| **Criterion 9.** Admitted candidates can benefit from funding provided by the institution, secondary income or self-financing for doctoral studies. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Field III Standards’ Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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1. **SCIENTIFIC RESEARCH, ACHIEVEMENTS AND RESULTS**

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| **Standard IV.1**  **Continuous improvement of the theoretical level and promotion of research work are part of scientific research activities plan** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The level of scientific research development helps the student to successfully complete the study program. |  | | | |
| **Criterion 2.** Doctoral students participate in envisaged doctoral activities outside of their research work such as lectures, seminars, interdisciplinary debates, organized within the doctoral program, as well as attend doctoral students’ presentations and research projects despite not being directly related to the student’s research area of interest. |  | | | |
| **Criterion 3.** The main unit provides promotion mechanisms and support for students with the view of participating in scientific activities, inside and outside the country, in their field of activity. |  | | | |
| **Criterion 4.** Doctoral students participate in research activities, projects and other responsible unit activities. |  | | | |
| **Criterion 5.** Doctoral students are encouraged to develop their communication and didactic skills by engaging in teaching in the first and second cycle study programs. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard IV.2**  **Doctoral students’ academic and scientific activity is an integral part of the institution activities and helps to increase the scientific research performance at institutional level.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** Students are given the opportunity to participate in the institution’s various research activities closely related to the specific field in which they pursue doctoral studies. |  | | | |
| **Criterion 2.** Students are given the opportunity to apply new research methodologies to the benefit of the institution. |  | | | |
| **Criterion 3.** Doctoral students are supported with the view of engaging academic staff and students from the institution or partner institutions in their research work. |  | | | |
| **Criterion 4.** The institution establishes the appropriate support mechanisms for promoting students’ achievements, patenting the results, and further developing their innovative ideas. |  | | | |
| **Criterion 5.** The institution includes doctoral students engaged in activities outside the doctoral program, steering bodies and working groups. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard IV.3**  **The institution prioritizes the internationalization of doctoral program studies.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The doctoral program enrolls doctoral students from Kosovo and Albanian lands, as well as the Albanian Diaspora. |  | | | |
| **Criterion 2.** The doctoral program allows the enrollment of doctoral students from other countries. |  | | | |
| **Criterion 3.** The doctoral study program encourages the mobility of foreign students at the provider institution. |  | | | |
| **Criterion 4.** The doctoral study program enables the development of at least one biannual international scientific event arranged by the responsible unit (symposium, conference, congress) which encourages the participation of foreign researchers. |  | | | |
| **Criterion 5.** The institution supports students’ participation in international events where the doctoral program research results are presented. |  | | | |
| **Criterion 6.** The institution supports the publication of research papers of scientific mentors, doctoral students and doctoral program academic staff. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard IV.4**  **The student proves the carrying out of scientific research activities and the fulfillment of scientific obligations for obtaining the “Doctor” degree.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** Doctoral students’ final assessment is based on their scientific research product accomplished throughout the duration of the doctoral studies. |  | | | |
| **Criterion 2.** The student demonstrates that through scientific research, he/she has brought forth original scientific products, scientific papers of a high scientific level, some of which have or are to be published in national and international scientific journals. |  | | | |
| **Criterion 3.** The mentor and the doctoral student ensures the fulfillment of obligations related to the work’s individuality and elimination of plagiarism in accordance with the criteria set out in the regulatory acts of the responsible unit. |  | | | |
| **Criterion 4.** The student demonstrates high level research activity through cited publications, abroad publishing and research activities, international presentations, participation in scientific activities, projects, etc. |  | | | |
| **Criterion 5.** The student demonstrates that he/she has met the basic criteria that are required prior to dissertation defense, such as:   * Having delivered at least 3 (three) speeches, as first or second author, when the first author is the scientific mentor, 2 (two) of which have been held in international scientific activities (symposium, conference, congress), in one of the European Union, OECD or G20 member states, accepted on a preliminary scientific assessment basis and published in the “Proceedings”, indexed with the ISBN or ISSN code; * Having published at least 3 (three) scientific articles in scientific journals, of which 2 (two) have been published or accepted for publication in indexed journals of OECD, EU or G20 countries, with an editorial board, where, at least, in one of them as first author and in the other as second author. |  | | | |
| **Criterion 6.** The student submits and presents the complete research work to the jury panel established by the responsible unit as a prerequisite for the final defense before the jury panel approved by the Standing Committee for awarding the “Doctor” scientific degree, guaranteeing the academic quality of the dissertation. |  | | | |
| **Criterion 7.** In the event of non-fulfillment of obligations, the student completes the comments and recommendations, and presents them to the jury panel of the responsible unit within a 3-month period. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard IV.5**  **The student prepares the dissertation for obtaining the “Doctor” degree and the necessary documentation and submits it to the jury panel.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The Standing Committee for awarding the “Doctor” scientific degree approves the jury panel for the dissertation defense, which comprises members from the “professor” category of the doctoral study related field and at least one of them must have a PhD or more by a European Union, OECD or G20 member state institution. |  | | | |
| **Criterion 2.** The candidate prepares the dissertation according to the format approved in the third cycle study regulation. The dissertation should bring forth theoretical and/ or empirical innovations in the relevant field of research, as well as contribute to the advancement of scientific knowledge. |  | | | |
| **Criterion 3.** Prior to submission, the dissertation is approved by the scientific mentor and the responsible unit, which assesses it according to the regulatory acts specifications and together with the supporting documentation passes for review by the Standing Committee for awarding the “Doctor” scientific degree. |  | | | |
| **Criterion 4.** The Standing Committee ensures the quality of scientific research work, the fulfillment of the objectives set by the candidate and the legal academic obligations for obtaining the doctoral degree. |  | | | |
| **Criterion 5.** The Standing Committee for awarding the “Doctor” scientific degree ensures the fulfillment of obligations related to the work’s individuality and elimination of plagiarism in accordance with the criteria set out in the regulatory acts of the responsible unit. |  | | | |
| **Criterion 6.** If the Standing Committee for awarding the “Doctor” scientific degree favorably evaluates the dissertation, the summary approved by the scientific mentor together with the responsible unit’s reports and assessments, the student may proceed with the presentation before the jury panel. |  | | | |
| **Criterion 7.** More detailed procedures for obtaining the “Doctor” scientific degree are defined in the Higher Education Institution statute, the third cycle study regulation as well as the regulation of the Standing Committee for awarding the “Doctor” scientific degree. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Field IV Standards’ Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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**V. DOCTORAL PROGRAM QUALITY ASSURANCE**

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| **Standard V.1**  **The institution and responsible unit drafts and implements transparent policies and procedures specific to the doctoral program quality assurance within the framework of internal quality assurance system and structures.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The institution has in place policies, structures and procedures for Internal Quality Assurance (IQA), in accordance with applicable legal and sub-legal provisions and with institutional regulatory acts. |  | | | |
| **Criterion 2.** The institution has established and introduced the Internal Quality Assurance System and implements an institutional strategy for continuous quality improvement, which includes students and external partners and experts. |  | | | |
| **Criterion 3.** The institution uses the proper quality assurance instruments, and the External Quality Assurance in Higher Education is realized through external accreditation assessment processes, analytical and comparative assessments, as well as other processes that promote and improve quality. |  | | | |
| **Criterion 4.** The Institution has drafted a clear policy and follows periodic procedures to ensure and improve the quality of the study program it delivers, within the IQA framework. They aim to create a quality culture at the institutional level, the constituent units and all institutional internal actors. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard V.2**  **The institution and responsible unit periodically monitors and reviews the doctoral program with the view of ensuring the achievement of training objectives and targeted learning outcomes.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The institution establishes a special unit for monitoring, reviewing, and supervising the doctoral program. |  | | | |
| **Criterion 2.** The institution uses formal and documented processes and mechanisms for periodically reviewing, approving and supervising the doctoral program. |  | | | |
| **Criterion 3.** The institution has set measurable quantitative and qualitative indicators for the doctoral program, in the framework of the program quality assessment. |  | | | |
| **Criterion 4.** The institution uses assessment methodology, measuring instruments and evaluation instruments for the study program progress and success. |  | | | |
| **Criterion 5.** The results of these assessments are documented and forwarded to decision-making authorities responsible for the study program. |  | | | |
| **Criterion 6.** The assessment reports should include the expected results, the assessment results and the measures taken to address shortcomings and the ongoing quality improvement. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard V.3**  **The Institution and responsible unit uses assessment procedures, methodologies, and measuring instruments for the study program opening, development, and progress, graduation and entering the labor market.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The doctoral program internal review is periodically carried out by the relevant internal quality assurance unit. The Higher Education Institution incorporates this information in the institutional self-assessment procedure within the accreditation or periodic self-assessment framework. |  | | | |
| **Criterion 2.** To carry out the review, the institution uses various dedicated and adequate methods and instruments, in line with the academic study program nature and scope. |  | | | |
| **Criterion 3.** In the framework of assessing the doctoral program completion and quality progress, the institution uses direct quality assessment methods. |  | | | |
| **Criterion 4.** In the framework of assessing the doctoral program completion and quality progress, the institution uses indirect assessment methods, such as surveys and interviews of students, graduates, academic staff, scientific researchers, mentors and partners. |  | | | |
| **Criterion 5.** In the framework of continuous program improvement, assessment mechanisms include stakeholders, institutions that cooperate in the implementation of the study program and other parties engaged with assessing the knowledge and competencies acquired by this program. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard V.4**  **The institution includes academic units, staff and students in the doctoral program IQA process, and informs interested parties on the results and the subsequent action plan.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The institution should provide for and guarantee the involvement of internal and external actors, interested in continuously ensuring and improving the doctoral program in internal quality policies and procedures. |  | | | |
| **Criterion 2.** The institution defines the specific responsibilities and tasks of the units, individuals, students and other parties engaged in the study program internal quality assurance, and guarantees the responsible performance of these tasks. |  | | | |
| **Criterion 3.** During the study program assessment and quality assurance it is important to guarantee the engagement of the main and basic unit responsible for the study program, academic staff, academic and administrative assistants and study program students. |  | | | |
| **Criterion 4.** Internal actors inclusion and engagement in the continuous assessment procedures should observe the academic integrity and avoid any kind of discrimination or inequality against staff and students. |  | | | |
| **Criterion 5.** Partners and/or external experts, who are related to the study program, or can provide valuable expertise and input about the program quality and improvement should actively participate in the internal review and quality assurance processes. |  | | | |
| **Criterion 6.** Monitoring the academic progress of the doctoral program and quality assurance is part of the activity of the unit responsible for the Standing Committee for awarding the “Doctor” scientific degree and the IQAU. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Standard V.5**  **Policies, processes and activities for the study program Internal Quality Assurance should be made public, transparent, and effective, with the view to establishing an Internal Quality Assurance Culture.** | | | | |
| **Criteria** | **Evaluation** | | | |
| **Criterion 1.** The policy, strategy, organization and activities within the framework of study program Internal Quality Assurance system are transparent and are made public to all students and parties concerned. |  | | | |
| **Criterion 2.** The institution and responsible unit publishes the results of the study programs assessment, by observing ethics and academic freedom, as well as the legislation on personal data. |  | | | |
| **Criterion 3.** The assessment results should be accompanied with an action plan designed to address and improve the identified weaknesses and issues. |  | | | |
| **Criterion 4.** The institution assesses and ensures activities’ effectiveness and impact in the framework of monitoring and quality assessment, with the view to ensuring the ongoing study program improvement. |  | | | |
| **Criterion 5.** The institution and responsible unit organizes periodic activities with responsible academic staff and students for their information and awareness-raising on the long-term quality assurance and study program improvement. |  | | | |
| **Standard’s Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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| **Field V Standards’ Fulfillment Degree** | **Not met** | **Partially met** | **Substantially met** | **Fully met** |
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**Përfundime të Vlerësimit të programit të studimit të ciklit të Tretë Doktoratë në “.......”**

**Pikat e forta dhe afirmime**

1. **……**
2. **……**
3. **…….**

**Pika të dobta**

1. **……**
2. **…….**
3. **…..**

**Rekomandime**

1. **….**
2. **….**
3. **….**

**Evaluation’s conclusions for the Third Cycle Doctorate in “.......”**

**Strengths and affirmations**

1. **…**
2. **…..**
3. **….**

**Weaknesses**

1. **…..**
2. **…..**
3. **…..**

**Recommendation**

1. **…..**
2. **…..**
3. **…..**

**Program quality standards fulfillment degree**

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| **FIELDS OF EVALUATION** | **FIELD STANDARDS’ FULFILLMENT DEGREE** | | | |
| **Not met** | **Not met** | **Not met** | **Not met** |
| 1. **GENERAL FRAMEWORK OF THE DOCTORAL PROGRAM** |  |  |  |  |
| 1. **DOCTORAL PROGRAM ORGANIZATION, STRUCTURE AND ADMINISTRATION** |  |  |  |  |
| 1. **SOURCES IN SERVICE OF THE PROGRAM** |  |  |  |  |
| 1. **SCIENTIFIC RESEARCH, ACHIEVEMENTS AND RESULTS** |  |  |  |  |
| 1. **DOCTORAL PROGRAM QUALITY ASSURANCE** |  |  |  |  |
| **TOTAL EVALUATION** |  |  |  |  |

**List of basic documents for the study programs’ accreditation process**

The following list is the mandatory documentation that institutions must submit together with the SER in the framework of accreditation of study programs. It is not said that each of the following documents should be a separate one, but a document may summarize some of the required data. In the case of the second cycle programs (Master of Science) and the third cycle (Long-term Specialization and Doctorate), the whole documentation must be in both Albanian and English language, as well as the SER. In any case, rely on the *Manual for "Procedures and Deadlines for Quality Assessment in the framework of accreditation of Higher Education Institutions and study programs"*

1. General and specific operation regulations of the main and basic unit that provide the study program;

2. The study program file completed with all the necessary elements;

3. Regulations of the study program;

4. Study program’s mission and labor market study;

5. Program development strategy;

6. Evidence of respect for autonomy, academic and financial freedom;

7. Human resource policies, employment policies, including recruitment and selection;

8. Academic staff development policy;

9. Organizational structure of HEIs and programs;

10. Foreign policy on staff and student mobility;

11. Learning, teaching and quality in teaching Policy;

12. Academic staff/ Teaching staff evaluation Policy;

13. Regulations for tests and exams, graduation criteria and procedures, etc;

14. Diploma and Diploma Supplements;

15. Student complaints procedure;

16. Procedure for supporting, developing and improving the quality of study programs;

17. Procedure for improving the quality of teaching;

18. Student admission policy;

19. Student registration procedure, student database / register;

20. Students support Policies and their organizational structure;

21. Research activity, monitoring and results at the program level;

22. Cooperation policy and partnership agreements in function of the program;