

DECREE
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**ON THE CRITERIA AND PROCEDURES FOR THE PEDAGOGIC AND
SCIENTIFIC QUALIFICATION OF THE ACADEMIC STAFF**

Pursuant to Article 100 of the Constitution and Article 47 of the Law No9741 of 21 May 2007 "On Higher Education in the Republic of Albania", upon the proposal of the Minister of Education and Science, the Council of Ministers

DECIDED:

CHAPTER I
GENERAL PROVISIONS

1.1 The scientific qualification system aims to provide for the preparation of new scientists, capable of conducting, organizing and directing modern research and studies.

1.2 The scientific qualifications system shall include the doctoral studies and the post-doctoral qualifications in research and teaching.

1.3 The universities which are entitled to award titles of "Associated Professor" and "Professor" to the academic staff shall be the following:

- a) University of Tirana;
- b) Polytechnic University of Tirana;
- c) Agricultural University of Tirana;
- d) Academy of Arts, Tirana;
- e) Academy of Physical Education and Sports, Tirana;
- f) Research centers at equivalent status with universities.

1.4 All the public higher education institutions shall be entitled to award the title "Docent" and "Professor emeritus" to their full-time academic staff. The private higher education institutions shall be entitled to award the title "Docent" to their full-time academic staff.

1.5 For the purpose of the organization and direction of the post-doctoral pedagogic and scientific qualification, the faculties at the higher education institutions shall establish the Council of Professors. The Council shall be composed of all the full-time professors at the Faculty. The minimal number of the council is seven. In case the Faculty has fewer than 7 professors, the faculty may invite professors in similar fields from other faculties within the same university, visiting professors or part-time contract professors employed by the Faculty, or member of the academic staff with the title "Associated Professor", who have applied for the title "Professor".

One of the Professors is the chairperson of the Council, on rotation basis for a period of one academic year. The composition and functioning of the Council of

Professors shall be provided in the charter and the regulations of the higher education institutions.

CHAPTER II

THE CRITERIA AND PROCEDURES FOR THE AWARD OF ACADEMIC TITLES

2.1 Title "Docent"

2.1.1 The Criteria for the award of the title "Doc."

The title "Docent" (Doc.) shall be awarded to the academic staff, who, in addition to the requirements specified in the Law on Higher Education (paragraph 6, Article 47), also meet the following requirements:

- a) Have at least one year of teaching experience at the higher education institutions, following the completion of the doctoral studies. The candidates, who have completed the "Second Level Master", must have at least 5 years of teaching experience at the higher education institution;
- b) have prepared teaching materials (scripts, lectures, practical guides, exercise book) for at least a subject or module;
- c) have realized at least three short presentations (posters) in scientific conferences or congresses, one of which shall be at an international scientific event (symposium, conference, congress), where the works have been admitted through a preliminary evaluation procedure and have been published in the "Proceedings";

Exception to this rule is the academic staff of the Academy of Arts, creators or active performers (composers, instrument players, singers, orchestra conductors, actors, film directors, visual arts artists, choreographers, ballet dancers), who have realized at least three recitals-- premieres (works, personal exhibitions, directing or starring) in activities (festivals, seasons) and in indexed performance halls, one of which must be foreign, in an international event, where the work has been admitted through a preliminary evaluation, and has been published in the respective catalogues/agendas, accompanied by reviews in the indexed professional press;

- ç) have published at least two original scientific articles or reviews in scientific journals, one of which must be published or admitted for publication in a well-known foreign scientific journal, with editorial board.

Exception to this rule is the academic staff of the Academy of Arts, creators or active performers (composers, instrument players, singers, orchestra conductors, actors, film directors, visual arts artists, choreographers, ballet dancers), who have been lead vocalists or performers in at least two artistic performances, (concerts – premieres, works, personal exhibitions, directing or starring) in activities (festivals, seasons), in cooperation with reputable international company and in indexed performance halls, one of which must be performed by international company (outstanding performer, reputable ensembles, orchestras or opera company, in an international event, where the work has been admitted through a preliminary evaluation, and has been published in the respective catalogues/agendas, accompanied by review in the indexed professional media.

2.1.2 The procedures for the award of the "Doc." ("Docent")

- a) The promotion for the title "Docent" is processed by the Council of Professors at the Faculty, upon the request of the candidate.
- b) The Council of Professors attends an open lecture of the candidate and evaluates his or her teaching/research activity. The Council of Professors takes a decision within 3 months from the submission of the request.
- c) When it is a positive decision, it is forwarded to the Dean for the award of the title "Docent".
- ç) The diploma "Docent", is signed by the Dean and the Rector, is sealed and finally registered in the records of the higher education institution and in the Ministry of Education and Science.
- d) In case of negative decision, the candidate can submit the next request for the award of the title "Docent" no earlier than 2 years from the refusal of the first request.

2.2 The title "Prof.Asoc." ("Associated Professor")

2.2.1 The criteria for the award of the title "Prof.Asoc." The title "Associated Professor" (Prof.Asoc.) is awarded to members of the academic staff, who have already earned the scientific degree of "Doctor" and meet the following requirements:

- a) have no less than three years of professional experience in teaching (no less than five years for the visiting lecturers) with good teaching skills. The title "Docent" is not a prerequisite for the award of the title "Prof.Asoc.";
- b) have realized, after the doctoral studies, at least 8 short presentations (posters) in scientific conferences and congresses, five of which are held in international scientific events (symposiums, conferences, congresses), with the work being admitted through a preliminary scientific evaluation, and published in the "Proceedings".

Exception to this rule is for the academic staff of the Academy of Arts, creators or active performers (composers, instrument players, singers, orchestra conductors, actors, film directors, visual arts creators, choreographers, ballet dancers), who have realized at least four recitals – premieres, (works, personal exhibitions, directing or starring) in activities (festivals, seasons), in cooperation with reputable international company and in indexed performance halls, one of which must be in an international event (festival, season), where the work has been admitted through a preliminary evaluation, and has been published in the respective catalogues/agendas, accompanied by review in the indexed professional media.

- c) have published, after the doctoral studies, at least 5 original scientific articles or reviews, in scientific journal, two of which as first author, published or admitted for publication in a well-known foreign scientific journal, with an editorial board. One article at least must be published or admitted for publication in an international scientific journal with impact factor;

Exception to this rule is the academic staff of the Academy of Arts, creators or active performers (composers, instrument players, singers, orchestra conductors, actors, film directors, visual arts artists, choreographers, ballet dancers), who have realized, as lead vocalists or performers, at least four artistic performances, (concerts – premieres, works, personal exhibitions, directing or starring) in activities (festivals, seasons), in cooperation with reputable international company and in indexed performance halls, one of which must be performed by international company (outstanding performer, reputable ensembles, orchestras or opera companies, in an international event, where the work has been admitted through a preliminary evaluation, and has been published in the respective catalogues/agendas, accompanied by review in the indexed professional media.

A scientific monograph published as first author, in a foreign language in a journal with ISBN number, is evaluated equal to 6 scientific articles. A scientific monograph published as first author, in Albanian in a journal with ISBN number, is evaluated equal to 4 scientific articles published in scientific journals at home.

For the academic staff of the Academy of Arts, a recital performed abroad, in well known activities (festivals, seasons), in cooperation with reputable companies in indexed performance halls, is evaluated equal to 3 participations in concerts in the same conditions. A premiere – recital in the Republic of Albania, in well known activities (festivals, seasons), in cooperation with reputable companies in indexed performance halls, is evaluated equal to 2 participations in concerts in the same conditions;

ç) have been the head of at least a subject or module for more than 2 academic years and have prepared teaching materials, in the form of scripts, a set of lectures, exercises or practical guides.

2.2.2 The procedures for the award of the title "Prof.Asoc."

The promotion to the title of "Prof.Asoc." is the responsibility of the Council of Professors at the Faculty in the universities specified in 1.3 , upon the request of the candidate. Those employed full-time at the higher education institutions not mentioned in the paragraph 1.3, submit their application file to the Council of Professors at their Faculty. Within a month from the submission of the application, the Council of Professors makes an evaluation of the application, and forwards the file to the faculty of the university which is entitled to award the said title, as provided in paragraph 1.3, together with their own evaluation of the application.

The examination and evaluation of the application, shall be according the following procedure:

a) within a month from receiving the file, the Council of Professors shall evaluate whether the documentation is complete and adequate, and shall establish the evaluation commission, consisting of seven members having the title "Professor". At least four of the commission members shall a different university, and at least two members shall be in basic theoretical sciences. The university may involve, as commission member, a foreign university professor of the same or similar

field, in which occasion the candidate is required to submit the file and the open presentation in the foreign language proper to the skills of the candidate and the evaluation commission members;

b) within three months, the evaluation commission shall evaluate the candidate's pedagogical and teaching skills. The evaluation commission attends at least 3 teaching sessions and shall invite the candidate to an open scientific session;

c) The evaluation commission shall establish the final report about the candidate's publications and teaching and pedagogic skills, which shall be submitted to the Council of Professors together with their evaluation and judgment with regard to the award of the title;

ç) The Council of Professors formalizes the evaluation made by the evaluation commission. In case of refusal, the candidate may submit the next request no earlier than 2 years from the refusal of the first request;

d) The Faculty Dean shall organize an open inaugural lecture, to award the diploma "Prof.Asoc." to the candidate. The diploma "Prof.Asoc." shall be signed by the Dean and the Rector, shall be sealed and shall be registered in the records of the higher education institution and the Ministry of Education and Science.

2.3 The title "Professor"

2.31 The criteria for the award of the title "Professor".

The title "Professor" (Prof.) shall be awarded to members of the academic staff who have earned the scientific degree "Doctor" and meet the following requirements:

a) have no less than five years of professional experience in teaching (no less than seven years for the part-time lecturers) after earning the scientific degree "Doctor". The titles "Docent" and "Prof. Asoc" are not a prerequisite for the award of the title "Professor.";

b) have good teaching skills and have active participation in the academic and institutional development of the higher education institution;

c) have at least one year teaching or research experience at a foreign teaching and research institution. Such experiences are counted whether or not they have been interrupted.

For the academic staff of the Academy of Arts, the international master-classes or workshops are counted too;

ç) are capable of holding special lectures or set of lectures at satisfactory level in one of the foreign languages – English, French, German, Italian, Spanish and Russian;

d) have realized, after the doctoral studies, at least 15 short presentations (posters) as first authors in scientific conferences and congresses, 8 of which are held in international scientific events (symposiums, conferences, congresses), with the work being admitted through a preliminary scientific evaluation, and published in the "Proceedings".

Exception to this rule is for the academic staff of the Academy of Arts, creators or active performers (composers, instrument players, singers, orchestra conductors, actors, film directors, visual arts creators, choreographers, ballet dancers), who

have realized, after the award of the title "Prof. Asoc", at least six recital-concerts– premieres, (works, personal exhibitions, directing or starring), in activities (festivals, seasons), in cooperation with reputable international company and in indexed performance halls, two of which must be in an international event (festival, season), where the work has been admitted through a preliminary evaluation, and has been published in the respective catalogues/agendas, accompanied by review in the indexed professional media.

d) have published, after the doctoral studies, at least 9 original scientific articles or reviews, in scientific journal, 4 of which as first author, published or admitted for publication in a well-known foreign scientific journal, with an editorial board. 2 articles at least must be published or admitted for publication in an international scientific journal with impact factor;

Exception to this rule is the academic staff of the Academy of Arts, creators or active performers (composers, instrument players, singers, orchestra conductors, actors, film directors, visual arts artists, choreographers, ballet dancers), who have realized, as lead vocalists or performers, at least 7 artistic performances, (concerts – premieres, works, personal exhibitions, directing or starring) in activities (festivals, seasons), in cooperation with reputable international company and in indexed performance halls, 3 of which must be performed by international company (outstanding performer, reputable ensembles, orchestras or opera companies, in an international event, where the work has been admitted through a preliminary evaluation, and has been published in the respective catalogues/agendas, accompanied by review in the indexed professional media.

A scientific monograph published as first author, in a foreign language in a journal with ISBN number, is evaluated equal to 6 scientific articles. A scientific monograph published as first author, in Albanian in a journal with ISBN number, is evaluated equal to 4 scientific articles published in scientific journals at home.

For the academic staff of the Academy of Arts, a recital performed abroad, in well known activities (festivals, seasons), in cooperation with reputable companies in indexed performance halls, is evaluated equal to 3 participations in concerts in the same conditions. A premiere –recital in the Republic of Albania, in well known activities (festivals, seasons), in cooperation with reputable companies in indexed performance halls, is evaluated equal to 2 participations in concerts in the same conditions;

e) have been the head of at least a subject or module for more than 4 academic years and have prepared teaching materials, in the form of scripts, a set of lectures, exercises or practical guides for the study program of two or more subjects or modules, one of which shall be second cycle study program.

2.3.2 The procedures for the award of the title "Professor."

a) The promotion to the title of "Professor" is the responsibility of the Council of Professors at the Faculty in the universities specified in 1.3 , upon the request of the candidate. Those employed full-time at the higher education institutions not

mentioned in the paragraph 1.3, submit their application file to the Council of Professors at their Faculty. Within a month from the submission of the application, the Council of Professors makes an evaluation of the application, and forwards the file to the faculty of the university which is entitled to award the said title, as provided in paragraph 1.3.

b) within a month from receiving the file, the Council of Professors shall evaluate whether the documentation is complete and adequate, and shall forward it to the Higher Education Institution's Senate together with the proposal for the establishment and the composition of the evaluation commission. The evaluation commission shall be composed of seven members having the title "Professor". At least five of the commission members shall from an institution different from the candidate's university, and at least two members shall be professors of basic theoretical sciences. The university may involve, as commission member, a foreign university professor of the same or similar field, in which occasion the candidate is required to submit the file and the open presentation in a foreign language proper to the skills of the candidate and the evaluation commission members;

c) within a month from receiving the application, the Senate examines it and takes the decision to submit a proposal for the evaluation commission to the Commission of Evaluation of Academic Titles,

d) within two months from receiving the application, the Commission of Evaluation of Academic Titles shall examine the Senate's request, shall establish the evaluation commission and shall take a decision for the beginning of the candidate's pedagogic evaluation. The Commission of Evaluation of Academic Titles is entitled, if it judges that it is necessary, to request written evaluation from foreign professors, or may request the participation of one or two foreign in the evaluation commission;

e) within three months, the evaluation commission shall evaluate the candidate's pedagogical and teaching skills. The evaluation commission attends at least 3 teaching sessions and shall invite the candidate to an open scientific session. The candidate will make part of the presentation in a foreign language;

f) The evaluation commission shall establish the final report about the candidate's publications and teaching and pedagogic skills, which shall be submitted to the Commission of Evaluation of Academic Titles, together with their evaluation and judgment with regard to the award of the title;

g) within a period of two months, the Commission of Evaluation of Academic Titles shall examine the evaluation commission report and takes the decision for the reward of the title "Professor". When the Commission of Evaluation of Academic Titles takes a negative decision, the candidate may start the next request no earlier than 2 years from the refusal of the first request;

h) the diploma with the title "Professor" shall be signed by the Minister of Education and Science and is registered in the records of the Commission of Evaluation of Academic Titles;

i) The Rector shall award the diploma "Professor" to the candidate in a ceremony, inaugural professorial lecture.

2.4 All the Professors who have been admitted to the Academy of Sciences are entitled to the title "Academician". When being a Professor at a higher education institution, he or she shall enjoy all rights and benefits deriving from the title "Academician".

2.5 The title "Professor emeritus" (Prof. Emeritus) shall be awarded to the most outstanding professors, when the latter reach the retirement age, as provided in the regulations of the Ministry of Education and Science. The "Professor emeritus" shall be granted work environment at the Department, and may be invited for special lectures, or may be involved in workgroups or teams, or commissions. They benefit a supplementary pay over the pension, as determined by the Council of Ministers.

2.6 The title "Doctor honoris causa" shall be granted to outstanding personalities in social and scientific areas, for their outstanding contribution for the development of education and science, and that of the society in general, in our country. The title is awarded by the higher education institutions, after the approval from the Commission of Evaluation of Academic Titles.

CHAPTER III FINAL AND TEMPORARY PROVISIONS

2. All the requests for the titles "Prof. Asoc." and "Prof.", submitted to the secretary of the Commission of Scientific Qualification until 1.7.2007, and have not been processed yet, shall be examined by the Commission of Evaluation of Academic Titles, pursuant to the Decree no.786, of 17.12.1998 of the Council of Ministers "On post-graduate scientific qualification, and the levels of the teaching and research staff ", amended.

3.2 All the requests for the titles "Prof. Asoc." and "Prof.", which have been approved and passed by the departments at the higher education institutions, but have not been registered in the records of the secretary of the Commission of Scientific Qualification until 1.July 2007, shall be processed as provided in the Decree No786 of 17December1998 of the Council of Ministers " On post-graduate scientific qualification, and the levels of the teaching and research staff ", amended, and, the procedures shall be conducted as provided in this Decree.

3.3 The processing of the applications for the title "Doctor honoris causa", submitted to the Commission of Evaluation of Academic Titles until 1 July 2007, shall be conducted pursuant to the provisions in the Decree no .786 of 17 December 1998 of the Council of Ministers, "On post-graduate scientific qualification, and the levels of the teaching and research staff ", amended.

3.4 The schedules and timelines provided, with regard to the award of the academic titles and degrees, by the higher education institution, refer to the academic year.

3.5 The Commission of Evaluation of Academic Titles recognizes the foreign titles obtained in foreign institutions, equivalent to the academic title "Prof.". In

these cases, the applicants shall not be awarded a new diploma, but shall be just registered in the records of the Commission.

3.6 The academic titles obtained in foreign institutions, equivalent to the academic title "Prof.Asoc.", are evaluated and recognized by the universities, pursuant to the provision of paragraph 1.3 of this Decree. In these cases, the applicants shall not be awarded a new diploma, but shall be just registered in the records of the Commission.

3.7 The Decree No786 of 17December1998 of the Council of Ministers "On post-graduate scientific qualification, and the levels of the teaching and research staff", amended, and the sub-legal acts issued in its implementation, are revoked.

This Decree shall enter into force following its publication in the Official Journal.

PRIME MINISTER
Sali Berisha