**Template**

**SELF EVALUATION REPORT**

**PhD IN …………………….**

**AT ………………… (HEI)**

*Year/Month*

**SELF EVALUATION REPORT**

**FOR STUDY PROGRAM: PhD IN …………….. ….**

**INTRODUCTION**

Background and official database on the opening /reorganization of this program study, doctoral school etc.

**MEMBERS OF INTERNAL EVALUATION GROUP (IEG)**

1…….

2……..

3…….

4…….

**ANALYSIS OF FULFILLING THE RECOMMENDATIONS GIVEN BY THE ACCREDITATION BOARD IN THE DECISION OF THE FIRST ACCREDITATION**

1. Recommendations of the Accreditation Council:
2. .....
3. .....
4. ......
5. .......
6. Analysis of fulfilling the recommendations:
   * + 1. Recommendation is fulfilled/or not because ......
       2. Recommendation is fulfilled /or not because ......
       3. Recommendation is fulfilled /or not because ......
       4. Recommendation is fulfilled /or not because ......
       5. .....

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

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

**Description part**

***Terms of reference****: Aims and objectives of the study program and scientific research, strategies in the short, medium and long terms, general information about the HEI (history, status, number of employees over the years, the number of students over the years, study programs of third cycle, HEI place in the national and international contest).*

* Relevant official documents

**Evaluation according to the Standards**

|  |  |
| --- | --- |
| **Standards/criterion** | **Evaluation according to standards[[1]](#footnote-2)** |
| **Standard I.1 - General framework** | |
| **Criterion 1** The study program of third cycle (doctorate) is a new program or a reorganized program;  **Criterion 2** If it is reorganized, the extent to which it affected the previous program.  **Criterion 3** 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.  **Criterion 4** Doctorate study program is supported by national or international research groups accredited for research in relevant field or fields of studies;  **Criterion 7** Internal evaluation report of study program of the third cycle is reviewed by the Council of Professors. |  |
| **Conclusions of IEG:** | |

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

**Description part**

***Terms of reference:*** *The place of the Doctoral School in the organization chart of the HEI (University / Faculty / Department), data for the academic staff responsible for the doctorate, the number of Full-time Academic Staff (FAS), Part-time Academic Staff (PAS ), Administrative employes (AE), teaching coordination with other units.*

**Measurable indicators:**

* Organizational structure (chart) of Doctoral School
* Number of accademic staff shared in organisation chart (see Table 1)

Table 1

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Doctoral School*  *University/ Faculty/ Department* | **Number of FAS** | | **Number of PAS** | | **Number of AE** | | **Total number** | |
| Total number | Number of Degree’s | Total number | Number of Degree’s | Total number | Number of Degree’s | Total number | Number of Degree’s |
|  |  |  |  |  |  |  |  |

* Council of Professors and the coordinator of the study program (see Table 2)

Table 2

|  |  |  |
| --- | --- | --- |
| Name /Surname | Degree | Position (Member / Chairman) |
|  |  |  |
|  |  |  |

* Relevant official documents

**Evaluation according to the Standards**

|  |  |
| --- | --- |
| **Standards/criterion** | **Evaluation according to standards** |
| **Standard III.1 - Management and financing tools for doctorate study program** | |
| **Criterion 1** Unit that organizes doctorate study program has accredited two first cycles of studies in the field, in which it offers the doctorate study program;  **Criterion 2** Unit that organizes the doctorate study program has adequate administrative premises to realize its good functioning;  **Criterion 3** In order to carry out the doctorate study program, the unit that proposes its opening engages the necessary personnel, ranging from teaching secretary that follows the third cycle progress;  **Criterion 4** Responsible bodies for its supervision are established in doctorate study program regulation;  **Criterion 5** 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;  **Criterion 6** Board of Professors of the main unit that organizes and manages the doctorate study program meets periodically throughout the year; |  |
| **Conclusions of IEG:** | |

1. **Quality of Academic and administrative (support) staff**

**Description part**

***Terms of reference****: Dates for qualifications of academic staff, FAS/PAS/AE rate, Academic Staff/student rate; work load for FAS, PAS and AE; staff recruitment criteria; Contracts, data base for human resource; etc.*

**Measurable indicators:**

* Quality of leading, teaching and administrative staff, for each unit (complete Table 3)

Table 3

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Institution / Basic Unit / Doctoral School | | | | | | | |
| *Full-time*  *Academic Staff*  (Name/Surname) | | *Position in the Department* | Degree | *Part-time*  *Academic Staff*  (Name/Surname) | | Degree | *Institution where he/her works*  *full time* |
| 1 |  |  |  | 1 |  |  |  |
| 2 |  |  |  | 2 |  |  |  |
| ... |  |  |  | ... |  |  |  |

* Qualification data and reports between them (complete Table 4)

Table 4

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

* Data by age (complete Table 5)

Table 5

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |  |  |  |
| Associate Professors |  |  |  |  |  |  |  |  |
| Doctor Degree or PHD degree (taken at European Universities) |  |  |  |  |  |  |  |  |
| Administrative employes |  |  |  |  |  |  |  |  |

* Relevant documents

**Evaluation according to the Standards**

|  |  |
| --- | --- |
| **Standards/criterion** | **Evaluation according to standards** |
| **Standard I.1 - General framework** | |
| **Criterion 6** 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; |  |
| **Standard II.1 - Capacities for scientific research** | |
| **Criterion 2** The institution that offers programs of study of third cycle (doctorate), has sufficient academic staff with scientific titles and degrees;  **Criterion 3** 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; |  |
| **Conclusions of IEG:** | |

1. **Fasilities, infrastructure, logistics and other services of doctoral program**

**Description part**

***Terms of reference****: Infrastructure, material resources, logistics and other services, information technology (IT), libraries, other services for students.*

**Measurable indicators:**

* Fasilities, infrastructure and logistics for doctoral school (see Table 6)

Table 6

|  |  |
| --- | --- |
| **Fasilities for doctoral school or study program** | **Number or**  **Square m2** |
| Auditoriums |  |
| Classrooms |  |
| Laboratories |  |
| Computer/internet laboratories |  |
| Library buildings |  |
| Corridors / halls |  |
| University sports facilities |  |
| Buildings for tertiar servicies |  |
| Rooms for student government activities |  |
| Recreational facilities such as cafeterias / fast-food/etc |  |
| Toiletes for students |  |
| Logistics Room (for photocopying machines, etc.) |  |
| Officies for Dean/ Chancellory/etc |  |
| Administrative offices |  |
| Departmentet offices |  |
| Quality assurance Unit Office |  |
| Meeting halls |  |
| Toilet units for staff |  |
| Toilet units for students |  |
| Etc |  |
| **Rate m2/per student** |  |

* Other logistics database:
* number of PC per doctoral students;
* number of PC furnished labs per students;
* number of PC for academic staff
* number of PC for administration
* number of printers for each one
* number of photocopying machines for each one
* number of head projectors
* number of video-projectors
* number of scanners
* Relevant documents

**Evaluation according to the Standards**

|  |  |
| --- | --- |
| **Standards/criterion** | **Evaluation according to standards** |
| **Standard II.2 - Didactic basis and technical support** | |
| **Criterion 1** Students admitted in the third cycle study program have necessary conditions to realize the study program with academic and research character;  **Criterion 2** 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;  **Criterion 3** A scientific library with publications in hardcopy and electronic form and complete IT infrastructure available to of third cycle study program;  **Criterion 4** Students have sufficient technical support for scientific research development;  **Criterion 5** Researches that include laboratory researches are supported by sufficient scientific laboratory basis. |  |
| **Conclusions of IEG:** | |

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

**Descriptions part**

***Terms of reference****: Financial resources, data over the years, expenditures, costs per students, financial auditing, managing capacities.*

**Measurable indicators:**

* Financial resources, data over the three years (see Table 7)

Table 7

|  |  |
| --- | --- |
| **RESOURCES FROM:** | **For three or four years (as the PhD study program continues)** |
| **NON-PUBLIC FUNDS:** | |
| Central government |  |
| Local government |  |
| **NON-PUBLIC FUNDS:** | |
| Grants on research and contracts |  |
| Consultations, services |  |
| All kinds of tuition fees |  |
| Sponsorships |  |
| Donations, assurance activities, foundations etc. |  |

* Costs for students and their mobility costs
* Transparency and internal financial control, audit and outcomes.
* Financial management capacity
* relevant documentation

**Evaluation according to the Standards**

|  |  |
| --- | --- |
| **Standards/criterion** | **Evaluation according to standards** |
| **Standard I.1 - General framework** | |
| **Criterion 5** Doctorate study program is supported by a sufficient budget for research; |  |
| **Standard II.1 - Capacities for scientific research** | |
| **Criterion 8** External funding received for scientific research is indicative of high level research activity and they are administered for the progress of relevant study program. |  |
| **Standard III.1 - Management and financing tools for doctorate study program** | |
| **Criterion 7** Financial budget of doctorate study program is sufficient to achieve research objectives for each doctorate student;  **Criterion 8** Financial budget distribution structure of doctorate study program matches with scientific research policy and needs. |  |
| **Standard III.3 - Financing of doctorate study program** | |
| **Criterion 1** Number of research works funded by the ministry;  **Criterion 2** Distribution of funds to host and supervision teams of scientific research works is done in a balanced way;  **Criterion 3** Number of research works funded under national research projects, benefited by scientific supervisors of doctorate students for this study program;  **Criterion 4** Number of research works funded under international research projects benefited by scientific supervisors of doctorate students for this study program; |  |
| **Conclusions of IEG:** | |

1. **Internal Quality Assurance System (IQAS)**

**Description part**

***Terms of reference****: Internal Monitoring for Quality Assurance Unit (IQAU), its functions in doctoral programs, self-assessment and continuous quality improvement.*

**Measurable indicators:**

* Quantitative data for IQAU, as:
* How many surveys are made ​​with students?
* How many students were surveyed?
* How many surveys are processed, and what problems are issued?
* Which have been the next steps?
* etc.
* Internal quality control:
  + Responsibilities in monitoring and quality management, until the department level
  + Self assessments conducted, and their results
  + Quality improvement policies, on the basis of periodic self-assessment
  + The results of the audit and external assessment
  + Relevant documentation

**STUDY PROGRAM**

1. **Study program, its organization**

**Description part**

***Terms of reference:*** *Title of Diploma (in Albanian and English), mission and objectives of the research program, the organization of the first year in doctorate school, the curriculum content of all its elements (subjects / modules, corresponding credits, sharing teaching hours per study forms, classes in /outside of auditorium under the forms of teaching), literature and other auxiliary materials, etc.*

**Measurable indicators:**

* General elements of the study program:
  + Duration: not less than 3 years
  + Year for advancing theoretical studies (1 year or 60 ECTS)
  + Search / Creation: at least 2 years
  + Thesis (within 4 years of enrollment)
* Academic plan for the first Year, the division of subjects in credits, and according to the forms of teaching (see Table 8)

Table 8

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year I  Subjects/  Modules | | Semester | Credits (ECTS) | Hour in week | **Academic Curriculum -Plan** | | | | | | | | | | | | | | **Final exam** |
| Lecture  (hour) | | | Seminar  (hour) | | | Laboratory  hour) | | | Practice  (hour) | | | Total  In auditor | Total  Individual student work |
| Total credits | In auditor | Individual student work | Total credits | In auditor | Individual student work | Total credits | In auditor | Individual student work | Total credits | In auditor | Individual student work |
| 1 | Subject 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Subject 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | ... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total | |  | **60** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

* Academic Curriculum Plan, related to the relevant academic staff (see Table 9)

Table 9

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject/Module | | Responsible professor/s  (Name Surname) | Title/degree | Department | FAS or PAS |
| 1. | Subject 1 |  |  |  |  |
| 2. | Subject 2 |  |  |  |  |
| 3. | .... |  |  |  |  |

* The syllabuses for each subject, with all the elements
* Procedures to be followed for the approval of the research project, proposed by candidates
* Second year of PhD (Research/Creation). Database for institutions in/outside the country, where students have completed their scientific research, such as:
  + university / research center and development of a University
  + Institute / non-academic research unit
  + Foundation / public entity / private entity
  + Hospital structure
  + Other
* Third year of PhD (Research/Creation) + Data processing + publication of articles + Presentations to international conferences
* Data for publications / references of students;
* Data for Magazines, publishing entities where these articles are published
* Data for doctoral thesis and its presentation
* Relevant documentation

**Evaluation according to the Standards**

|  |  |
| --- | --- |
| **Standards/criterion** | **Evaluation according to standards/ criterions** |
| **Standard I.4 - Design and realization of theoretical course of third cycle studies (Doctorate)** | |
| **Criterion 1** Programs of third cycle studies include 60 credits for theoretical organized studies;  **Criterion 2** Theoretical organized studies anticipate balanced ratio of classes for academic and scientific general and specific training;  **Criterion 3** Detailed teaching program is approved pursuant to bylaws in force;  **Criterion 4** Theoretical doctorate course is evaluated with a general theoretical examination in relevant field of study, organized by Dean's office and Professors' 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. |  |
| **Standard II.3 - Drafting and approval of proposed research project** | |
| **Criterion 1** 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;  **Criterion 2** Scope of research is selected in such a way that doctorate studies program can support it;  **Criterion 3** Proposal is approved by Professors' Council if criteria prescribed and announced in regulation of doctorate studies are met.  The following should be also confirmed:   1. Duration of study program; 2. Modalities of verification of research or creative activity of doctorate students; 3. Manner of final presentation of scientific research result that doctorate student will achieve;   **Criterion 4** 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;  **Criterion 5** Doctorate student presents to Board of Professors the research development plan, designed by him and discussed with his supervisor;  **Criterion 6** 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. |  |
| **Standard II.1 - Capacities for scientific research** | |
| **Criterion 1** A third cycle study program (doctorate) is integrated in research activity of Higher Education Institutions; |  |
| **Standard II.4 - Doctorate student’s supervision and continuous evaluation of progress of doctorate studies** | |
| **Criterion 1** 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 "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 student (for example, an annual review by a panel called for this purpose or by a special commission set up by Professors’ Council). **Criterion 10** 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;  **Criterion 11** 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;  **Criterion 12** Meetings between supervisors and doctorate students are documented, especially during the review of progress reports. |  |
| **Conclusions of IEG:** | |

* Relevant dokuments

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

**Description part**

***Terma reference****: Organization, types of teaching, quality of workload and realisation of it, teaching methods, teaching technologies, internal evaluation of teaching, students' participation in the activities of the doctoral school, control of student knowledge, student scientific leadership etj.*

**Measurable indicators:**

* Student’s workload, separated by the forms of teaching(see Table 10)

Table 10

|  |  |
| --- | --- |
| **Forms of teaching** | **Classes hours for** |
| Lecture |  |
| Seminars |  |
| Exercises |  |
| Laboratories |  |
| Practice for subjects |  |
| Professional practice |  |
| Etc. |  |

* Policies for Learning Outcomes control (see Table 11)

Table 11

|  |  |
| --- | --- |
| **Learning Outcomes control** | **in %** |
| Active participation in lectures, seminars, etc. | Eg. **10%** |
| Implementation of obligations (laboratory course tasks, essays) |  |
| Intermediate tests |  |
| Final exam |  |
| Etc |  |
| In total | **100%** |

* Students’s participation in the research activities of the University/Faculty/etc. (see Table 12)

Table 12

|  |  |
| --- | --- |
| **HEI scientific activity** | **Number of students activated** |
| For individual Papers of teachers |  |
| For scientific projects of Faculty / Department / Doctoral School |  |
| For research projects, in collaboration with other |  |

**Evaluation according to the Standards**

|  |  |
| --- | --- |
| **Standards/criterion** | **Evaluation according to standards** |
| **Standard I.2 - Continuous increase of theoretical level and promotion of students' team work are targets of a study program of third cycle, doctorate.** | |
| **Criterion 1** Level of scientific research development helps in student training to  complete the study program successfully;  **Criterion 2** 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:   1. 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; 2. Independent work in laboratory; 3. Use of information resources (e.g. libraries and Internet) and information management; 4. Use of modern technologies for public presentations; 5. Acquisition of advanced methods of analysis and data processing; 6. Learning and mastery of specialized terminology associated with the research field of doctorate student;   **Criterion 3** Doctorate students participate in foreseen activities young and their research work.  A doctorate student is free to participate as a listener or as a speaker in:   1. Lectures; 2. Seminars; 3. Interdisciplinary debates, organized in the framework of doctorate study program; 4. 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. 5. Scientific mentors advise students to take part in scientific activities and conferences that help them in their scientific research;   **Criterion 4** Students have gained skills for appropriate communication with a scientific level (*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*);  **Criterion 5** Students have acquired the ability to communicate correctly with others, and necessary skill for a scholar, but also in other situations (*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*);  **Criterion 6** 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). |  |
| **Conclusions of IEG:** | |

1. **Doctoral students**

**Description part**

***Terms of reference:*** *Academic criteria and procedures for enrollment of doctoral student, quality of students enrolled, the number of students enrolled and who has finished in years, average duration of doctoral studies (in years), statistics, collaboration with students who have received diploma, student’s informations.*

**Measurable indicators:**

* Statistical data for doctoral students:
* The total number of PhDs students and the number for each year;
* The number of PhDs students coming from outside of the university;
* Number of graduates each year;
* The average duration of doctoral studies and what has been the trend of this indicator;
* Number and percentage of students, who have interrupted his doctoral studies.
* Number and percentage of students, who come from Kosovo, Albanian territories, as well as from the Albanian diaspora;
* Number and percentage of foreign students, who come from the Balkan region;
* Number and percentage of students, who come from EU countries;
* Number and percentage of students, who come from other countries of the world;
* Information for the mobility of doctoral students at universities abroad
* Data for the final evaluation of doctoral students

**Evaluation according to the Standards**

|  |  |
| --- | --- |
| **Standards/criterion** | **Evaluation according to standards** |
| **Standard I.3 - Admission of students in a doctorate study program** | |
| **Criterion 1** The student admitted to doctorate study program has completed second study cycle with average grade (> 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;  **Criterion 2** 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:   * + - 1. Creative thinking;       2. Development of critical sense about research;       3. Connections between different fields of research;       4. Skills developed for solving problems arising during research work;       5. Competence to manage research complexity and to propose new ideas in research field;   **Criterion 3** The student admitted to doctorate study program is ready to apply in practice the knowledge gained from research in relevant field of studies;  **Criterion 4** 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;  **Criterion 5** Professors' Council set the criteria for admission to program of doctorate studies contained in regulation of doctorate program of studies;  **Criterion 6** The applicant has received detailed information about doctorate program of study, before being admitted into it. He is fully informed regarding:   * + - 1. Duration of study program;       2. Conditions that student should meet before appearing in doctorate exam;       3. Support that institution provides to the student through administrative and research structures for activities envisaged in the study program (laboratories, libraries, etc.).       4. Modalities of exercise of research or creative activity of doctorate students, especially with regard to preparation of doctorate thesis;   **Criterion 7** Admission criteria include also interviews and supports that can be provided by references and additional documents;  **Criterion 8** Admission policies include also doctorate admission exam. |  |
| **Standard II.5 - Final evaluation of students in this cycle of studies** | |
| **Criterion 1** Student provides evidence that he has acquired:   1. Profound knowledge in relevant scientific field; 2. Profound knowledge in some areas approximate to it; 3. Professional skills in using modern technology to solve critical problems related to his field of scientific research; 4. Innovation, to expand and update existing knowledge; 5. Autonomy, scientific, professional integrity and dedication for development of new ideas that encourage scientific research;   **Criterion 2** 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;  **Criterion 3** Final evaluation of doctorate students is based above all on an assessment of their scientific research product;  **Criterion 4** 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;  **Criterion 5** In case of doctorate examination with dissertation thesis, doctorate student meets the following conditions:   1. 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; 2. 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; 3. 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;   **Criterion 6** 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;  **Criterion 7** Opponents who have had a substantial involvement in the work of doctorate student, or whose work is the very focus of research project;  **Criterion 8** A dissertation copy is given to every opponent, giving enough time to read it and to write a separate report. 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.  **Criterion 9** 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;  **Criterion 10** 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;  **Criterion 11** Scientific supervisor of the student should not be an opponent;  **Criterion 12** When opponents have completed their reports, they are called by the Dean and Head of Board of Professors to agree to conduct oral examination;  **Criterion 13** 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 Albanology 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;  **Criterion 14** 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;  **Criterion 15** 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;  **Criterion** **16** Evaluations that opponents can make include: granting diploma of scientific degree "Doctor", or resubmission of written scientific research paper after completion of their recommendations, or a further extension of study program, or denial of diploma for scientific degree "Doctor";  **Criterion 17** 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;  **Criterion 18** Scientific degree "Doctor" is not issued without being registered in National Register of Doctorates of Securities Commission Academic Assessment (KVTA) in MES. |  |
| **Standard III.2 - Quantitative aspects of doctorate study program** | |
| **Criterion 1** Total number of registered doctorate students and doctorate number for each year;  **Criterion 2** Number of registered doctorate students coming from outside the unit that has opened the doctorate study program;  **Criterion 3** Number of diplomas issued to receive "Doctor" degree for each year;  **Criterion 4** Average duration of doctorate studies and trend of this indicator;  **Criterion 5** Number and percentage of those who gave up doctorate studies in the level of study program. |  |
| **Standard III.4 - Internationalization of doctorate study program** | |
| **Criterion 1** Number, expressed in percentage, of registered doctorate students coming from Kosovo and other areas where Albanians live and Albanian diaspora;  **Criterion 2** Number, expressed in percentage, of registered doctorate students coming from Balkans region.  **Criterion 3** Number, expressed in percentage, of registered doctorate students coming from the EU countries;  **Criterion 4** Number, expressed in percentage, of registered doctorate students coming from other countries of the world; |  |
| **Conclusions of IEG:** | |

***SCIENTIFIC RESEARCH POLICIES***

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

**Description part**

***Terms of reference****: research policies of HEI /Doctoral School, publications over the years, acquired and implemented projects, participation of doctoral student in activities at home and abroad, the activities organized by the unit, etc..*

**Measurable indicators:**

* Data for research (see Table 13)

Table 13

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned activities, individual and institution, who are involved in doctoral students** | | Number | The titles of scientific journals, projects, research activities |
| 1. | Publications, where students have scientific articles |  |  |
| 2. | Research projects, acquired by leading professors or doctoral students |  |  |
| 3. | Projects Implemented |  |  |
| 4. | Scientific activities organized by the HEI |  |  |
| 5. | Participants in scientific activities |  |  |
| 6. | Students involved in research |  |  |
|  | etc |  |  |

* Relevant Dokuments

**Evaluation according to the Standards**

|  |  |
| --- | --- |
| **Standards/criterion** | **Evaluation according to standards/ criterions** |
| **Standard II.1 - Capacities for scientific research** | |
| **Criterion 1** A third cycle study program (doctorate) is integrated in research activity of Higher Education Institutions;  **Criterion 4** The institution has the capacity to perform supervision of each doctorate student in research activities and respective didactic duties;  **Criterion 6** Academic staff must show achievements in the research field through such creative activities as: presentations, scientific publications, magazines, books or monographs;  **Criterion 7** 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; |  |
| **Conclusions of IEG:** | |

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

**Description part**

***Terms of reference****: Doctoral School’s cooperation with institutions /national or international research organizations, invited academic staff, etc..*

**Measurable indicators:**

* Data for national and international cooperation (see Table 14)

Table 14

|  |  |  |
| --- | --- | --- |
| **Scientific activities in the framework of international cooperation** | | |
| 1 | Number of students participating as partners in national and international projects |  |
| 2 | Number of Students participating in scientific activities, outside of HEI / presentations abroad |  |
| 3 | The number of foreign lecturers, who are invited to teaching |  |
| 4 | The number of classes held by invited foreign lecturers |  |
| 5 | Number of participants in training, in the field of abroad research |  |
| 6 | Mobility of students to and from HEI |  |
| 7 | The number of international awards in the field of research |  |

* Cooperation with scientific institutions (see Table 15)

Table 15

|  |  |
| --- | --- |
| **Institutions and scientific organizations, which is cooperating with** | |
|  | Type of cooperation |
|  |  |
|  |  |

* Relevant dokuments

**Evaluation according to the Standards**

|  |  |
| --- | --- |
| **Standards/criterion** | **Evaluation according to standards/ criterions** |
| **Standard III.4 - Internationalization of doctorate study program** | |
| **Criterion 5** Doctorate study program encourages doctorate mobility by paying a considerable amount of expenditures for academic training outside doctorate study program;  **Criterion 6** 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);  **Criterion 7** 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;  **Criterion 8** Doctorate study program creates the necessary space to develop joint doctorate study programs with homologous universities in the region, Europe and beyond;  **Criterion 9** 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 qualityand research, publishing activities in the relevant field of study. Exception cited in criterion 7 applies for Albanological Sciences;  **Criterion 10** Doctorate study program promotes involvement of professors from foreign universities as scientific supervisors or as scientific collaborators of doctorate students. |  |
| **Standard II.1 - Capacities for scientific research** | |
| **Criterion 5** 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; |  |
| **Conclusions of IEG:** | |

**SWOT ANALYSIS**

Strengths

1. ……
2. ……..
3. ……..
4. ……….

Weaknesses

1. ……..
2. ……..

Opportunities

1. ……..
2. ……..

Threats

1. …..
2. …….
3. …..

Recommendations

1. ……
2. …….

Internal Evaluation Group:

1. Prof. Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anex I

Anex II

Anex III

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1. IEG must writing for the fulfillment of each standard (based on criterions). At the end of their, need to write his opinions (summary), for fulfill the standards [↑](#footnote-ref-2)