

EXTERNAL EVALUATION REPORT INSTITUTIONAL EVALUATION

“HËNA E PLOTË” BEDËR HIGHER EDUCATION INSTITUTION

External Evaluation Group:

1. Prof. Dr. Valentina Duka

2. Prof. Dr. Hans Köchler



Foreword for External Evaluation Process

I. WORKING PRINCIPLES OF EXTERNAL PEER EXPERTS (EPE)

- Trust
- Assessment based on documents submitted by EPE, Institution, etc.
- Professionalism, authenticity,
- Objectivity, impartiality, full transparency and
- Involvement of all stakeholders at all stages of evaluation

The main objectives of the evaluation process are:

- To discover the facts that make evident the situation of an institution or program of study in Higher Education, in real time and in national and international context
- To make the information accessible to public, so that all partners and wide range of masses (students, parents, academic and support staff, other social, economic and political partners) will be informed about the quality of HEI, study programs, diplomas and services that they provide
- To provide a sufficient basis of data, professional recommendations and considerations, which will serve as a starting point for further process of accreditation.
- To serve cultivating the culture of quality in HEIs which is seen in the construction of structures, practices and procedures of quality assessment, structures which combine the experience gained during internal and external evaluation.

II. STAGES OF EXTERNAL EVALUATION PROCESS

- Approval of the request of the HEI and establishing timelines of External Evaluation (Date).
- Establishing the External Peer Expert Team (EPE) by APAAL and approval of its composition in KA (Date / no prot). APAAL participated by members, according to the size of the group.
- Announcement of EPE composition to and External Evaluation timeline to HEI (Date / no prot).
- Contracting EPE members (Date).
- Training of EPE team by APAAL staff and informs them upon the self-evaluation folder (Date).
- Compilation by APAAL the HEI visit program (agenda).
- Notification of the head of the HEI upon EPE team visit (Date / no prot).
- Conducting of External Evaluation Process (see below).
- Submission of Draft Evaluation Report from EPE team.
- Delivery of EPE Draft Report to HEIs (Date / no prot).
- Submission of HEI's observations /approval of Draft External Evaluation Report (EER)
- Submission of Final Evaluation Report (Date / no prot).

EXTERNAL PEER EXPERT TEAM (EPE)

- Composition
 1. Prof Dr. Valentina Duka
 2. Prof. Dr. Hans Köchler

MISSION/OBJECTIVES OF THE HEI, STUDY PROGRAM

Description Part

Terms of reference: Aims and objectives of teaching process and research, the short- term, medium-term and long-term strategies, following up and aligning the objectives and aims with timelines, overall data on HE, general information about the HEI (history, status, number of employees over the years, the number of students over the years, programs of study for all study cycles, HEI place in the national and international framework).

History

“Hëna e Plotë” (Bedër) HEI is organized and function as a Higher Education Institution and provides study programs of the first and second cycle. “Hëna e Plotë”(Bedër) HEI was established on April 2011, by Decision of the Council of Ministers, No. 286, dated April 6th, 2011, which approved issuing of the license for opening the “Hëna e Plotë”(Bedër) HEI.

Mission

The mission of “Hëna e Plotë”(Bedër) HEI is to prepare qualified individuals through an education philosophy based on universal values, as well as to support research aiming at putting in practice ideas and projects that influence the improvement of the life of the individual and the whole society.

Accomplishment of the mission

The mission of “Hëna e Plotë”(Bedër) HEI has been conceptualized at complete accordance with the general mission of higher education in the Republic of Albania, as provided in Article 2 of the law “On higher education in the Republic of Albania”, with the international standards, as well as with the peculiarities and innovations that this institution aims to bring to our country and beyond

“Hëna e Plotë”(Bedër) HEI has carried out qualitative teaching in the first and second cycle of studies in two faculties: the Faculty of Humanities, and the Faculty of Philology and Education, respectively in these departments: Islamic Sciences, Law, Communication Sciences, English Language and Literature, as well as Turkish Language and Literature.

Vision

The vision of “Hëna e Plotë”(Bedër) HEI is to be an elite higher education institution at home and the region, and the first alternative of education and research for Albanians wherever they are. “Hëna e Plotë”(Bedër) HEI aims at transforming into an international education institution by providing study opportunities not only for Albanians, but also for foreigners, thus contributing to the promotion of Albania as a regional center of higher education and research.

Strategic objectives

Objectives

The commitment of “Hëna e Plotë”(Bedër) HEI to contributing to the quality of the education system has been presented in six objectives, as specified below:

- 1) To lead the regional and international research agenda in all study areas of “Hëna e Plotë” (Bedër) HEI , and through interdisciplinary initiatives
- 2) To ensure quality in the education system for both undergraduates and graduates, characterized by the close contact of students, professors and lecturers;
- 3) To attract, develop and retain academic staff of the highest international caliber and make the “Hëna e Plotë” (Bedër) HEI as a promoter of the young academician.
- 4) To admit the very best students at national and international level through the meritocracy principle;
- 5) to make a significant contributions to society in the region and beyond through its research, academic publishing activities, teaching and education;
- 6) To provide qualitative facilities for the staff and students and responsible management to the benefit both of staff and students.

Fulfillment of institutional objectives

During academic year 2011-2012, “Hëna e Plotë” (Bedër) HEI fulfilled its planned goals on the teaching process, research, and contribution to the society.

Regarding the teaching process: A special attention has been paid on teaching and learning outcomes, as well as measuring these outcomes. The building of “Hëna e Plotë”(Bedër) HEI has all the necessary physical and technological infrastructure for carrying out a teaching process in compliance with the international standards by enabling, especially in the teaching process, the use of information technology.

Regarding scientific research: “Hëna e Plotë” (Bedër) HEI has financially supported the publication of books and scientific articles, as well as the participation of the academic staff in conferences and other research activities in Albanian and abroad. In this framework, 29 articles and 5 books have been published, as well as 5 international and 2 national conferences have been held during 2011-2012 and 2012-2013.

Regarding the implementation of measures anticipated in the short-term of the strategic plan: During the academic year 2011-2012, the following measures were fulfilled:

- Supporting the teaching process to learning outcomes;
- Increasing the use of information technology by the staff and students;
- Hiring an academic staff with experience and academic titles, enabling the coverage of the main teaching workload by full-time staff;
- Increasing the number of conferences and research activities held by the HEI;
- Increasing the quality and quantity of scientific publication of HEI staff;
- Further improvement of the quality of students admitted to the HEI;
- Increasing the cooperation with other HEIs and research institutions at home and overseas;
- Increasing the library capacities;
- Increasing social and cultural activities for students.

Essential values

The commitment of “Hëna e Plotë” (Bedër) HEI to her successful functioning is accompanied by some important values applied in all the steps of its activity.

Academic freedom

Academic freedom is one of the essential values of “Hëna e Plotë”(Bedër) HEI . Aiming at stimulating research, academic freedom has been described as freedom to carry out research, freedom in teaching, freedom in stimulating discussion and publication; all of which without interference or influence whatsoever, and in complete accordance with the norms and standards of research.

Collegiality

“Hëna e Plotë” (Bedër) HEI places special importance on the principle of collegiality, which enables the representation of the academic staff in the managerial structures of the institution. Through the principle of collegiality, the members of the faculties, departments, research centers - despite their major work position – cooperate with each other respecting academic freedom.

Subsidiary

Another important principle of “Hëna e Plotë” (Bedër) HEI is that of subsidiarity, which guarantees that the decisions should be taken as appropriate as possible to the issue at stake. Respecting this principle, “Hëna e Plotë” (Bedër) HEI underlines the autonomy of the academic staff in deciding about their scientific research and the method of the teaching process. Only in cases when the academic staff asks for support in carrying out projects, the faculties, departments, and research centers provide their help.

Disciplinary Diversity

“Hëna e Plotë” (Bedër) HEI is committed to respecting and including disciplinary diversity in the research and teaching (i.e. disciplinary and interdisciplinary courses). This principle is important: the students will equip additional knowledge in similar areas. Thanks to the devotion of the academic staff, the disciplinary diversity has been of great help to the students, and this is one of the strengths of our HEI.

Equality and respect

Equality and respect between disciplines makes up an important value that is in line with equality and respect in teaching and scientific research. “Hëna e Plotë”(Bedër) HEI aspires to lead regional and international research activities, as well as to provide a unique and quality education for first and second cycle students.

Promotion of tolerance and the culture of dialogue

Cultural diversity is a valuable and unique source in every society. Respecting cultural diversity through dialogue and collaboration contributes to the peace and stability of the society, to the cultivation of solidarity, as well as to the improvement of living conditions. Furthermore, cultural diversity itself plays an important role in the economic-social system, being a priority, both for the individual capital, and for the social capital, as well as for the economic development of the country.

Institutional policies

“Hëna e Plotë” (Bedër) HEI, in order to accomplish its mission, has clear institutional policies as following:

Education policies

1. To continuously renew, in accordance with labor market requests and the universal concept of science, objectives, goals, competences and learning outcomes of the programs provided by the HEI.
2. To integrate the education provided by the HEI with practical applications.
3. To train qualified individuals, aware of the real world, productive and with professional ethics.
4. To effectively use and apply the information technology in the teaching process.
5. To control teaching quality by taking continuous measures and performing the necessary actions.
6. To strengthen relationships with the administrative staff and the academic staff, as well as with students.

Scientific Research policies

- 1 To carry out and support the scientific research.
- 2 To create a favorable environment, which enables the academic staff to be updated on the latest scientific developments.
- 3 To effectively use the information technology in research activities.
- 4 To encourage interdisciplinary research.
- 5 To encourage and support the academic staff in participating in international conferences.
- 6 To give priority to researchers who will contribute to the European Research Area

The social contribution policies

- 1 To carry out and publish research on study areas demanded by the society.
- 2 To develop the relationship between the HEI and the local government, industry, public institutions, and civil society organizations.
- 3 To give due importance to cultural values, and develop social and economic values of the region.
- 4 To support social projects and activities.
- 5 To support the education of adults in society.
- 6 To support national and international activities in the scientific, artistic and cultural sphere.

Human resources policies

1. To implement a cooperating, all-inclusive, fruitful, and innovative management.
2. To keep all the employees motivated to achieve the common goals.
3. To select, train and employ the right person for the right job in accordance with the mission and the vision of the HEI.
4. To observe employees’ health and economic requirements, as well as to equip the working environment with the necessary technological information.
5. To support social, cultural, and artistic activities in order to increase staff’s motivation.
6. To create the spirit of institutional devotion and responsibility.

Promotion policies

1. Ensuring the promotion of “Hëna e Plotë”(Bedër) HEI to High School students all over Albania.
2. Informing students of Albanian High Schools on the conditions offered by “Hëna e Plotë”(Bedër) HEI .

3. Organizing seminars and meetings with stakeholders and students on the criteria that need to be considered when choosing the area of study.
4. Informing students High Schools (and their parents) in the countries of the region, such as: Kosovo, Macedonia, Montenegro, Serbia, Turkey, etc., as well as fulfilling the objectives of attracting the successful students from these countries.
5. Guaranteeing the promotion of the institution in scientific conferences, artistic, cultural activities at home and beyond.
6. Establishing and developing a relationship with the media in order to transmit the message to a larger audience

Marketing policies

The marketing strategy of “Hëna e Plotë”(Bedër) HEI aims at promoting a positive image of the institution and informing the public on the mission and objectives that this institution aim to accomplish. Through, well-structured marketing campaigns by using all the possible channels of communication, is aimed to inform the interested groups about promotion message.

These campaigns, in addition to the image promotion, aim at attracting successful students to continue their studies at the “Hëna e Plotë”(Bedër) HEI .

Promotion materials, such as: brochures, catalogues, posters, reports, etc., contain the necessary information related to the study opportunities, programs, admission criteria, and the favorable conditions for candidates that have achieved high results in national exam (Matura Shteteror).

All the information used by the HEI in the marketing campaigns has been correct, in complete accordance with the Albanian legal framework, and approved in advance by the highest hierarchy of the institution.

Evaluation according to the Standards

Standards/criterion	Evaluation of the HEI according to standards/ criteria
CHAPTER III: INSTITUTION MANAGEMENT FOR ACCOMPLISHING ITS MISSION	
Standard I.5 - Institution establishes a development strategy.	
<p>Criterion 1: Institution's development strategy is discussed widely by its management bodies and authorities.</p> <p>Criterion 2: Institution's development strategy sets appropriate objectives and means to achieve expected outcomes.</p> <p>Criterion 3: Institution's strategy is drafted in accordance with its mission and purpose.</p>	<p>Kriteri 1: According to the information given to us and Academic Senate decisions we can conclude that the Institution's development strategy is discussed widely by HEI's authorities and after it, decision Nr 4. Date 5.10.2012 was taken.</p> <p>Criterion 2: The Strategic Plan, that we consulted during our visit in HEI, in compliance with the mission of the institution, aims development in three main areas: teaching, research, and civil society engagement. Some of the objectives of this plan include accomplishing an international agenda of scientific research. This strategy evaluates the development of Departments as the basis of the academic quality of the institution. The Plan especially suggests the need of a larger institutional capacity of the Department, to operate as a basic unit</p> <p>Criterion 3: Nga krahsimi i dokumentave midis Strategjisë së institucionit dhe Misionit dhe qëllimet e ti, vëmë re që: Strategjia e Institucionit është hartuar në përputhje me misionin dhe qëllimin e SHLHPB.</p>
Standard II.1: Institution establishes appropriate structures to accomplish its mission and purpose.	
<p>Criterion 1: Higher education institution has autonomy and academic freedom, under the law in force.</p> <p>Criterion 2: Autonomy and academic freedom help to accomplish the institution's mission and purpose;</p>	<p>Criterion 1: Academic freedom, defines as freedom in carrying out research, teaching, making speeches and publishing, based on the standards of research without interference, penalization or prejudgment of the final results that the research might lead to - remains one of the main values of the Institution. Academic freedom is based on the law "On Higher Education in the Republic of Albania" No.9741, dated 21.5.2007, as well as on the values and the Strategic Plan of the Institution, section 2.2.2. Academic freedom.</p> <p>Criterion 2: . In exercising the academic freedom, the members of "Hëna e Plotë"(Bedër) HEI hold an honest and responsible attitude, in order to give the scientific community and the society the methodology, results, and the ethical influence of the research.</p> <p>"Hëna e Plotë"(Bedër) HEI guarantees the creation of a favorable environment for freedom and individual autonomy.</p>
I - STUDY PROGRAMS PROVIDED	
Standard I.1 - Institution provides programs in accordance with its mission and infrastructure conditions.	
<p>Criterion 1: Institution has defined priority study programs to be provided and it has decided to create its profile with them.</p>	<p>Criterion 1: Best practice stipulates that every HEI must offer defined priority study programs in order to create its profile. Since its beginning, "Hëna e Plotë"(Bedër) HEI has defined the priority study programs that it provides and with which it has decided to create its profile. "Hëna e Plotë"(Bedër) HEI has defined the area of social sciences as a priority in establishing its profile.</p>
Standard I.2 – Life-long learning is an integral part of study programs.	
<p>Criterion 1: Institution provides Life-long learning study programs (short-term specializations, supplementation, deepening and updating of knowledge) as a form of</p>	<p>Criterion 1: In this framework and based on the Bologna Declaration, "Hëna e Plotë"(Bedër) HEI provides a number of methods and models stimulating further individual development and extending the contact with the education environment.</p>

lifelong learning.	Hence, the institution has established the Lifelong Learning and Professional Training Center, in the framework of which a variety of specializations have been organized. Lifelong learning is an issue which is also prioritized in the Strategic Plan, which provides the priorities for improving and further developing of the center under discussion Some of these programs include the training of the institution’s staff on applying the ISO standards; guaranteeing quality in higher education; internal institutional communication, etc
Standard I.3 - Study programs are provided in line with institution development strategy.	
<p>Criterion 1: Academic offer of study programs is in accordance with all components of institution development strategy.</p> <p>Criterion 2: Requirements for students' qualification are described in objectives of institution development strategy.</p> <p>Criterion 3: Academic offer of study programs integrates coherently the information about diplomas issued at the completion of studies.</p>	<p>Criterion 1: In compliance with its mission, “Hëna e Plotë”(Bedër) HEI provides study programs in complete accordance with all components of institution development strategy. These study programs are adopted by law via the relevant authorities (DCM or Order of the Minister). HEI offers 17 study programs in the first and second cycle.</p> <p>The programs provided are as follows: <i>Bachelor in:</i></p> <ol style="list-style-type: none"> 1. Law 2. Communication Sciences 3. Islamic Sciences 4. Turkish Language and Literature 5. English Language and Literature 6. Preschool and Primary education 7. Counseling Psychology and Pedagogy <p><i>Master of Science in:</i></p> <ol style="list-style-type: none"> 1. Law. Majors in: Criminal Law and International Law 2. Communication Sciences. Majors in: Public Relations and Journalism 3. Islamic Sciences. Majors in: Modern Islamic Sciences, Basic Islamic Sciences, Spiritual Sciences 4. Education Management, Curriculum Planning and Development 5. Counseling Psychology 6. Turkish Language and Literature 7. English Language and Literature 8. Translation and Interpretation <p><i>Professional Master in:</i></p> <ol style="list-style-type: none"> 9. Teaching English in Upper Secondary Education 10. Teaching Turkish in Upper Secondary Education. <p>Criterion 2: This criterion too is provided in the objectives of the Strategic Plan , as provided in details on chapter IV, section 4.1 of this plan.</p> <p>Criterion 3: The Students’ Guide, which is given to the students at the moment of their registration, provides theoretical and practical support on the peculiarities that students are faced with during their university studies. “Hëna e Plotë”(Bedër) HEI provides detailed, continuous, and updated information for all the candidates interested in pursuing their studies at this institution, as well as for those students who have already been registered.</p>
Standard I.4 - Study programs are provided in accordance with national and international objectives.	
Criterion 1: Institution applies a clear policy to ensure coherence in study	Kriteri 1: “Hëna e Plotë” (Bedër) HEI, has concentrated its activity only in the central campus in Tirana, not considering the opening of other branches

<p>programs provided by central institution and its subsidiaries.</p> <p>Criterion 2: Institution designs its policy in the context of national policies (it is multidisciplinary, promoting reception of foreign cultures and learning foreign languages, etc.).</p> <p>Criterion 3: At the completion of interdisciplinary study programs a common diploma is issued by Albanian, European and/or international higher education institutions.</p>	<p>Criterion 2: We can infer that the policies of “Hëna e Plotë”(Bedër) HEI have been compiled in the framework of national policies, provided in the Strategic Plan on Higher Education of the Ministry of Education and Science. “Hëna e Plotë”(Bedër) HEI aims at promoting Albanian culture and tradition, while stimulating cultural diversity.. The number of foreign students in the academic year 2012-2013 has greatly increased, with the admission of students from 14 different countries of the world..</p> <p>Criterion 3:“Hëna e Plotë”(Bedër) HEI does not provide interdisciplinary programs.</p>
<p>Standard II.1: Institution establishes appropriate structures to accomplish its mission and purpose.</p>	
<p>Criterion 1: Higher education institution has autonomy and academic freedom, under the law in force.</p> <p>Criterion 2: Autonomy and academic freedom help to accomplish the institution's mission and purpose.</p>	<p>Criterion 1: Academic freedom is based on the law “On Higher Education in the Republic of Albania” No.9741, dated 21.5.2007, as well as on the value and the Strategic Plan of the Institution, section 2.2.2. Academic freedom - which “Hëna e Plotë”(Bedër) HEI defines as freedom in carrying out research, teaching, making speeches and publishing, based on the standards of research without interference, penalization or prejudgment of the final results that the research might lead to - remains one of the main values of the institution.</p> <p>Criterion 2: Autonomy and academic freedom of “Hëna e Plotë”(Bedër) HEI , helps in accomplishing the Institution mission and aims.</p>
<p>III – PARTNERSHIP Standard III.1 - Institution conducts market research to accomplish its mission and purpose.</p>	
<p>Criterion 1 Institution is informed constantly about the economic regional development.</p> <p>Criterion 2 Institution monitors employment of its graduates.</p> <p>Criterion 3 Institution respects competition rules.</p>	<p>Krtiteri 1: During our visit at the HEI premisses we have been told that: The monitoring of the regional economic developments is periodically sent from the Media Office to the Rector, who analysis the data and, if necessary, makes suggestions and adaption in the strategic plan</p> <p>Criterion 2: Even though “Hëna e Plotë”(Bedër) HEI does not have its graduates yet, in the structures of the Dean of Students Office has been established the Career Counseling and Planning Commission. The functioning of this unit and the monitoring of the graduates are provided in the Administrative Organization Regulation.</p> <p>Criterion 3: Based on the information submitted, visit payed to HEI and general opinon of the institution, we can infer that the institution pays special attention to and strictly respects competition rules during promotional campaigns and the academic activity. “Hëna e Plotë”(Bedër) HEI appreciates the work of the homologue institutions, often by providing cooperation opportunities in scientific events.</p>

Standard III.2 - Institution applies an open strategy of collaboration and partnership in a regional, national and international level.	
<p>Criterion 1: Institution determines its cooperation policy priorities.</p> <p>Criterion 2: Cooperation strategy is reflected in long-term strategy of institution development.</p> <p>Criterion 3: Institution takes into account the needs of local economy and labor market for opening new programs or drafting of research projects.</p>	<p>Criterion 1: : “Hëna e Plotë”(Bedër) HEI , in collaboration with its functional units studies the market and follows an open strategy for cooperation and partnership at national, regional and international level, in order to accomplish its mission and objectives. . “Hëna e Plotë”(Bedër) HEI follows a favorable policy towards foreign education institutions, with which it has signed collaboration agreements for staff and student mobility, organization of joint international conferences and research projects, as well as professional trainings and internships.</p> <p>Criterion 2: We noticed that he strategy for possible collaborations is reflected in the long-term strategy of the development of the institution..</p> <p>Criterion 3: Institucioni merr parasysh nevojta e tregut jo vetëm në hapjen e programeve të reja por edhe në projektet kërkimore e shkencore.</p>
VII - INFORMATION SYSTEMS MANAGEMENT	
Standard VII.4 - Institution provides storage, maintenance and development its academic, cultural and scientific heritage.	
<p>Criterion 1: Institution applies a policy of preserving the heritage of his academic cultural and scientific.</p> <p>Criterion 2: Institution applies a policy of evaluation and development of its academic, cultural and scientific property;</p> <p>Criterion 3: Institution applies a policy of maintenance and development of its academic, cultural and scientific property;</p>	<p>Kriteri 1: During our visit in the HEI premisses, we have been told that that the institution has a policy of preserving its cultural academic and scientific heritage . During this period, “Hëna e Plotë”(Bedër) HEI has held five international conferences, which have been followed by the publications in the books of proceedings, identified by the ISBN code issued by the National Library. In the framework of preserving the academic, cultural and scientific heritage, the institution has submitted to the National Library five copies for each publication.</p> <p>Criterion 2: Based on the mission of “Hëna e Plotë”(Bedër) HEI - which evaluates the support to scientific research - aiming to implement the ideas and projects that influence the improvement of people’s life, “Hëna e Plotë”(Bedër) HEI through through the “Regulations on the promotion of publications and research”, supports participation in research activities, engagement in research projects, and rewards annual academic performance according to transparent indicators provided in the respective regulations.</p> <p>Criterion 3: As highlighted in the two above-mentioned criteria, “Hëna e Plotë” (Bedër) HEI applies the policy of maintenance and development of its academic, cultural and scientific property.</p>
Conclusions of EPE:	
Institutional External Peers Evaluation (EPE) team have noted that in general terms “Hëna e Plotë” (Bedër) HEI, meet the required criterias.	

ORGANIZATIONAL STRUCTURE OF HEI, ITS CONSTITUENT UNITS

Description Part

Terms of reference: Organizational Structure (Chart), the hierarchical organization, issues of policies in the decision- making area, composition of units and their respective staff, competences, database of HEI, its continuous updating, and the responsibilities of maintaining and providing the information.

SKEMA ORGANIZATIVE E SHKOLLËS SË LARTË HËNA E PLOTË “BEDËR”

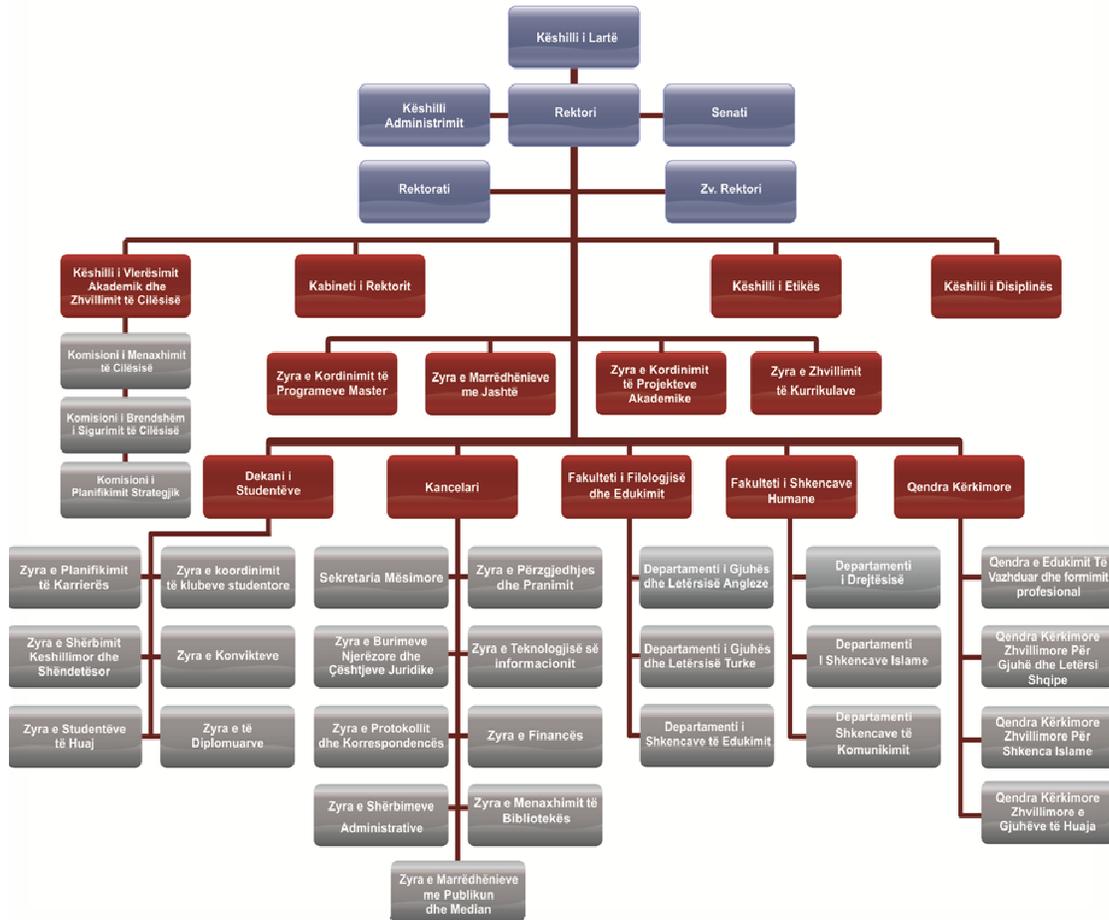


Figure 1: Organizational structure

Managing authorities of “Hëna e Plotë” (Bedër) HEI ¹

Decision-making bodies

The decisions-making bodies of “Hëna e Plotë”(Bedër) HEI are: The High Council, The Senate, The Administration Board of the Institution and The Board of Ethics. Besides the management bodies, other bodies such as the Academic Evaluation and Quality Improvement Board has been established.

The management bodies of “Hëna e Plotë”(Bedër) HEI are the Rector, the Vice - Rector, the Deans of each faculty and the Chancellor.

The Senate

The Senate is a collegial decision-making body of the “Hëna e Plotë”(Bedër) HEI and is composed by the Rector as its chairperson, Vice - Rectors, Deans of faculties, and two representatives from the academic staff of each faculty, who

¹ Annex 2: The Statute of “Hëna e Plotë”(Bedër) Higher Education Institution

are elected by the Council of the respective Faculty, the Dean of Students, and one of the representatives from the Council of Students.

The Senate convenes at the beginning and at the end of each semester. It may be convened with the request of the Rector when he considers it necessary.

The term of the Senate lasts four years.

The Senate has the following competences:

- a. It defines the development policies of the institution, programs, coordinates, manages, and controls the teaching and research activities, and evaluates their efficiency, as well as decides on the most important teaching and scientific problems of this institution. The Senate is headed by the Rector and meets periodically.
- b. The members of the Senate must be from the academic staff of HEI “Hëna e plotë” and must hold a scientific title. They must be full-time or part-time lecturers.
- c. The Senate convenes in usual sessions in the beginning and the end of the semester at Rector’s call.

It can meet in unusual session at Rector’s call. The Chancellor takes part in the Senate meetings as a reporter.

The Senate has the following competences:

1. Defines the policy development of the institution, programs, coordinates, manages, and controls the teaching and research activities, and evaluates their efficiency as well;
2. Decides on the most important teaching and scientific problems of this institution;
3. Guarantees the implementation of the principles of autonomy and equal opportunities of academic and research freedom, as well as student’s rights;
4. Approves the long-term strategy of the institution and the annual program of its activities, presented by the Administration Board of the HEI “Hëna e plotë”(Bedër), as well as defines the main directions of teaching and scientific research without undermining academic freedom;
5. Evaluates and proposes to the High Council on approving new study programs, Research and Development Centers, changes to the existing study programs, as well as opening, merging, or closing down of the main and basic units of “Hëna e Plotë”(Bedër) HEI;
6. Presents recommendations to the High Council on projects, study programs and those of research, as well as the necessary structural changes for their realization;
7. Makes requests to the Accreditation Council of HEI on the evaluation of the quality and the accreditation of the study programs ;
8. Defines annual teaching-research workload for the academic staff;
9. Proposes for approval the Statute, basic Regulation of the Institution and other regulations and guidelines of “Hëna e Plotë”(Bedër) HEI to the High Council and all the changes related to them in accordance with the legal articles in force;
10. Selects two members of the academic staff as members of the Administration Board of the “Hëna e Plotë”(Bedër) HEI for a four-year period;
11. Selects the members of the Board of Ethics;
12. Decides on the establishment of the Internal Quality Assurance System (IQAS) and approves its platform;
13. Monitors, evaluates, guarantees, and is responsible for guaranteeing academic quality in the institution in compliance with contemporary standards.;
14. Evaluates the teaching-research activity of the academic staff;
15. Makes sure that the exams and their evaluations are done in line with the institution standards, guaranteeing the right quality and transparency;
16. Decides on the content and form of the diploma and the diploma supplement in accordance with the directives of the Ministry of Education and Science.

Table 1: Senate Composition

	Name	Surname	Position
1	Dr. Ferdinand	Gjana	Chairperson
2	Prof. Dr. Ayhan	Tekineş	Member

3	Dr. Ahmet	Ecirli	Member
4	Dr. Bayram	Karcı	Member
5	Assoc. Prof. Dr. Yasin	Sezer	Member
6	Dr. Adem	Balaban	Member
7	Dr. Hasan	Uğur	Member
8	Atakan	Derelioğlu	Member
9	Emilton	Asllanaj	Member
10	Fatih Ufuk	Bağcı	Reporter

The Rector: Dr. Ferdinand Gjana

The Rector

The Rector is a monocratic body appointed by decision of the High Council for a five-year period. The relationship between the legal person and the Rector of “Hëna e Plotë”(Bedër) HEI are specified in the employee contract. By termination of duty the Rector can be re-elected.

The Rector must have the scientific title “Professor”, “Associated Professor” or the scientific degree “Doctor” (PhD).

The Rector has the following competences:

1. Manages and represents HEI “ Hëna e Plotë” (Bedër);
2. Stimulates the academic and administrative staff of the institution on achieving the highest level of academic performance, on quality and quantity increase of the scientific production, and on the mastering of teaching standards and the services of the institution;
3. Depending on the academic and administrative load, the Rector presents for approval at the high council the candidature of two members of the academic staff for the position of the Deputy-Rector;
4. Abolishes the decisions of the Council of the Faculty of Humanities and the Faculty of Philosophy and Education in cases when they are in contradiction to the legal acts in force;
5. Together with the respective deans, issues final diplomas of higher education studies, but doesn't have the right of delegating his/her signature to other persons for this competence;
6. Approves the academic calendar of the teaching process;
7. Gives permission for entrance of the police in the premises of the institution and can call in emergency cases;
8. Presents for approval to the High Council bilateral or multilateral agreements with state or private institutions within Albanian and abroad aiming to collaborate for the further academic activities;
9. Signs employee contracts with the full-time and part-time academic staff, and makes employee contracts with Albanian or foreign public figures for short periods of time, with the approval of the High Council;
10. Gives approval for the equivalence of the subjects of the students transferred for the first cycle of studies based on the proposals of the respective deans;
11. Proposes to the High Council in relation to scholarships for students with high academic achievements, for each study cycle;
12. Reports to the High Council on the teaching activity, as well as on the functioning of the institution.

In absence of the Rector he appoints one of the Vice - Rectors on carrying out his/her functions.

In cases when the position of the Rector is left vacant, by decision of the High Council, one of his/her Deputy-Rectors takes that position for a period not longer than six months.

The Rectorate

The Rectorate Office is a collegial body of the “Hëna e Plotë” (Bedër) HEI and is composed of the Rector, as its chair person, Vice - Rectors, deans of each faculty and other main unit, and the chancellor of the institution.

The main functions of the Rectorate Office are:

1. Presents recommendations on the necessary structural changes for the realization of the study programs and the research projects,
2. Monitors and publishes the results of the evaluation of the institution activities,
3. Monitors the long-term plan of the institution development,
4. Monitors the activity of the institution and proposes to the competent bodies on taking the necessary measures for guaranteeing the well-functioning of “Hëna e Plotë”(Bedër) HEI .

The Rectorate Office is headed by the Rector and meets periodically.

The Rector can call a meeting of the Rectorate Office when he/she considers it necessary.

Vice - Rector: Prof. Dr. Ayhan Tekines

The Vice-Rector is appointed by the High Council with the proposal of the Rector and stays in duty during the Rector term. The relationship with the HEI “Hëna e plotë”(Bedër) is specified in the employee contract. The Vice - Rector is appointed in office for a four-year period. The Vice - Rector must hold the title “Professor”, “Associated Professor” or “Doctor” degree (PhD).

In absence of the Rector the Deputy-Rector guarantees the management ad-interim of the institution according to the specifications of this statute.

The competences of the Deputy-Rector are as follows:

1. Monitors the teaching-research work of the whole HEI “Hëna e plotë” (Bedër), and the workload of the academic staff;
2. Monitors the work of the academic staff of the HEI “Hëna e plotë” (BEDER) on study programs of third cycle, at home and overseas;
3. Monitors the mobility of students abroad based on student exchange agreement for one semester or one academic year in compliance with the strategy of higher education and that of the institution on carrying out international projects and inter-university agreements;
4. Responsible to monitor the collaboration of the HEI “Hëna e plotë” (Bedër) with other HEI at home or abroad with other institutions, foundations, companies, enterprises, etc.;

The Chancellor: Fatih Ufuk Bağcı

The Chancellor

The Chancellor is the head of the administrative structure of the HEI “Hëna e plotë” (Bedër) and is accountable to the Rector on the welfare of the activity of this structure. The Chancellor is nominated by the High Council.

The Chancellor manages the economic, financial, and administrative activity of the “Hëna e Plotë”(Bedër) HEI . He organizes and controls internal revision and makes analyses of economic – financial nature, which he presents to the Rector for deliberation. The Chancellor has the duty of reporting to the High Council, the Senate, and the Administrative Council of the “Hëna e Plotë”(Bedër) HEI . He is responsible to manage the collection of the students’ tuition fee, and for paying faculty duties to the state bodies, such as tax duties, as well as duties to the third parties. The Chancellor is accountable to the High Council and state audit bodies on the implementation of legal articles in force.

The competences of the Chancellor are:

1. follows all the economic-administrative activity at institution level and is accountable to the Rector on its welfare;
2. Organizes the work on compiling the draft-budget of the “Hëna e Plotë”(Bedër) HEI .
3. Organizes and manages the performance of services to third parties in the institution;
4. Proposes candidates to the Rector on job vacancies in the administrative structure of the “Hëna e Plotë”(Bedër) HEI ;
5. Manages the communication with the collegial bodies;
6. Performs other tasks assigned by the Rector and the High Council regarding administrative and financial issues.

The Dean of Students Office: Atakan Derelioğlu

The Dean of Students

The Dean of Students is responsible for the relationship welfare of the students of the institution.

The Dean of Students performs his/her duties in collaboration with management bodies. He/she coordinates students' activities.

The Dean of Students is elected with the proposal of the Rector and the approval of the High Council

The High Council

Table 2: Composition of the High Council

Name	Surname	Position
Asım	Budak	Chariman
Ferdinand	Gjana	Ex-officio member
Asım	Demiröz	Member
Mehmet	Gayretli	Member
Kazım	Avşar	Member
Nuh	Tokçelik	Member
Fatih Ufuk	Bağcı	Reporter

The High Council is the highest collegial decisions-making body of HEI “Hëna e plotë” “Bedër”. It supervises and monitors the activity of “Hëna e Plotë”(Bedër) HEI related to the administrative, financial, economic management, as well as the management of its assets.

The High Council is composed of seven members, six of which are selected from the presidency of the Albanian Muslim Community (AMC). The Rector is an ex-officio member of the High Council. The High Council has a chair and a deputy-chair.

The job of the chair and the deputy-chair of the High Council are incompatible with the job of the Rector. Except for the Rector, no other employee in the “Hëna e Plotë” (Bedër) HEI can take part in the High Council. The Chancellor takes part in the meetings of the High Council as a reporter.

The members of the High Council should have a university degree, the moral and professional integrity and should have never been convicted before for a criminal act or violation of the AMC statute and regulation. They are elected for a 4-year term, with the right to get reelected.

The functions and decision-making of the High Council

The main functions and duties of the High Council:

1. Elects and nominates by simple majority of votes the chairperson and the vice - chairperson of the High Council;
2. Elects and nominates by simple majority the Rector of “Hëna e Plotë”(Bedër) HEI ;
3. Determines the conditions of employee contract for the management authorities, academic staff and administrative staff of “Hëna e Plotë”(Bedër) HEI , as well as decides on their nomination, promotion, or dismissal from work;
4. Approves the Statute, basic Regulation of the Institution and other guideline regulations prepared by the bodies of “Hëna e Plotë”(Bedër) HEI ;
5. Approves the budget and investment plan, specifies the manners of expenditures and controls the implementation of the budget and the investment plan of the “Hëna e Plotë”(Bedër) HEI , as well as every other financial activity;

6. Defines the payments of the academic staff and administrative staff;
7. Defines students quota by payment and by scholarship;
8. Defines the annual tuition fee, the deadline of making this payment, as well as the amount of scholarship to be given;
9. Decides on opening, merging, or closing down of main units and the study programs of different cycles of the “Hëna e Plotë”(Bedër) HEI ;
10. Administrates immovable and moveable properties of “Hëna e Plotë”(Bedër) HEI . In order to take loans, the Council uses as a collateral the immovable assets under the ownership of “Hëna e Plotë”(Bedër) HEI ;
11. Elects a new Rector in office within six months, if the position of the Rector is vacant;
12. Approves or disapproves donations with or without condition that are provided to the “Hëna e Plotë”(Bedër) HEI , as well as approves or not the carrying out of the necessary procedures;
13. Decides on making investments, on establishing enterprises, and on the involvement in the established entrepreneurship, in order to create revenue for the “Hëna e Plotë”(Bedër) HEI . It also decides on defining the best way of using existing resources in compliance with the legislation in force;
14. Encourages collaboration and exchange programs, as well as conduction of research activities in cooperation with other similar universities or institutions at home and overseas in compliance with the conditions provided by the legislation in force;
15. Applies the implementation of the budget with the help of the independent financial counselors or with the help of independent audit agencies;
16. Approves agreements or protocols of cooperation, presented by the Rector, with other universities or institutions at home or overseas.
17. In all cases the decisions are made by simple majority of votes and with the participation of at least 2/3 of the members.

The delegation of competences

The High Council can delegate a part of its competences to the chairperson, one of the members of the High Council, the Rector, the Chancellor, or other executives of HEI “Hëna e plotë”(BEDER), by clearly specifying the type of competences delegated and time limit of such delegation.

The Administration Board of the Institution

Table 1: The Administration Board of “Hëna e Plotë” (Bedër) HEI’ composition

	Name	Surname	Position
	Dr. Ferdinand	Gjana	Chairperson
	Prof. Dr. Ayhan	Tekineş	Member
	Dr. Ahmet	Ecirli	Member
	Atakan	Derelioğlu	Member
	Dr. Bayram	Karcı	Member
	Dr. Yasin	Sezer	Member
	Dr. Adem	Balaban	Member
	Dr. Hasan	Uğur	Member
	Ramadan	Çipuri	Member
	Skënder	Bruçaj	Member
	Rudina	Güleker	Member
	Fatih Ufuk	Bağcı	Reporter

The Administration Board of “Hëna e Plotë”(Bedër) HEI is a collegial decision-making body composed of the Rector, Deputy-Rectors, Deans of faculties, Dean of Students, Heads of Departments and Directors of Research and Development Centers for a four-year period, representing the units.

The chancellor’s duty is to report to the Administration Board of “Hëna e Plotë” (Bedër) HEI.

The Administration Board of “Hëna e Plotë” (Bedër) HEI is chaired by the Rector and holds meetings in periodical bases and in unusual circumstances.

The main functions of the Administration Board of “Hëna e Plotë” (Bedër) HEI include:

1. Compiles the long-term plan of the institution development and applies its implementation following the approval in the Senate;
2. Compiles the annual program of the administrative activity and applies its implementation following the approval in the Senate;
3. Defines the priorities among competing requests for financing between main units of the “Hëna e Plotë”(Bedër) HEI ;
4. Compiles the draft-budget in collaboration with the Chancellor and proposes it for approval in the High Council;
5. Compiles the plan for investments and contracts, and presents them for approval in the High Council;
6. Implements all the decisions approved by the Senate and the High Council;
7. Monitors and publishes the results of the evaluation of activities of HEI “Hëna e plotë”(Bedër);
8. Proposes and the number of staff of the HEI “Hëna e plotë”(Bedër) for all the levels, and presents it for approval in the High Council;
9. Compiles its draft-regulation of work, which is approved by the High Council;
10. Makes decisions on admission, transferring and dismissal of students from HEI “Hëna e plotë”(Bedër);
11. Decides on complaints against the decisions of the Administrative Councils of faculties;

Academic Evaluation and Quality Improvement Board

Table 4: Academic Evaluation and Quality Improvement Board

	Name	Surname	Position
1	Dr. Ferdinand	Gjana	Chairperson
2	Prof. dr. Ayhan	Tekineş	Member
3	Dr. Adem	Balaban	Member
4	Dr. Ahmet	Ecirli	Member
5	Dr. Bayram	Karcı	Member
6	Prof.Dr.Hasan	Kaplan	External Expert
7	Atakan	Derelioğlu	Member
8	Ramadan	Çipuri	Member
9	Skënder	Bruçaj	Member
10	Hasije	Uku	Member
11	Sadullah	Yılmaz	Member
12	Rudina	Güleker	Member
13	Fatif Ufuk	Bağcı	Member

Academic Evaluation and Quality Improvement Board is the unit responsible for the internal guaranteeing of quality in the HEI “Hëna e plotë” (Bedër). The Board is chaired by the Rector and is composed of at least one Vice – Rector, the Deans of the Faculties, the Chancellor, the Registrar’s Office, a representative from foreign experts and one representative from student bodies of the institution.

Academic Evaluation and Quality Improvement Board evaluates periodically the efficiency of teaching and research activities, and administrative activities of the institution. The Board has access to all the institution data and publishes the results of the conducted evaluation.

Board of Ethics

Table 5: Board of Ethics

Name	Surname	Position
Prof. Dr. Ayhan	Tekineş	Chairperson

Dr. Ahmet	Ecirli	Member
Atakan	Dereliođlu	Member
Ramadan	Çipuri	Member
Skënder	Bruçaj	Member
Fatih Ufuk	Bağcı	Member
Albi	Koçbelli	Reporter

The Board of Ethics discusses problems of the ethics of higher education life and proposes to the Rector on such issues. The members of the Board of Ethics are selected by the senate for a four-year period. The Board of Ethics deliberates and endorses decisions on issues proposed by the academic and administrative staff of “Hëna e Plotë”(Bedër) HEI and by the students, in relation to the ethics of the student and the respective, academic, and administrative staff. The Board of Ethics organization and competences are laid down in the regulations approved by the institution.

The Disciplinary Board

Table 6: The Disciplinary Board

Name	Surname	Position
Prof. dr. Ayhan	Tekineş	Chairperson
Dr. Ahmet	Ecirli	Member
Atakan	Dereliođlu	Member
Fatih Ufuk	Bağcı	Member
Enriketa	Sögütlü	Member
Rudina	Güleker	Member
Ramadan	Çipuri	Member
Skënder	Bruçaj	Member
Albi	Koçbelli	Member

The Disciplinary Board is the responsible body for taking disciplinary measures proposed by the management authorities in case of non-fulfillment of duties provided by law, Statute, Regulation and other guidelines in the institution and the outside, except for dismissal from work, which is an exclusive competence of the High Council.

The members of the Disciplinary Board are elected by the Administration Board of the Institution for a four-year period.

The Disciplinary Board organization and competences are laid down in the regulations approved by the institution.

The decision-making process and the distribution of decisions of High Council, Senate, Administration Board of the Institution and the Academic Evaluation and Quality Improvement Board

Based on the respective schedule approved at the beginning of each academic year, the Office of Protocol and Correspondence ensures prompt information to all the members of the High Council, Senate, Administration Board of the Institution and the Academic Evaluation and Quality Improvement Board on the agenda of the coming meeting and the necessary documents;

The Office of Protocol and Correspondence ensures the writing of decisions taken by the High Council, Senate, Administration Board of the Institution and the Academic Evaluation and Quality Improvement Board;

The Office of Protocol and Correspondence ensures signing of decisions taken by respective participants;

The signed versions of decisions are archived and stored in the Office of Protocol and Correspondence;

The Office of Protocol and Correspondence ensures distribution of decisions to the units or people in charge of following them, or just for information upon signing.

This procedure is foreseen in the decision-making procedure.

The Faculty

The “Hëna e Plotë”(Bedër) HEI is composed of two faculties: Faculty of Humanities, and the Faculty of Philology and Education. The faculty is the main unit of “Hëna e Plotë”(Bedër) HEI . It coordinates teaching, scientific research and cultural development in teaching-research areas, similar or intertwined areas. The faculty provides study programs of different kinds and levels, by the completion of which, a diploma is issued. Its management bodies and authorities include: the Dean, Vice - Dean, Chancellor, the Faculty Board and the Administration Board of the faculty. The opening, merging, or closing down of the faculties in “Hëna e Plotë”(Bedër) HEI is done by proposal of the Senate and approval of the High Council.

The Dean

Prof. Dr. Ayhan Tekineş: Faculty of Humanities

Dr. Ahmet Ecirli: Faculty of Philology and Education

The Dean is the top executive of the faculty and is nominated by proposal of the rector and approval of the High Council for a four-year period with the right of re-election.

The relationships with the legal person of the “Hëna e Plotë”(Bedër) HEI are specified in the employment contract. The Dean must hold the title “Professor”, “Associated Professor” or “Doctor” degree (PhD).

The Dean of the faculty has the following competences:

1. Manages and controls all the teaching and scientific work of the faculty, guarantees the implementation of plans, academic plans and programs, and the academic calendar of the faculty;
2. Transmits and implements the development policy in the respective faculty in line with that of the institution;
3. At the end of each academic year, or when requested, the Dean presents to the Administration Board of the HEI “Hëna e plotë (Bedër)” the report on general activity of the faculty and the plan of activities for the following academic year;
4. Presents to the Administration Board of “Hëna e Plotë”(Bedër) HEI well-grounded requests for financial resources and staff;
5. Organizes and leads the work for compiling academic plan and programs of different cycles of study of the faculty and presents them to the Senate for evaluation;
6. Organizes the selection of students that are newly admitted each academic year;
7. Proposes to the Administration Board of the faculty on the dismissal of students from the institution;
8. Proposes to the Rector the names of the full-time and part-time academic staff members;
9. Suggests the Heads of Departments to the Rector from the academic staff of the department, who are then approved by the High Council;
10. Proposes to the Rector and the High Council on contracts with foreign and Albanian teaching academic personalities for a short period of time;
11. Proposes to the Senate disciplinary measures against the academic and administrative staff in cases of violation of the legal dispositions in force;
12. Approves teaching programs and research plans of each member of the academic staff of the faculty;
13. Approves the members and chairpersons of admission exam commissions, those of final exams and diploma defense;
14. Approves the admission exam sheets, those of final exams, and diploma defense;
15. Proposes to the High Council, through the Rector on sending students for exchange for one semester or one academic year in line with the strategy of “Hëna e Plotë”(Bedër) HEI on the realization of international projects and international agreements on education.

The Vice - Dean

Dr. Bayram Karcı: Faculty of Humanities

Vacant position: Faculty of Philology and Education

The Vice - Dean is one of the management authorities of the faculty and must have at least the “Doctor” degree (PhD). The Vice - Dean is proposed by the Dean and nominated by the Rector with the approval of the High Council, for a four-year period with the right of re-election.

Vice - Dean has the following competences:

1. Monitors the teaching and research work of the faculty;
2. follows the implementation of the plans and programs of different study cycles in the Faculty;
3. Monitors the academic calendar;
4. Monitors the compilation and implementation of time schedule and exam schedules.

The Faculty Board

Table 1: Members of the Faculty Board

Faculty of Humanities	Prof. dr. Ayhan Tekineş Prof.as.dr.Yasin Sezer Dr. Bayram Karcı Doktorant Ramadan Çipuri Doktorant Skënder Bruçaj Doktorant Adil Kutlu Doktorant Albi Koçibelli (Reporter)
Faculty of Philology and Education	Dr. Ahmet Ecirli Dr. Adem Balaban Dr. Hasan Uğur Dr. Bunyamin Caglayan MA. Rudina Guleker MA. Ana Uka MA. Arti Omeri (Reporter)

The Faculty Board is a collegial decision-making body that determines, based on the proposals of the departments, the teaching and the research activity of the faculty.

The Faculty Board is composed of the Dean, who is the chairperson, Heads of Departments, and one academic staff for each department selected by the Councils of the respective Departments.

The Faculty Board convenes in usual sessions at the beginning and the end of the semester by the call of the Dean.

It can meet also meet in unusual sessions by the call of the Dean.

The term of the Faculty Board lasts four years.

The duty of the Chancellor of the Faculty is to report on the meeting of the Faculty Board.

The Faculty Board has the following competences:

1. Decides on the teaching and research activities, faculty publishings, and defines the principles, planes, programs, texts to be used by students and the academic calendar related to these activities.
2. Proposes new study programs and scientific research to be carry out to the Rector;
3. Proposes to the Rector on opening, changing or closing down of departments or other units;
4. Proposes to the Senate on the development plan of the faculty and monitors its implementation;
5. Deliberates and approves the annual report of the Dean on the teaching and research activities;

6. proposes on the teaching and exams process which are presented for approval to the Senate;
7. Periodically reviews regulations of study programs and presents them for approval to the Senate;
8. Performs other duties provided by law and regulation.

The Administration Board of the Faculty

The Administration Board of the Faculty is a collegial decision-making body that determines based on the proposal of departments, the usage of human resources and materials at faculty's disposal.

The Administration Board of the Faculty is composed of the Dean, who is the chairperson, and the Heads of respective Departments.

The duty of the Chancellor of the Faculty is to report in the meeting of the Administration Board of the Faculty.

Table 2: Members of Administration Boards of faculties

Faculty of Humanities	Prof. dr. Ayhan Tekineş Dr. Bayram Karıcı Prof.as.dr. Yasin Sezer Doktorant Albi Koçibelli (Raportues)
Faculty of Philology and Education	Dr. Ahmet Ecirli Dr. Adem Balaban Dr. Hasan Uğur MA. Arti Omeri (Raportues)

The Administration Board of the Faculty has the following competences:

1. Helps the Dean to ensure the implementation of Faculty Board decisions;
2. Guarantees the implementation of the teaching programs and the academic calendar of the faculty;
3. Makes decisions on issues related to the administration of the faculty;
4. Proposes to the Administration Board of the Institution on the admissions, mobility and dismissal of students, and makes proposals on the organization of the teaching process and the exams;
5. Performs other duties specified in the regulation.

The decision-making process and the distribution of decisions of Faculty Board and Administration Boards of faculties.

Based on the schedule compiled at the beginning of each academic year, the faculty's Secretary informs all the members of the Faculty Board and the Administration Boards of the respective faculties on the time and the place of meetings as well as the agenda. In addition, the faculty's Secretary compiles the decisions made during the meetings and makes sure that the record sheets of the meetings are signed by the respective members. After the completion of this stage, the faculty's Secretary distributes the decisions to the units that are responsible for following and implementing the issues included in them, or just for information.

The Department

The department is a basic teaching-research unit that includes homogenous research areas and groups the respective teachings disciplines. The teaching and research of the department includes some disciplines of one and the same science. Opening, merging, or closing down of departments in "Hëna e Plotë" (Bedër) HEI is made by proposal of the Senate and approval of the High Council.

The organization of the faculties in departments in the "Hëna e Plotë" (Bedër) HEI is as follows:

- a) **Faculty of Humanities**, which is composed of:
 - Department of Islamic Sciences;
 - Department of Law;

Department of Communication Sciences;

b) **Faculty of Philology and Education**, is composed of:

- Department of English Language and Literature;
- Department of Turkish Language and Literature;
- Department of Education Sciences.

The department includes the whole academic staff, be it full-time or part-time, according to the respective disciplines.

The Department has the following competences:

1. Stimulates, coordinates and administrates teaching activities, research and artistic activities, with respect to academic freedom of the academic staff and its right to exploit the financial and material resources at its disposal;
2. deliberates academic plan and proposes respective changes to the Faculty Board;
3. deliberates teaching programs, makes the necessary changes and proposes the respective changes to the Faculty Board;
4. Proposes to the Faculty Board in relation to textbooks to be used by students;
5. Carries out the teaching program in line with the plan approved, and controls the quality of teaching;
6. Defines the area of scientific work and controls its realization;
7. Realizes short-term and long-term post-university scientific qualification;
8. Organizes teaching and research groups on temporary basis.

The Head of Department

The Head of Department is the highest leading authority of the basic teaching – scientific unit. The Head of Department is elected by the Dean through the members of the full-time academic staff of the Department, approved by the Rector and endorsed by decision of the High Council for a four-year period, with the right of re-election.

The Head of Department is responsible for the teaching and research activity of the Department at any level, as well as for correctly and efficiently performing each activity in the department. In cases when the Head of the Department is temporarily incapable of performing his/her duty, he/she delegates the competences to a member of the academic staff.

The respective Heads of Departments at the “Hëna e Plotë”(Bedër) HEI are as follows:

Table 3: Heads of Department

Department	Head of Department
Department of Communication Sciences	Prof.dr.Ayhan Tekineş
Department of Law	Assoc. Prof. Dr.Yasin Sezer
Department of Islamic Sciences	Dr. Bayram Karcı
Department of English Language and Literature	Dr. Hasan Uğur
Department of Turkish Language and Literature	Dr. Adem Balaban
Department of Education Sciences	Dr. Ahmet Ecirli

Research-Development Centers

Research-Development Centers are basic units under the governance of Rectorate. They carry out development teaching-research activities and takes part in teaching and research activities of second and third study cycles provided by the institution.

The Director of the Research-Development Center

The Director of the Research-Development Center is the manager of the basic teaching-research unit. The director is elected among the full-time staff of the faculty, nominated with proposal of the Rector, and approval of the High Council, for a four-year period, with the right of re-election.

Table 4: Respective Directors of the Research-Development Centers

Research-Development Center “On Lifelong Learning and Professional Training”	PhD Cand. Skënder Bruçaj
Research-Development Center “On Albanian Language and Literature”	PhD Cand. Ramadan Çipuri
Media and Communication Center	PhD Cand. Ramadan Çipuri
Research-Development Center “On Islamic Sciences”	Dr. Bayram Karcı
Research-Development Center “On Foreign Languages”	PhD Cand. Rudina Güleker

Its duties and competences include:

1. Conducts the scientific work in the study areas provided by the institution, carrying out teaching- research and development activities.
2. Makes analysis of the teaching- research work in the institution. This is performed in collaboration with the Heads of Departments by proposing measures on further improving it.

Evaluation according to the Standards

Standards/criteria	Fulfillment of standards/criteria
CHAPTER III: INSTITUTION MANAGEMENT FOR FULFILLING ITS MISSION.	
Standard I.1 - Institution and its structures work in accordance with Institution statute.	
<p>Criterion 1: Institution designs an internal regulation.</p> <p>Criterion 2: Institution drafts the statute in accordance with legislation in force and in accordance with its mission and objectives.</p> <p>Criterion 3: Institution adjusts and improves its statute and its regulation continuously.</p>	<p>Criterion 1: “Hëna e Plotë”(Bedër) HEI has approved the regulations in accordance with the law “On Higher Education in the Republic of Albania” no.9741, dated 21.05.2007, amended in the law no. 10307, dated 22.07.2010.</p> <p>Criterion 2: “Hëna e Plotë”(Bedër) HEI has approved its Statute in compliance the law “On Higher Education in the Republic of Albania” no.9741, dated 21.05.2007, amended in the law no. 10307, dated 22.07.2010. The Statute is approved by the Ministry of Education and Science has been compiled in accordance with its mission and objectives.</p> <p>Criterion 3: We have been informed that “Hëna e Plotë”(Bedër) HEI continuously adjusts and improves the Statute and its Regulation. The process starts with the deliberation by the Department, which proposes it to the Faculty Board. The changes become effective after approval by the Senate</p>
II. – ORGANIZATION OF HIGHER EDUCATION INSTITUTIONS	
Standard II.1 - Institution establishes appropriate structures to accomplish its mission and purpose.	
<p>Criterion 1: Higher education institution has autonomy and academic freedom, under the law in force.</p> <p>Criterion 2: Autonomy and academic freedom help to accomplish the institution's mission and purpose.</p> <p>Criterion 3: Academic Freedom and Higher Education Institutions is expressed in freedom of teaching, freedom of research, freedom of creation.</p>	<p>Criterion 1: Academic freedom is foreseen in Article 6 of the Institutional statute. “The academic staff of “Hëna e plotë” (Bedër) HEI enjoys academic freedom in carrying out research and teaching under the Law no. 9741, dated 21.05.2007 “On Higher Education in the Republic of Albania”, amended in the law no. 10307, dated 22.07.2010 “On some Amendments and Annexes to the Law no. 9741, dated 21.05.2007, “On Higher Education in the Republic of Albania”.</p> <p>Criterion 2: Academic freedom and autonomy are key elements, which help to accomplish the institution's mission and purpose .</p> <p>Criterion 3: It can be concluded that “Hëna e Plotë” (Bedër) HEI commits to guarantee the creation of a favorable environment for freedom and individual autonomy. In exercising the academic freedom, the members of “Hëna e Plotë”(Bedër) HEI must hold an honest and responsible attitude, in order to give the scientific community and the society the methodology, results, and the ethical influence of the research.</p>

<p>Criterion 4: Higher Education Institution is organized in main, auxiliary, basic organizational constituent units for autonomy exercise within its competencies.</p> <p>Criterion 5: The institution provides university study programs for three cycles and is composed of two faculties at least. It conducts basic and applied research.</p> <p>Criterion 6: Academies provide higher professional education and creative activities in specific areas of art, sports, public order and other professional fields. They provide study programs for the three cycles and are composed of two faculties at least.</p> <p>Criterion 7: Inter-university center develops and promotes research programs and projects and helps advanced education after the first cycle university studies.</p> <p>Criterion 8: Higher School provides higher education in studies of first and second cycle and is composed of two faculties at least. Higher school can provide applied research.</p> <p>Criterion 9: Professional college provides study programs of first cycle in several areas related to labor market needs.</p> <p>Criterion 10: An Institution of Higher Education has the right to open its branches in other regions, outside headquarters location, in order to provide study programs, research and various services.</p> <p>Criteria 11: The Faculty as the main unit, is organized in basic units. Each faculty has at least three basic units, two of which are departments.</p> <p>Criterion 12: Department, as the basic unit, consists of at least seven effective</p>	<p>Criterion 4: “Hëna e Plotë”(Bedër) HEI is organized in two faculties: The Faculty of Humanities; The Faculty of Philology and Education It consist of six basic units: Department of Islamic Sciences, Department of Law, Department of Communication Sciences, Department of English Language and Literature, Department of Turkish Language and Literature, and Department of Education Sciences. The auxiliary units include: Library, Media and IT Center, as well as two laboratories of foreign languages. The above mentioned units operate on the basis of the autonomy principle within their competences.</p> <p>Criterion 5: “Hëna e Plotë” (Bedër) HEI provides study programs in two cycles: the first cycle of “Bachelor” studies and the second cycle of “Professional Master” and “Master of Sciences”. Currently, “Hëna e Plotë” (Bedër) HEI is organized in two faculties: The Faculty of Humanities; The Faculty of Philology and Education..</p> <p>Criterion 6: “Hëna e Plotë” (Bedër) HEI is a a higher education institution, licensed by decision of the Council of Ministers no. 286, dated 06.04.2011.</p> <p>Criterion 7: It is irrelevant to the legal statute and the mission of the “Hëna e Plotë” (Bedër) HEI, which is not classified in the legal status of Inter-university centers..</p> <p>Criterion 8 : “Hëna e Plotë” (Bedër) HEI has two faculties: The Faculty of Humanities; The Faculty of Philology and Education. “Hëna e Plotë” (Bedër) HEI provides study programs in two cycles: the first cycle of “Bachelor” studies and the second cycle of “Professional Master” and “Master of Sciences”.</p> <p>Criterion 9: It is irrelevant to the legal statute and the mission of the “Hëna e Plotë” (Bedër) HEI, which is not classified in the legal status of a professional college.</p> <p>Criterion 10.: Aiming at maintaining the quality and the efficiency in management, “Hëna e Plotë” (Bedër) HEI has concentrated its activity only in the central campus in Tirana.</p> <p>Criterion 11: SHLHPB ka 2 fakultete: Fakulteti i Shkencave Humane dhe Fakulteti i Filologjisë dhe i Edukimit. Gjithashtu, ka edhe 6 njësi bazë: departamenti i shkencave islame, departamenti i drejtësisë, departamenti i shkencave të komunikimit, departamenti i gjuhës dhe letërsisë angleze, departamenti i gjuhës dhe letërsisë turke, departamenti i shkencave të edukimit.</p> <p>Criterion 12: The department is an important structure, which will be discussed in the HEI structure section.</p>
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<p>members as academic staff, 3 of whom at least have degrees and titles.</p> <p>Criterion 13: Institution has its official web site.</p>	<p>Criterion 13: The institution has its official website, which can be accessed via: www.beder.edu.al</p>
<p>Standard II.2 - Institution provides effective management of human resources.</p>	
<p>Criterion 1: Institution implements clear rules to determine responsibilities according to respective functions.</p>	<p>Criterion 1: Upon documents analyse, we infer that “Hëna e Plotë”(Bedër) HEI has clearly specified the functions and duties of the academic and administrative bodies through the “Academic organization regulation” and “Administrative organization regulation” of the Institution.</p>
<p>Standard II.3 - Management bodies facilitate decision making by favoring debate in Institution boards.</p>	
<p>Criterion 1: Institution puts in operation its boards, organized by levels.</p> <p>.</p> <p>Criterion 2: Boards give opinions and proposals and make decisions.</p> <p>Criterion 3: Their proposals, opinions and decisions are sent to management authorities.</p> <p>Criterion 4: Academic staff is involved in internal debate under institutional procedures prescribed by statute..</p>	<p>Criterion 1: The following bodies function in the “Hëna e Plotë”(Bedër) HEI : under the institution management:</p> <ul style="list-style-type: none"> • the Senate, • the Administration Board, and • Academic Evaluation and Quality Improvement Board. <p>Under the management of the basic unit of the faculty are the following bodies:</p> <ul style="list-style-type: none"> • the Faculty Board and • Faculty Administration Board. <p>Under the management of the basic units of department is:</p> <ul style="list-style-type: none"> • Department Board. <p>Criterion 2: The competences provided by statute and by the “Academic organization regulation” clearly show the ability of the boards to give opinions and proposals, as well as their role in decision making</p> <p>Criterion 3: Based on the decision-making procedure, after acknowledging the decisions taken from the respective boards, communication is carried out in the written form toward the units concerned by the decision.</p> <p>Criterion 4: Academic staff is is involved in internal debate based on the institutional hierarchy principle provided in the Institution Regulation and Statute.</p>
<p>Conclusion of EPE: Institutional External Peers Evaluation (EPE) team have noted that in general terms “Hëna e Plotë” (Bedër) HEI, meet the required criterias.</p>	

ACADEMIC STRUCTURE OF HEI

Description part

Terms of reference: Academic structure of University/faculties, Departments, data for academic staff, division, in: Full time Academic staff (FAS), Part time Academic staff (PAS), Administrative employees (AE), coordination with other academic units.

Academic Organization

“Hëna e plotë” (Bedër) HEI is composed of two faculties functioning as the key unit, the Faculty of Humanities and the Faculty of Philology and Education, respectively.

Based on the “Law on Higher Education in the Republic of Albania” No. 9741, dated 21.05.2007, amended by law no. 10307, dated 22.07.2010 “On some Ammendments and Annexes to Law no. 9741, dated 21.05.2007, “On Higher Education in the Republic of Albania”, in the licence given by Decision of the Council of Ministers no. 286, dated 6.4.2011, “On licensing the Private Institution of Higher Education “Hëna e plotë” (Bedër) HEI, each faculty is composed of three departments.

Namely, Faculty of Humanities

1. Department of Law
2. Department of Communication Sciences
3. Department of Islamic Sciences

Faculty of Philology and Education

1. Department of English Language and Literature
2. Department of Turkish Language and Literature
3. Department of Education Sciences

The Faculty of Humanities

The Faculty of Humanities coordinates teaching, research and cultural development in the teaching-research areas. The faculty offers “Bachelor” and “Master of Sciences” study programs. The student, after completing the respective study cycle, is awarded a diploma (“Bachelor” or “Master of Sciences”). The Faculty of Humanities is composed of the Department of Law, Department of Islamic Sciences, and Department of Communication Sciences

Mission

The mission the Faculty of Humanities is preparing qualified students in the area of Islamic sciences, law, communication sciences and other similar areas, through an education method with universal values as its core. This faculty also supports research aimed at applying ideas and projects that influence on improving the life of the individual and the society at large.

Vision

The Faculty of Humanities brings innovation in the way of equipping and preparing students through a well-organized intertwining of theory and practice in contemporary physical conditions and opportunities. Through the academic staff, the faculty encourages students to breed love and respect towards their country based on the ethics of professional and universal values, as well as creates the possibility of gaining a wide pluralist culture of thinking and conceptualizing situations.

Departments:

- Department of Law
- Department of communication sciences
- Department of Islamic Sciences

On the Faculty of Philology and Education

The Faculty of Philology and Education provides to its students a professional higher education. An important part of the program provided by the departments of this faculty is the preparation of qualification specialist in the area of education where special attention is paid on the pedagogical aspect.

The Faculty of Philology and Education provides first cycle studies. Through the coordination of contemporary curricula in line with international standards, the Faculty of Philology and Education – in addition to the above mentioned programs – also provides the opportunity of double programs to successful students that fulfill the criteria. After completion of the first cycle of “Bachelor” studies, the students are awarded a “Bachelor” diploma, according to the Department which they are graduated from.

Mission

The mission of the Faculty of Philology and Education is preparing qualified students in the area of English Language and Literature, Turkish language and literature, education sciences and other similar areas, through an education method with universal values as its core. This faculty also supports research aimed at applying ideas and projects that influence on improving the life of the individual and the society at large.

Vision

The Faculty of Philology and Education brings innovation in the way of equipping and preparing students through a well-organized intertwining of theory and practice in contemporary physical conditions and opportunities. Through the academic staff, the faculty encourages students to breed love and respect towards their country based on the ethics of professional and universal values, as well as creates the possibility of gaining a wide pluralist culture of thinking and conceptualizing situations.

Departments

Department of English Language and Literature
Department of Turkish Language and Literature
Department of Education Sciences

Academic staff

Regarding the academic staff, the policy of “Hëna e Plotë” (Bedër) HEI is to attract qualified staff mainly with scientific degrees and titles, which is a standard emphasized in the strategic plan of the institution. In order to fulfill the needs for the academic staff with scientific degrees and titles, we have decided to combine hiring Albanian and foreign professionals with experience in the academic area.

During the academic year 2011-2012, “Hëna e Plotë” (Bedër) HEI has engaged 46 lecturers (full-time and part-time) for 187 students. The student- lecturer ratio is 4.1, thus enabling an intensive work with students in order to support close monitoring of their quality and professional growth year by year.

For the academic year 2011-2012, the student- lecturer ratio in the Faculty of Humanities was 131 students-32 lecturers, i.e. 4.1; while in the Faculty of Philology and Education, this ratio was 56 students-14 lecturers, i.e. 4.0.

For the academic year 2012-2013, the student- lecturer ratio in the Faculty of Humanities is 236 students/53 lecturers, i.e. 4.45; while in Faculty of Philology and Education, this ratio is 252 students/44 lecturers, i.e. 5.72.

At institutional basis of “Hëna e Plotë”(Bedër) HEI , the average ratio during the fall semester 2012-2013 is 489 students/ 97 lecturers, i.e. 5.03.

The procedure of application and hiring the full-time academic staff

- Request for staff by Department to the Faculty and the Rectorate Office.
- Preparation and announcement in the webpage/employment office by the Human Resources Office.

The candidate must submit to the Human Resources Office the following documents: Diplomat

- Diplomas
- CV
- Academic Writing and scientific research published by the applicants
- Certificates and qualifications

Human Resources Office forward the documents to the respective faculties;

- The applications are introduced to a commission composed of 3 members elected by the Administration Board of the respective Faculty;
- The commission analyzes the eligibility of the application for the vacant job position;
- The commission submits an evaluation report for the application to the Administration Board of the Faculty ;
- The Administration Board of the Faculty decides on and sends the written proposal to the Administration Board of the Institution;
- The final approval is made by the Administration Board of the Institution

Measurable indicators

Tabela 2: Faculty of Humanities – Academic staff for each department: Full time academic staff and Part time academic staff, titles/Degrees.

Higher Education Institution “Hëna e Plotë” (Bedër)	Faculty of Humanities							
	Number of full time academic staff		Number of part - time academic staff		Administrative Staff		Total	
	T	Grade	T	Grade	T	Grade	T	Grade
Department of Law	8	1-Prof.Dr 1-Prof.Assoc.Dr 1-Dr 3-PhD Candidate 2-Ma	12	2- Prof.Dr 1- Prof.Assoc.Dr 4-Dr 3- PhD Candidate 2-Ma	1	1-Bachelor	21	3- Prof.Dr 2- Prof.Assoc.Dr 5- Dr 5- PhD Candidate 5- Ma
Department of Communications Science	8	3- Prof.Dr 1- Prof.Assoc.Dr. 2- PhD Candidate 2- Ma	14	0- Prof.Dr 3- Prof.Assoc.Dr 5- Dr 4- PhD Candidate 2- Ma			22	3- Prof.Dr 4- Prof.Assoc.Dr 5- Dr 6- PhD Candidate 4- Ma
Department of Islamic Science	11	3- Dr. 4- PhD Candidate 2- Ma. 2-Assistant with Ma.					11	3- Dr. 4- PhD Candidate 2- Ma. 2-Assistant with Ma.
Total	27		26		1		54	

Tabela 2: Faculty of Philology and Education – Academic staff for each department: Full time academic staff and Part time academic staff, titles/Degrees.

Higher Education Institution “Hëna e Plotë” (Bedër)	Faculty of Philology and Education							
	Number of full time academic staff		Number of part - time academic staff		Administrative Staff		Total	
	T	Grade	T	Grade	T	Grade	T	Grade
Department of English Language and Literature	7	3- Dr. 2- PhD Candidate 2- Ma.	16	1- Prof.Assoc.Dr. 2- Dr. 13- Ma.	1	1-Bachelor	24	1- Prof.Assoc.Dr. 5- Dr. 2- PhD Candidate. 15- Ma.
Department of Turkish Language and Literature	7	1- Prof.dr. 3- Dr. 1- PhD Candidate 2- Ma.	3	2- Dr 1- Ma			10	1- Prof.dr. 5- Dr. 1- PhD Candidate 3- Ma.
Department of Education Sciences	7	1- Prof.dr. 2- Dr. 3- Doktorant 1- Ma.	3	2-Dr. 0- Phd Candidate 1- Ma.	1	1-Bachelor	11	1- Prof.Dr. 4- Dr. 3- Phd Candidate 2- Ma.
Total	21		23		2		45	

Evaluation according to the Standards

Standards/criteria	Fulfillment of Standards/criteria
CHAPTER III INSTITUTION MANAGEMENT FOR FULFILLING ITS MISSION Standard I.2 - Institution is organized in such a way as to ensure efficiency in management.	
<p>Criterion 1: Management bodies exercise Institution's management effectively. Rectorate Office prepares and submits the budget to Institution's Academic Senate.</p> <p>Criterion 2: Rectorate Office determines composition of experts' committee which develops Institution's economic and budgetary policies.</p> <p>Criterion 3: Rectorate Office formulates criteria for allocation of financial, material and human resources.</p> <p>Criterion 4: Rector encourages promotion of Institution's academic staff.</p> <p>Criterion 5: Administration Board is a collegial decision-making, in Public Higher Education Institutions, which supervises and controls activity of Higher Education Institution, related to its administrative, financial, economic and properties management.</p> <p>Criterion 6: Board of Ethics is established in Higher Education Institutions and discusses issues of university life ethics. It makes proposals to the Rector about their treatment.</p> <p>Criterion 7: Faculty Board is a collegial decision-making, body which, based on proposals of departments, schedules and determines the use of human and material resources available to faculty.</p>	<p>Criterion 1: From the documents submitted to us we have noted that from the management of the institution is carried out in line with the specific competences of the management bodies, which effectively exercise their duties. The competences of the academic units are provided "On the Academic Organization Regulation", while the duties of the administrative units are specified in the "Administrative Organization Regulation".</p> <p>Criterion 2: Competences for compiling the draft-budget is the duty of Accounting Office, which works under the Rectorate Office. The institution also uses external services for compiling the budget.</p> <p>Criterion 3: Rectorate is the responsible body which formulate criteria for allocation of material and human resources. The budget in the "Hëna e Plotë" (Bedër) HEI is compiled through the basic unit-management. Planning is made based on needs and proposals of respective units, thus the distribution is also made in these respective units.</p> <p>Criterion 4: "Hëna e Plotë"(Bedër) HEI through through the "Regulations on the promotion of publications and research", supports participation in research activities, engagement in research projects, and rewards annual academic performance according to transparent indicators provided in the respective regulations.</p> <p>Criterion 5: From the documents submitted to us we have noted that The Administration Board of the Institution is a collegial decision-making body, which is composed of the Rector, Vice - Rectors, Deans of faculties, and two members of academic staff elected by the Senate, for a four-year period, representing different units and university areas. The Chancellor's duty is to report to the Administration Board of the Institution. The Administration Board of the Institution is chaired by the Rector, who holds periodical or unusual meetings. The competences of the Administration Board are laid down in the statute and in the "Academic Organization Regulation".</p> <p>Criterion 6: From the documents submitted to us we have noted that The Board of Ethics discusses on ethical problems in higher education and makes proposals to the Rector on these issues. The members of the Board of Ethics are selected by the Senate for a four-year period. The Board of Ethics deliberates and endorses decisions on issues presented by the academic and administrative staff of the institution, and the students in relation to the ethics of the students and the respective academic and the administrative staff. The Board of Ethics makes decisions based on internal regulation of the administrative and academic staff, and the internal regulation of students.</p> <p>Criterion 7: From the documentation the institution has submitted we can infer that the Faculty Board is a collegial decision-making body, which based on proposals of departments, determines teaching and scientific research activity of the faculty.</p>

<p>Criterion 8: Board of Professors is established for organization and management of doctorate studies and scientific, pedagogical training after the doctorate, in leading units higher education institutions, which provide study programs of third cycle or even in the Institution level.</p> <p>Criterion 9: Dean is faculty management authority and its legal representative.</p> <p>Criterion 10: Director is managing authority of a research and development institute or of a subsidiary (if it has the faculty or department status) and represents it.</p> <p>Criterion 11: Dean / director is elected with secret voting by all academic staff, non-academic staff and students and faculty / research and development institute / vocational college.</p> <p>Criterion 12: Head of department / research and development center are elected with secret voting by all academic staff respectively.</p> <p>Criterion 13: Internal organization and control in non-public Higher Education Institutions are made in accordance with provisions in statute and internal regulations.</p> <p>Criterion 14: Nonpublic Higher Education Institutions have a clear separation of activity of management bodies and authorities, administrative and academic personnel..</p>	<p>The Faculty Board is composed of the Dean (who heads it), Heads of Departments, and one member of the academic staff for each department, selected by the respective Department Boards. The Faculty’s Secretary has the duty to report in the meetings of the Faculty Board. The Faculty Board has a four-year term.</p> <p>Criterion 8: The Board of Professors is not created.</p> <p>Criterion 9: The Dean is the top executive of the faculty and is proposed by the Rector and approved by the High Council for a four-year period with the right of re-election. The relationships between the legal person and the Dean are specified in the employment contract.</p> <p>Criterion 10: The Director of the Research-Development Centre is the head of the basic teaching-research unit.</p> <p>Criterion 11: In line with the legal provisions in force and the internal regulations, the Dean is the top executive of the Faculty and proposed by the Rector and approved by the High Council for a four-year period, with the right of re-election.</p> <p>Criterion 12: In line with the legal provisions in force and the internal regulations, the Head of Department is the highest managing authority for the basic teaching-research unit. Based on Article 11 of the “Academic organization regulation”, the Head of Department is elected by the Dean through the members of the full-time academic staff of the Department, elected by the Rector and approved by decision of the High Council for a four-year period with the right of re-election.</p> <p>Criterion 13: Organizimi i brendshëm i Institucionit bëhet në përputhje me “Ligjin mbi Arsimin e Lartë” dhe është shprehur qartë në dispozitat e statutit, “Rregullores së organizimit akedemik” dhe “Rregullores së organizimit administrativ”.</p> <p>Criterion 14: Internal organization of the institution is made in line with the “Law on Higher Education”, and is clearly stated in the Statute, “Academic organization regulation”, and “Administrative organization regulation”.</p>
<p>Standard I.3 - Institution encourages constructive debate.</p>	
<p>Criterion 1: Materials for discussion are prepared and made available to members Institution boards, before making decisions.</p>	<p>Criterion 1: From the documentation the institution has submitted we can infer that the agenda, and the respective annexes are provided to the respective members of the Boards two days before the meeting.</p>

<p>Criterion 2: Senate and boards meet periodically.</p> <p>Criterion 3: Opinions and proposals of Senate and the council are considered for implementation.</p> <p>Criterion 4: Institution monitors their implementation process.</p>	<p>Criterion 2: By proposal of the Rector, the meetings schedule is approved at the beginning of every academic year by the respective Boards.</p> <p>Criterion 3: Internal regulations in force clearly and explicitly state the competences of the Senate and other Boards, which in most of the cases have decision-making and not proposing power.</p> <p>Criterion 4: The Office of Protocol and Correspondence compiles the decisions taken during the meetings of the above-mentioned bodies and makes sure that the records are signed by the respective members. After the completion of this stage, the Office of Protocol and Correspondence distributes the decisions to the units that are responsible for following and implementing the issues included in them, or just for information.</p>
<p>Standard I.4 - Institution respects its autonomy limits.</p>	
<p>Criterion 1: Institution has installed structures of supervision and internal evaluation.</p> <p>Criterion 2: Institution has engaged external consultants to assist its proper functioning.</p> <p>Criterion 3: Institution is organized in such a way as to benefit funding from European programs and beyond.</p>	<p>Criterion 1: The Board of Academic Evaluation and Quality Development is the responsible body for monitoring and coordinating the actions taken in the frame of academic and administrative management and evaluation; for developing quality; making strategic planning, institutional evaluation, external evaluation, periodic audits and period of improvements in "Hëna e Plotë" (Bedër) HEI.</p> <p>The Board of Academic Evaluation and Quality Development is composed of 3 autonomous Committees approved by the Senate to perform the task assigned by the latter, where the Internal Quality Ensuring Committee (IQEC) is set up to make the periodic evaluation of the efficiency of teaching, research-development activities and administrative and financial activities of the institution. Internal Quality Ensuring Committee has operative autonomy and access to all the data of the institution.</p> <p>IQEC makes the standards established by bodies that will guarantee the "certificate of quality", as an essential element of its organization and functioning. It takes account of the provisions and obligations arising from the Bologna Charter and the legislation in force.</p> <p>Criterion 2: To support the well-functioning of the Academic Evaluation and Quality Improvement Board, the Senate by its decision has elected Prof. Dr. Hasan Kaplan as an external expert in the Board.</p> <p>Criterion 3: "Hëna e Plotë" (Bedër) HEI is organized based on the legal provisions in force and aims at attracting financings from European programs and beyond. This objective is foreseen in the strategic plan of the "Hëna e Plotë" (Bedër) HEI.</p>
<p>Standard I.5 - Study programs are provided in accordance with institution capacities.</p>	
<p>Criterion 1: Teaching workload of lecturers is assigned in accordance with criteria set in bylaws in force.</p> <p>Criterion 2: Additional teaching workload of lecturers is financed by institution's own resources.</p> <p>Criterion 3: Study programs are organized in such a way as to provide for academic staff effective</p>	<p>Criterion 1: The criteria for the estimation of the teaching workload for the full-time and part-time academic staff engaged in the teaching process in the first and second cycle programs are provided by the directive on teaching workload, which is attached. Teaching workload of lecturers is assigned in accordance with criteria set in by laws in force.</p> <p>Criterion 2: Based on the directive on teaching workload, the Administration Board of the Institution defines the payment for each additional teaching hour of the academic staff.</p> <p>Criterion 3: Study programs are also organized to ensure efficient harmony between teaching workload, research work and administrative commitment of</p>

harmonization, of teaching workload, research work, administrative commitments, etc.	the academic staff teaching load, research work, administrative commitments This teaching workload is defined taking into consideration engagement in administrative and scientific research of each position.
Conclusion of EPE: Institutional External Peers Evaluation (EPE) team have noted that in general terms “Hëna e Plotë” (Bedër) HEI, meet the required criterias.	

ACADEMIC AND SUPPORTING STAFF

Description part

Terms of reference: Data for qualifications of academic staff; FAS/PAS/AE rate, Academic Staff/student rate and administrative staff/student rate; needs for academic-administrative staff; work load distribution for academic staff; relationships with other structures after the working time-table; staff recruitment criteria; Contracts and other work relations; data base for human resource; etc.

The policy of “Hëna e Plotë” (Bedër) HEI stipulated also in the strategic plan of the institution, is to attract qualified academic staff mainly with scientific degrees and titles. In order to fulfill the needs for the academic staff with scientific degrees and titles, we have decided to combine hiring Albanian and foreign professionals with experience in the academic area.

For the academic year 2012-2013, the student- lecturer ratio in the Faculty of Humanities is 236 students/53 lecturers, i.e. 4.45; while in Faculty of Philology and Education, this ratio is 252 students/44 lecturers, i.e. 5.72.

At institutional basis of “Hëna e Plotë”(Bedër) HEI , the average ratio during the fall semester 2012-2013 is 489 students/ 97 lecturers, i.e. 5.03.

Measurable indicators:

- Quality of executive Academic- administrativ Staff for each unit.

Table 5: Department of Law – – Quality of Academic and administrativ Staff

Faculty of Humanities				Department of Law			
Full time academic Staff (name-surname)	Position	Grade	Part time academic Staf (name-surname)	Grade	Full time position		
1	Yasin Sezer	Head of Department	Prof.Asso c.Dr.	1	Kudret Cela	Prof.Dr.	University of Tirana
2	Skënder Brucaj	Vice - Head of Department	PhD Candidate	2	Ardian Nuni	Prof.Dr.	High Court
3	Yavuz Kaplan	Lecturer	Prof.Dr.	3	Altin Shegani	Dr.	University of Tirana
4	Ferdinand Gjana	Lecturer	Dr.	4	Iva Zajmi	Prof.Assoc. Dr.	Interim Audit Commission for Competition
5	Albi Kocibelli	Lecturer	PhD Candidate	5	Ferdinand Xhaferaj	Dr.	Councillor of Prime - Minister
6	Ada Güven	Lecturer	MA.	6	Jola Xhafo	Dr.	University of Tirana
7	Gentian Skara	Lecturer	MA.	7	Eduard Haxhihyseni	Dr.	Faculty of Medicine
8	Bledar Uku	Lecturer	MA.	8	Ilma Bici	MA.	Albmarine.sh.p.k
				9	Bledar Maksuti	LIM.	Prosecutor of Tirana District
				10	Gentiana Bektashi	PhD Candidate	Interior Ministry

				11	Fatjona Memcaj	PhD Candidate	Legal office of Presidency
				12	Iirjana Kaceli	PhD Candidate	Institute of History

Faculty of Humanities			Department of Communication			
Full time academic Staff (name-surname)	Position	Grade	Part time academic Staf (name-surname)	Grade	Full time position	
1	Ayhan Tekines	Head of Department	1	Hasan Bello	PhD Candidate	Institute of History
2	Ramadan Çipuri	Vice - Head of Department	2	Jolanda Lila	PhD Candidate	Radio ‘‘Kontakt’’
3	Briseida Mema	Lecturer	3	Alban Tartari	PhD Candidate	Eagle Mobile
4	Rahim Ombashi	Lecturer	4	Bashkim Gjergji	Prof.Assoc.Dr.	University of Tirana
5	Hajri Shehu	Lecturer	5	Blendi Ceka	PhD Candidate	University of Tirana
6	Ilda Shytaj	Lecturer	6	Mirela Mersini	Dr.	University of Tirana
7	Emirjon Senja	Lecturer	7	Mirdaim Axhami	Dr.	University of Tirana
8	Rudi Dunga	Lecturer	8	Roland Zili	MA	Vizion+
			9	Mark Marku	Prof.Assoc.Dr.	University of Tirana
			10	Eldon Gjickaj	Dr.	University of Tirana
			11	Agron Tufa	Doc. dr.	University of Tirana
			12	Gentiana Skura	Prof.Assoc.Dr.	University of Tirana
			13	Lutfi Dervishi	MA	
			14	Belfiore Qose	PhD Candidate	

Table 6: Department of Communication Sciences – – Quality of Academic and administrativ Staff

Faculty of Humanities			Department of Islamic Sciences			
Full time academic Staff (name-surname)	Position	Grade	Part time academic Staf (name-surname)	Grade	Full time position	
1	Bayram Karci	Head of Department				
2	Mohamed Fathallah El-Mithwalli	Lecturer				
3	Reşit Haylamaz	Lecturer				
4	Atakan Derelioglu	Lecturer				
5	Adil Kutlu	Lecturer				
6	Herol Tabak	Lecturer				
7	Davut Aktepe	Lecturer				
8	Veton Tulla	Lecturer				
9	Elton Karaj	Lecturer				
10	Mariglen Debrova	Research Assisstant				
11	Ertion Yzeirllari	Research Assisstant				

Table 7: Department of Islamic Sciences – – Quality of Academic and administrativ Staff

Faculty of Philology and Education				Department of English Language and Literature			
Full time academic Staff (name-surname)		Position	Grade	Part time academic Staf (name-surname)		Grade	Full time position
1	Hasan Ugur	Head of Department	Dr.	1	Elida Tabaku	Prof.Assoc.Dr.	University of Tirana
2	Rudina Guleker	Lecturer	PhD Candidate	2	Elvana Shtepani	MA	University of Tirana
3	Enriketa Sogutlu	Lecturer	PhD Candidate	3	Lavdrim Shahinaj	MA	
4	Arti Omeri	Lecturer	Msc.	4	Bavjola Shatro	Dr.	University of Tirana
5	Yakup Cetin	Lecturer	Dr.	5	Artur Jaupaj	Dr.	European University of Tirana
6	Recep Sahin Arslan	Lecturer	Dr.	6	Enkeleda Jata	MA	
7	Robert Cook	Lecturer	MA.	7	Elona Vrenezi	MA	
				8	Anisa Prifti	MA	
				9	Anita Neziri	MA	University "Aleksandër Moisiu" Durrës
				10	Etleva Gogu	MA	Meridian Language Center
				11	Rregjina Gokaj	Dr	University "Aleksandër Moisiu" Durrës
				12	Pamela Cohn	MA	
				13	Katherine Lee Kyes	MA	Project Development
				14	Carrie Ann Morgan	MA	Project Development
				15	Martin Gaspar Arslanian Torre	MA	
				16	Ervin Balla	MA	

Table 8: Department of English Language and Literature -- Quality of Academic and administrativ Staff

Faculty Philology and Eduation Department of Turkish Language and Literature						
Full time academic Staff (name-surname)		Position	Grade	Part time academic Staf (name-surname)		Full time position
1	Adem Balaban	Head of Department	Dr.	1	Adriatik Deriaj	University of Tirana
2	Bunyamin Caglayan	Lecturer	Dr.	2	Genciana Egro	University of Tirana
3	Sadullah Yilmaz	Lecturer	PhD Candidate	3	Omer Yurekten	
4	Gulay Yurt	Lecturer	MA.			
5	Huseyin Yilmaz	Lecturer	MA.			
6	Sezai Coskun	Lecturer	Dr.			
7	Vedat Uygur	Lecturer	Prof. Dr.			

Table 9: Department of Turkish Language and Literature -- Quality of Academic and administrativ Staff

Faculty of Philology and Education Sciences Department Education Sciences						
Full time academic Staff (name-surname)		Position	Grade	Part time academic Staf (name-surname)		Full time position
1	Ahmet Ecirli	Dean/Head of Department	Dr.	1	Tidita Abdurrahmani	Institute of Development education (MES)
2	Ana Uka	Lecturer	PhD Candidate	2	Ambera Duka	
3	Matilda Likaj	Lecturer	PhD Candidate	3	Arban Uka	Epoka University
4	Cihan Ouyucu	Lecturer	Prof.Dr.			
5	Mustafa Erdem	Lecturer	MA.			

6	Murat Balkis	Lecturer	Dr.				
7	Abdurrahman Celebi	Lecturer	PhD Candidate				

Table 10: Department of Educational Sciences -- Quality of Academic and administrativ Staff

Data according to their qualification

Grade	Department of Law			Department of Communication Sciences		
	FAS	PAS	Ratio FAS/PAS	FAS	PAS	Ratio FAS/PAS
Professor	1	2	1/2	3	0	3/0
Associate Professor	1	1	1/1	1	3	1/3
Doctor	1	4	1/4		5	0/5
PhD Candidate	2	3	2/3	2	4	2/4
Lecturer with Ma.	3	2	3/2	2	2	2/2
Assistant with Ma.						
Assistant without Ma.						
Administrativ Staff	1		1/0			

Table 11: Qualifications Data (Department of Law and Communication Sciences)

Grade	Department of Isamic Sciences			Department of English Language and Literature		
	FAS	PAS	Ratio FAS/PAS	FAS	PAS	Ratio FAS/PAS
Profesor						
Associate Professor					1	0/1
Doctor	3		3/0	3	2	3/2
PhD Candidate	4		4/0	2		2/0
Lecturer with Ma.	2		2/0	2	13	2/13
Assistant with Ma.	2		2/0			
Assistant without Ma.						
Administrativ Staff				1		1/0

Table 12 : Qualifications Data (Department of Islamic Sciences and English Language and Literature)

Grade	Department of Turkish Language and Literature			Department of Educational Sciences		
	FAS	PAS	Ratio FAS/PAS	FAS	PAS	Ratio FAS/PAS
Professor	1		1/0	1		1/0
Associate Professor						
Doctor	3	2	3/2	2	2	2/2
PhD Candidate	1		1/0	3		3/0
Lecturer with Ma.	2	1	2/1	1	1	1/1
Assistant with Ma.						
Assistant without Ma.						
Administrativ Staff				1		1/0

Table 13: Qualifications Data (Department of Turkish Language and Literature and Educational Sciences)

Data according to gender.

Grade	Department of Law			Department of Communication Sciences		
	FAS woman	PAS men	Ratio W/M	FAS woman	PAS men	Ratio W/M
Profesor		1	1/0	1	2	2/1
Associate Professore		1	1/0		1	1/0
Doctor		1	1/0			
PhD Candidate		2	2/0	1	1	1/1
Lecturer with Ma.	1	2	2/1		2	2/0
Assistant with Ma.						
Assistant without Ma.						
Administrativ Staff	1		0/1			

Table 142: Data according to gender (Department of Law and Communication Sciences)

Grade	Department of Islamic Sciences			Department of English Language and Literature		
	FAS woman	PAS men	Ratio W/M	FAS woman	PAS men	Ratio W/M
Profesor						
Associate Professore						
Doctor		3	3/0		3	3/0
PhD Candidate		4	4/0	2		0/2
Lecturer with Ma.		2	2/0		2	2/0
Assistant with Ma.		2	2/0			
Assistant without Ma.						
Administrativ Staff				1		0/1

Table 23: Data according to gender (Department of Islamic Sciences and English Language and Literature)

Grade	Department of Turkish Language and Literature			Department of Education Sciences		
	FAS woman	PAS men	Ratio W/M	FAS woman	PAE men	Ratio W/M
Profesor		1	1/0		1	1/0
Associate Professore						
Doctor		3	3/0		2	2/0
PhD Candidate		1	1/0	2	1	1/2
Lecturer with Ma.	1	1	1/1		1	1/0
Assistant with Ma.						
Assistant without Ma.						
Administrativ Staff				1		0/1

Table 154: Data according to gender (Department of Turkish Language and Literature and Educational Sciences)

Data according to age.

Staff according to academic qualifications	Number of full time academic and administrative staff with their respective age:				
	(25-35)	(36-45)	(46-55)	(56-65)	(66-68)
Profesor		2	2	1	1
Associate Professore		1	0	1	
Doctor	2	7	2	1	
PhD Candidate	7	7			
Lecturer with Ma.	8	4			
Assistant with Ma.	2				
Assistant without Ma.					
Administrativ Staff	14	3	1		

Table 165: Academic and administrative staff data according to age

Staff according to grade	Number of part time academic staff with their respective age::				
	(25-35)	(36-45)	(46-55)	(56-65)	(66-68)
Profesor		1		0	1
Associate Professore		2	1	2	
Doctor	4	9	1	1	
PhD Candidate	4	3			
Lecturer with Ma.	10	7	2		
Assistant with Ma.					
Assistant without Ma.					

Table 26: Part time academic staff according to age

Evaluation according to the Standards

Standards/criteria	Fulfillment of standards/criteria
IV - MENAXHIMI I BURIMEVE NJERËZORE	
Standardi IV.1 - Institucioni ndjek një politikë të hapur të punësimit dhe të rekrutimit të burimeve njerëzore.	
<p>Criterion 1: Institution makes its organization chart public.</p> <p>Criterion 2: Institution applies a policy of part-time employment for its needs.</p> <p>Criterion 3: Institution publishes employment criteria for each vacant job position.</p> <p>Criterion 4: Institution applies a policy of promotion of full-time, part-time, invited or contracted academic staff.</p> <p>Criterion 5: Institution applies a policy of hiring supporting teaching-research and administrative staff in accordance with Law No. 9741 of 21.5.2007 "On Higher Education in Republic of Albania", amended and other legal regulations adopted for its implementation.</p> <p>Criterion 6: Institution provides for criteria and procedures for personnel recruitment in the internal regulations.</p> <p>Criterion 7: Institution recruits with priority qualified academic staff from internationally recognized universities.</p>	<p>Criterion 1: Institution announces its organization chart in its official website, as well as in MES.</p> <p>Criterion 2: To fulfill its needs, "Hëna e Plotë" (Bedër) HEI applies an effective policy on employing a qualified part-time academic staff, as portrayed in the above tables.</p> <p>Criterion 3: Employment procedure for staff by Department-Faculty-Rectorate Office is in line with the Regulation on Hiring. The procedure followed by the Human Resources and Legal Affairs Office for employing staff in vacant positions includes preparation of announcement on the web page of institution as well as in the Employment Office</p> <p>Criterion 4: Based on the regulation on the evaluation of the academic staff, "Hëna e Plotë" (Bedër) HEI also applies the policy of promoting both the full-time and the part-time staff as well as visiting academic staff.</p> <p>Criterion 5: For a successful functioning, "Hëna e Plotë" (Bedër) HEI also applies hiring supporting teaching-research staff, as well as administrative staff. This is one of the most important strategies of this Institution, aimed at giving an opportunity to the newly graduated and those who are working on their masters or PhD to become part of the academic life in the area they want to deep into.</p> <p>Criterion 6: The Regulation on Hiring and Evaluation of Academic Staff Performance approved by the institution clearly provides all the criteria and the procedures to be followed for staff recruitment.</p> <p>Criterion 7: "Hëna e Plotë" (Bedër) HEI pays special attention on the selection of the academic staff taking into consideration their qualification area and the universities they come from. It is a fact that 50% of the staff in our institution has academic qualifications in recognized universities.</p>

	our institution has academic qualifications in recognized universities at international level.
Standard IV.2 - Institution applies a policy of integration of academic staff, teaching and scientific supporting staff and administrative staff.	
<p>Criterion 1: Institution engages in implementation of integration policies for its staff.</p> <p>Criterion 2: Institution engages its staff to organize an information day, by preparing informational brochures.</p> <p>Criterion 3: Institution applies a favorable policy for integration of its staff in its social life.</p>	<p>Criterion 1: Upon documentation we infer that “Hëna e Plotë” (Bedër) HEI engages in fast integration of its staff within the institution. In this framework, in every start of semester, under the auspices of the Rector the whole academic staff meets in order to present the new staff members, and to introduce with possible changes, or with the short-term and the long-term strategic plan.</p> <p>Criterion 2: In different periods of the year, “Hëna e Plotë” (Bedër) HEI organizes meetings with students interested to study in the programs that the institution offers. Information days are organized for the academic staff, the students, and other interested people, distributing different brochures, student guides, along with the staff guide.</p> <p>Criterion 3: Institution applies a favorable policy for its staff by involving it in all the activities held by the “Hëna e Plotë”(Bedër) HEI , such as conferences, Workshops, different trainings, etc.</p>
Standard IV.3 - Institution applies a policy for assessment of its staff skills.	
<p>Criterion 1: Institution follows a training plan according to priorities defined in development project.</p> <p>Criterion 2: Institution evaluates achievements of its staff.</p> <p>Criterion 3: Institution encourages training and promotion of academic staff in western universities.</p> <p>Criterion 4: Institution engages foreign professors in committees/panels that promote personnel to scientific degree "Doctor" and academic titles "Docent", "Prof.", "Ass. Prof.".</p> <p>Criterion 5: Institution sets as a prerequisite for promotion to title "Professor" a sufficient research or academic experience at least 1-year in a Western university.</p>	<p>Criterion 1: The Institution has clearly specified her priorities in the development plan.</p> <p>Criterion 2: Upon documentation , we can infer that every academic year the Institution organizes a meeting with all the academic staff, making an evaluation of the person or persons with the highest achievements, always in compliance with the respective regulation and in the most transparent way possible</p> <p>Criterion 3: “Hëna e Plotë” (Bedër) HEI encourages training of academic staff in western universities, and hence it has signed a number of agreements with some foreign universities. Meantime, “Hëna e Plotë” (Bedër) HEI has also approved a specific regulation on leaves and allowances that can be provided to the staff for trainings abroad.</p> <p>Criterion 4: Currently, “Hëna e Plotë” (Bedër) HEI does not have a doctoral program.</p> <p>Criterion 5: “Hëna e Plotë” (Bedër) HEI provides only the first and second cycles of study.</p>
Standard IV.4 - Institution applies a social development policy.	
<p>Criterion 1: Institution organizes social activities.</p>	<p>Criterion 1: Social activities are at the center of attention of “Hëna e Plotë” (Bedër) HEI, as a non-profit institution, a fact that is proved taking into consideration that this institution has organized some social activities in a short time. They are summarized in the annual report of events, made public through our web page and at the same time submitted to the MES.</p>

<p>Criterion 2: Institution promotes social dialogue.</p> <p>Criterion 3: Institution applies a policy of life and health insurance.</p>	<p>Criterion 2: For “Hëna e Plotë” (Bedër) HEI, social dialogue is the essence of human relations, and, since it focuses on Social Sciences and Humanities, dialogue and its stimulation is an integral part of the institution’s activity.</p> <p>Criterion 3: In order to help students and staff members “Hëna e Plotë” (Bedër) HEI has signed Memorandum of Understanding with health institutions, which provide facilities in different aspects for students and staff.</p>
<p><u>Conclusion of EPE:</u> Institutional External Peers Evaluation (EPE) team have noted that in general terms “Hëna e Plotë” (Bedër) HEI, meet the required criterias.</p>	

FACILITIES, INFRASTRUCTURE IN FUNCTION OF STUDY PROGRAMS, LOGISTICS AND OTHER SERVICES ON BEHALF OF THE COMMUNITY

Description part

Terms of reference: The premises, infrastructure, information technology, library, other services to students, and residencies.

“Hëna e Plotë” (Bedër) HEI is based in Tirana. It has a 9-story building and basement with a surface of **3945 m2**. Meanwhile, “Hëna e Plotë” (Bedër) HEI, also owns a land, where the university campus will be built within the academic year 2012-2013.

Upon information that we have been given, it can be stressed the following: University campus will consist of around 7000 square meters open space and 13.147 square meters closed space. The area of social activities is estimated to be 3861 square meters; the area of classrooms and auditoriums will be 3258 square meters, technical rooms and restrooms will be 530 square meters, staff offices and meeting rooms will be 4080 square meters. The project implementation cost: the construction will cost 5.521.740 Euros, and the furnishing will cost 591.615 Euro. The total estimated cost is 6.113.355 Euros

The number of classrooms, general area (m2) and capacity

During the academic year 2011-2012 and 2012-2013, “Hëna e Plotë”(Bedër) HEI has used six classrooms. Except for the classrooms, three auditoriums have been regularly used for the teaching process. They are air-conditioned, and equipped with overhead projectors, interactive whiteboard and computer.

Classroom number	Internal space (m2)	Capacity
302	40	26
303	40	26
402	40	26
403	40	26
502	40	26
503	40	26
601	24	18
602	40	28
603	40	24
604	20	12

Table 179: Classrooms used during academic year 2011 – 2012 / 2012-2013.

The number of auditoriums, general area and capacity

During the academic year 2011-2012, “Hëna e Plotë”(Bedër) HEI has used three auditoriums for the teaching process. They are air-conditioned, and equipped with overhead projectors, and computer.

Numbers of Auditoriums	Internal space (m2)	Capacity
301	90	56
401	90	56
501	90	56

Table 30: Auditoriums used during academic year 2011 - 2012/ 2012-2013.

Room 402 is used as a computer lab and is equipped with 24 computers.

Number of conference rooms and capacity

Conference room (H1), has an area of 200 m² and a capacity of 190 seats. It has mainly been used for social and cultural activities.

Library

The library functions as an integral part of the “Hëna e Plotë”(Bedër) HEI . The purpose of establishing the library is to support the educational and research activities of the academic staff and students.

The library service is provided by the employees appointed by the Institution and is offered for the academic staff and students.

The library is located at the entrance hall in the first floor of the university building and has an area of 200 square meters. The library has a reading room with a capacity of 56 seats. The reading room is designed for the purpose of providing students the possibility to study and to conduct research.

The library has about 35 000 books, which are inventoried and divided according to study areas and topics. A considerable part of the books is related to theology, Turkish studies, English studies, and law. The books are in different languages – Albanian, English, Turkish, Arabian, etc.

The collection of the library is rich due to purchases and donations from different legal and natural persons. The purchased books have been selected in line with the needs and requests of students and the academic-administrative staff.

Other services to the students

One of the computer labs and one of the classrooms of “Hëna e Plotë”(Bedër) HEI , have been adopted for student use during their free time. In the same time, students can study in the reading room of the Institution’s library.

One printer and one photocopy room are located on the first floor of the university building for the students. The printing and the photocopying is provided at a low price for the students.

Evaluation according to the Standards

Standards/Criteria	Fulfillment of standard/criteria
V - MANAGEMENT OF INSTITUTION ACTIVITY	
Standard V.1 Institution provides appropriate facilities and infrastructure for academic and research activity.	
Criterion 1: Institution of Higher Education makes available for teaching facilities, constructed (or reconstructed) with contemporary quality materials that meet hygienic and sanitary conditions for students, academic and administrative staff, avoiding risk elements.	Criterion 1: During the visit in the HEI premises, we have noted that “Hëna e Plotë”(Bedër) HEI makes available for teaching facilities, constructed (or reconstructed) with contemporary quality materials that meet hygienic - sanitary conditions for students, academic and administrative staff, avoiding risk elements. This is also proven by the technical report attached below.
Criterion 2: Institution of Higher Education provides good acoustics in teaching premises and isolation from noise, temperature fluctuations and humidity.	Criterion 2: “Hëna e Plotë” (Bedër) HEI provides good acoustics in teaching premises and isolation from noise, temperature fluctuations and humidity. This is proven by the technical report that was submitted.
Criterion 3: Institution of Higher Education is far from industrial development zones or areas that are polluted above relevant permitted standards.	Criterion 3: “Hëna e Plotë” (Bedër) HEI is far from industrial development zones or areas that are polluted above relevant permitted standards.
Criterion 4: Higher Education Institution owns teaching auditoriums; facilities for	Criterion 4: “Hëna e Plotë”(Bedër) HEI owns teaching auditoriums;

<p>labs; facilities for teaching staff, facilities for administrative staff; technical facilities, facilities for the library, for senate, audiovisual rooms, room for computers, multimedia, and others of this nature.</p> <p>Criterion 5: Higher Education Institution meets the usable surface norm of 3.8 - 4.0 m²/student (minimum) and 7.5 - 8.0 m²/student (maximum).</p> <p>Criterion 6: Institution of Higher Education provides sufficient capacity for students' practical qualification programs in areas like health, technical sciences, agricultural sciences and the like.</p> <p>Criterion 7: Height of premises is not less than 3.0 m (ceiling-floor). The minimal above norm is accepted for study programs such as language, literature, sociology, history, geography, economics, law, mathematics, archeology, etc.. and others of this nature, (generally for social and political sciences), whereas for study programs as architecture, music, and the like, no less than the above norms average is accepted. The above norms are minimally doubled (minimum and maximum) for study programs in engineering or natural sciences (physics, chemistry, biology, etc.).</p> <p>Criterion 8: Higher Education Institution meets technical norms of natural lighting, window surface covers at least 15 – 20 % of floor surface and lighting is directed to the student's left arm, possibly from southeast.</p> <p>Criterion 9: Higher Education Institution, which has more than 200 students (in a building), has mandatory emergency exits and stairs.</p> <p>Criterion 10: Higher Education Institution has fire protection system and protection system against atmospheric discharges.</p> <p>Criterion 11: Higher Education Institution has a functioning heating system.</p> <p>Criterion 12: Higher Education Institution has alternative sources for electric energy supply (motor generator, etc.) as well as sufficient reserves of usable water (water tanks).</p>	<p>facilities for labs; facilities for teaching staff, facilities for administrative staff; technical facilities, facilities for the library, for senate, audiovisual rooms, room for computers, multimedia, and others of this nature.</p> <p>Criterion 5: “Hëna e Plotë” (Bedër) HEI meets the usable surface norm of 3.8 - 4.0 m²/student (minimum) and 7.5 - 8.0 m²/student (maximum). Currently, with a surface of 3945 square meters and 488 students, this ratio is 8.08 square meters per student.</p> <p>Criterion 6: “Hëna e Plotë” (Bedër) HEI doesn't provide similar programs to those mentioned in this criterion.</p> <p>Criterion 7: Height of premises of “Hëna e Plotë” (Bedër) HEI building is 2.70 m (ceiling-floor).</p> <p>Criterion 8: “Hëna e Plotë”(Bedër) HEI meets technical norms of natural lighting, window surface covers at least 15 – 20 % of floor surface and lighting is directed to the student's left arm, possibly from southeast.</p> <p>Criterion 9: “Hëna e Plotë” (Bedër) HEI has more than 200 students (in a building), has mandatory emergency exits and stairs.</p> <p>Criterion 10: “Hëna e Plotë” (Bedër) HEI has fire protection system and protection system against atmospheric discharges.</p> <p>Criterion 11: “Hëna e Plotë” (Bedër) HEI has a functioning heating system.</p> <p>Criterion 12: “Hëna e Plotë” (Bedër) HEI has alternative sources for electric energy supply (motor generator, etc.) as well as sufficient reserves of usable water (water tanks).</p>
<p>Standard V. 2 Institution possesses full documentation of academic activity in hardcopy and electronic form.</p>	
<p>Criterion 1: Institution maintains documentation in hardcopy.</p>	<p>Criterion 1: Every unit of “Hëna e Plotë” (Bedër) HEI fulfills the standards set forth by ISO 9001:2008 on document management. These offices have the necessary facilities for archiving the documentation at stake.</p>

<p>Criterion 2: Institution has a facility for data digitalization and documentation storage in electronic form.</p> <p>Criterion 3: Institution has a structure for collection of statistics.</p> <p>Criterion 4: Institution has a database regarding registration of students, matriculation number, etc., in accordance with bylaws in force.</p> <p>Criterion 5: Institution has general information on its program, form, syllabus, coupled with binding credits for studies.</p> <p>Criterion 6: Institution has a student-based registry with data their own.</p> <p>Criterion 7: Institution has a basic register for students (in a printed and electronics stored permanently), with grades received while following the study program, data on diploma or diplomas awarded along with diploma supplement, etc.</p>	<p>Criterion 2: The institution has a specific facility for data digitalization and documentation storage in electronic form. Every employee is equipped with a personal computer and, by the end of each year; the data are transferred into a digital external storage (hard disc).</p> <p>Criterion 3: Every office of “Hëna e Plotë” (Bedër) HEI collects statistics on which it has been entitled to. These statistics are then submitted to the Rectorate Office.</p> <p>Criterion 4: The Registrar’s Office of “Hëna e Plotë” (Bedër) HEI is responsible for storing and archiving the data on registration of students, matriculation number, etc., in accordance with laws in force.</p> <p>Criterion 5: All academic programs - along with curricula and programs provided - approved by Faculty Board and the Senate is stored to the Office of Chancellery and Rectorate Office. The documentation includes the program, curricula accompanied by the required credits of study.</p> <p>Criterion 6: The institution has a student-based registry with their personal data. The registrar’s office is responsible for completing and storing the registers.</p> <p>Criterion 7: The institution has a basic register for students (in a printed and electronics stored permanently), with grades received while following the study program, data on diploma or diplomas awarded along with diploma supplement, etc. The Registrar’s Office is responsible for completing and storing the registers.</p>
<p>VII - INFORMATION SYSTEMS MANAGEMENT Standard VII.1 - Institution has an information system</p>	
<p>Criterion 1: Information systems are coordinated.</p> <p>Criterion 2: Information systems management is used to provide strategic information.</p> <p>Criterion 3: Institution publishes in the official website all statistical data on number of students by programs, academic offer, institution set-up and operation, statute and regulations of its operation.</p>	<p>Criterion 1:The Office of Protocol and Correspondence in “Hëna e Plotë”(Bedër) HEI is responsible for distribution and communication of decisions made by respective boards to the interested units</p> <p>Criterion 2: Information management systems at “Hëna e Plotë” (Bedër) HEI are used to provide strategic information. The IT office is in charge of taking the necessary measures to store at long-term all the data provided by all units.</p> <p>Criterion 3: “Hëna e Plotë”(Bedër) HEI publishes on its websites (www.beder.edu.al), all the data related to programs provided, academic offer, institution set-up and operation, as well as statute and regulations of its operation.</p>
<p>Standard VII.2 - Institution coordinates activities in the field of information technology.</p>	
<p>Criterion 1: Institution conducts its computerization.</p> <p>Criterion 2: Institution makes available to staff and students, computer science rooms or laboratories.</p> <p>Criterion 3: Institution provides distance education programs.</p>	<p>Criterion 1: Every employee at “Hëna e Plotë” (Bedër) HEI possesses the necessary means of technology for carrying out his/ her duties.</p> <p>Criterion 2: “Hëna e Plotë” (Bedër) HEI makes available to staff computers for individual usage, and while for the students a computer laboratories is provided. In total, “Hëna e Plotë” (Bedër) HEI makes available to staff and students 98 computers.</p> <p>Criterion 3: “Hëna e Plotë” (Bedër) HEI does not provide distance</p>

	education programs.
Standard VII.3 - Institution manages immovables.	
<p>Criterion 1: Institution has a record of immovables.</p> <p>Criterion 2: Institution has a master plan for security, rehabilitation, expansion, and/or restructuring of its immovable's.</p> <p>Criterion 3: Institution manages its assets under a defined plan.</p> <p>Criterion 4: Institution oversees its construction and reconstruction projects.</p>	<p>Criterion 1: “Hëna e Plotë” (Bedër) HEI has a record of immovable property. Attached you may find relevant documentation on the surface of the campus plan building.²</p> <p>Criterion 2: “Hëna e Plotë” (Bedër) HEI has a master plan for security, rehabilitation, expansion, and/or restructuring of its immovable properties.</p> <p>Criterion 3: The institution manages its assets under a defined plan. The division of the surface according to the necessary functions is technically provided in the construction plan of the university campus.</p> <p>Criterion 4: “Hëna e Plotë” (Bedër) HEI oversees its construction and reconstruction projects.</p>
Standard VII.4 - Institution provides storage, maintenance and development its academic, cultural and scientific heritage.	
<p>Criterion 1: Institution applies a policy of preserving the heritage of his academic cultural and scientific.</p> <p>Criterion 2: Institution applies a policy of evaluation and development of its academic, cultural and scientific property.</p> <p>Criterion 3: Institution applies a policy of maintenance and development of its academic, cultural and scientific property.</p>	<p>Criterion 1: The institution has a policy of maintaining its academic heritage, cultural and scientific it expressed in many forms.</p> <p>Criterion 2: Based on the mission of “Hëna e Plotë”(Bedër) HEI - which evaluates the support to scientific research - aiming to implement the ideas and projects that influence the improvement of people’s life, “Hëna e Plotë”(Bedër) HEI through through the “Regulations on the promotion of publications and research”, supports participation in research activities, engagement in research projects, and rewards annual academic performance according to transparent indicators provided in the respective regulations.³</p> <p>Criterion 3: As highlighted in the two above-mentioned criteria, “Hëna e Plotë” (Bedër) HEI applies the policy of maintenance and development of its academic, cultural and scientific property.</p>
Standard VII.5 - Institution applies a policy of management of its assets.	
<p>Criterion 1: Institution has an adequate infrastructure to conduct its activities.</p> <p>Criterion 2: Institution owns facilities for academic staff activity, in proportion to its staff number..</p>	<p>Criterion 1: “Hëna e Plotë” (Bedër) HEI has an adequate infrastructure to conduct its activities. The classrooms are equipped with the necessary facilities, such as: smart board, computer, overhead projectors, air conditioning, natural light, as well as other premises, such as conference rooms, library, etc., which help in the maximum development of the teaching process.</p> <p>Criterion 2: “Hëna e Plotë” (Bedër) HEI owns facilities for academic staff activity, in proportion to its staff number. Each academic staff member has his/her own office, desk, computer and other office sets for carrying out his/her duty.</p>
Standard VII.6 - Institution establishes a logistics administrative structure to carry out functions of common interest.	
<p>Criterion 1: Institution provides services in accordance with market needs.</p> <p>Criterion 2: Institution carries out surveys and evaluates logistic services.</p>	<p>Criterion 1: Currently, “Hëna e Plotë” (Bedër) HEI does not provide services to third parties.</p> <p>Criterion 2: “Hëna e Plotë”(Bedër) HEI appreciated logistics and has received services by prestigious companies such as VS, Burosit, Nexoff etc.</p>

² Annex 17 : The Campus Plan for academic year 2013 – 2014.

³ Annex 7 – Regulation on the promotion of publications and research.

Conclusion of EPE:

Institutional External Peers Evaluation (EPE) team have noted that in general terms “Hëna e Plotë” (Bedër) HEI, meet the required criterias.

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.

Financial relations**Shkolla e Lartë “Hëna e Plotë” (Bedër) është institucion privat jofitimprurës.**

“Hëna e Plotë” (Bedër) HEI is a private nonprofit institution.

The institution accepts financial and material support related to the objective of its activity, in compliance with the Albanian legislation in force.

Based on the provisions of law no. 10056, dated 22.01.2009 on the ratification of the agreement between the Council of Ministers of the Republic of Albania and the Albanian Muslim Community on the regulation of mutual relations, “Hëna e Plotë”(Bedër) HEI is barred from tax duties, and other duties towards the state.

Operational expenditures for academic year 2011-2012 were 606,012 Euros. Thus, the general cost per student was 606,012 Euros/187 student, i.e. 3240 Euros per student. (datas collected from the meeting held between the EPE team and institution General Secretary).

Economic activity

Administration, management, and financing of the institution is made on balance basis. The institution keeps regular accounting according legislation in force.

The Chairperson of the High Council is the financial Director of the Institution. He can delegate some or all of his/her competences to one of the members of the High Council, Rector, Deans, or other heads of the institution. The following table presents the financial budget for the academic year 2011 – 2012.

Measurable indicators

- Financial resources, data over the five years

Table Incomes and different financing last year

RESOURCES FROM:		Year 1
PUBLIC FUNDS:		
Central government	0	
Local government	0	
Total	0	
NON-PUBLIC FUNDS:		
Grants on research and contracts	0	
Consultations, services	0	
All kinds of tuition fees	14,811,159	
Sponsorships	0	
Training services (life-long qualifications)	0	

Donations, assurance activities, foundations etc.	50,589,655
Commercial activities (cafeterias, fast-food, residential quarters)	0
Total	
<i>SUM</i>	65,400,814

Evaluation according to the Standards

Standards/criteria	Fulfillment of Standards/criterion
VI - FINANCIAL MANAGEMENT	
Standard VI.1 - Institution drafts the budget in accordance with defined procedures.	
<p>Criterion 1: Distribution of financial resources and their use in public Higher Education Institutions are made in accordance with the rules and standards of budgetary programming and public financial management.</p> <p>Criterion 2: The structure for budget drafting for each public Higher Education Institution is made according to State Budget structure, as defined in the guideline of Minister of Finance.</p> <p>Criterion 3: The proposed budget is subject to discussion in Institution Senate and Administration Board. Proposed budget for non-public HEIs is subject to discussion in senate and shareholders board.</p> <p>Criterion 4: Institution budget is detailed and delegated for management up to department.</p>	<p>Criterion 1: “Hëna e Plotë” (Bedër) HEI holds nonprofit and nonpublic status. It has its own internal standards in pursuing the standards of budgetary program and financial management.</p> <p>Criterion 2: “Hëna e Plotë” (Bedër) is a nonpublic higher education institution.</p> <p>Criterion 3: The draft-budget of Higher Education Institution is compiled by the Administration Board of the Institution in collaboration with the Chancellor and approval of the High Council. This procedure is provided by the statute of the institution which describes the competences of the High Council and the competences of the Administration Board of the institution.</p> <p>Criterion 4: Because “Hëna e Plotë” (Bedër) HEI is a nonprofit institution, even though in its first stage, the budget is administrated in a centralized manner under the management of the Chancellor.</p>
Standard VI.2 - Institution provides the necessary means to implement the financial policy.	
<p>Criterion 1: Institution sets up the special structure for its financial management and financial policy implementation.</p> <p>Criterion 2: Institution applies a transparent policy for distribution of financial resources.</p> <p>Criterion 3: Institution respects accounting rules.</p> <p>Criterion 4: Rules of Financial Management of Higher Education Institutions are identical to those of other public institutions.</p> <p>Criterion 5: Institution analyzes indicators from monitoring of financial policy implementation.</p>	<p>Kriteri 1: Since SHLHPB is a new institution, its financial management structure is modest, the Accounting Office is under the supervision of the Chancellor of the Institution.</p> <p>Criterion 2: The distribution of financial resources is made according to a preliminary budget approved and accepted by all units.</p> <p>Criterion 3: The institution respects national standards of accounting and keeps its records in compliance with the law on “Accounting and Financial Reviews”.</p> <p>Criterion 4: “Hëna e Plotë” (Bedër) is a private higher education institution and its internal administration rules are defined in line with rules approved by the institution itself.</p> <p>Criterion 5: Institution analyzes indicators from monitoring of financial policy implementation in the end of each academic year according to a report prepared by the Chancellor and presented to the High Council.</p>
Standard VI.3 - Institution applies a policy of budgetary and financial control.	

<p>Criterion 1: Higher Education Institutions are subject to financial audit, performed by institutions stipulated by law for this purpose.</p> <p>Criterion 2: Financial audit outcomes are made public.</p> <p>Criterion 3: Financial activity report is announced in an open meeting for students and HEI staff.</p> <p>Criterion 4: Reports of SAI, of MES audit and Institution audit for public HEIs are reviewed in Administration Board.</p> <p>Criterion 5: Financial audit report of non-public Higher Education Institutions highlights the policy of use of revenues from student fees for the increase of teaching quality and services to students.</p>	<p>Criterion 1: The institution is not subject to direct audit, because the auditing is conducted on the body that has the right of administrating the “Hëna e Plotë” (Bedër) HEI.</p> <p>Criterion 2: Taking in to account that it is a new institution, this criteria is not yet accomplished.</p> <p>Criterion 3 The financial activity report is developed and announced in an open meeting for students and staff every year in March . We have been told that an open meeting will be held in order to make publik the financial report.</p> <p>Criterion 4: “Hëna e Plotë” (Bedër) HEI holds the status of a nonpublic higher education institution.</p> <p>Criterion 5: Taking in to account that it is a new institution, no audit report has been carried out yet, but it will be done in the years to come. To increase the level of the institution’s transparency, the report at stake will also be announced to students and all the interested groups through the webpage.</p>
<p><u>Conclusion of EPE:</u> Institutional External Peers Evaluation (EPE) team has noted that in general terms “Hëna e Plotë” (Bedër) HEI, meet the required criterias.</p>	

INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

Description Part

Terms of reference: Institutionalizing of internal quality assurance system, Internal Quality Assurance Unit (QAU), its functioning, self-evaluation and on-going upgrading of quality, outcomes of external evaluation.

Quality Management

The Academic Evaluation and Quality Improvement Board is the responsible authority for monitoring and coordinating the activities taken in the frame of the academic and administrative management and evaluation, the quality development, the strategic planning, institutional evaluation, external evaluation, periodic control and school improvement period in "Hëna e Plotë"(Bedër) Higher Education Institution.

The Academic Evaluation and Quality Improvement Board consists of 3 autonomous committees in its structure approved by the Senate, to perform the duties assigned of the latter, where the Internal Quality Assurance Board (IQAB) is a committee established in the Institution in order to evaluate periodically the effectiveness of educational and research-development activities, and the administrative and financial activities of the institution. The Internal Quality Assurance Board enjoys operative autonomy and access to all records of the institution.

IQAB makes all standards set by authorities assuring "certification of quality" an integral part of its organization and functioning, considering the expectations and obligations arising from the Bologna Declaration and the legislation in force.

IQAB performs the following tasks:

1. Administrates the tasks in the frame of the "self-evaluation process" of the "Hëna e Plotë"(Bedër) Higher Education Institution, and prepares or supervises the preparation of the self-evaluation report.
2. Prepares the ground for the "external evaluation" of "Hëna e Plotë" (Bedër) HEI, and the availability of the external evaluation institution or organization for every necessary information.
3. Follows closely the procedure of the self and institutional evaluation and coordinates the measures taken in the context of strategic planning, improvement and periodic monitoring.
4. When necessary, proposes to include in the agenda of AEQIB the key and common indicators, as well as the performance indicators deriving from the work on the development of quality and strategic planning of academic units and subunits, academic and administrative units.
5. Provides suggestions based on the problems identified by the SWOT analysis.
6. Examines and submits its reports to the Senate for approval, after receiving AEQIB opinion on the form and content of the annual reports on the academic evaluation and quality development of the academic and administrative units presented in AEQIB.

IQAB, in view of its duty, is charged with the implementation of all obligations arising from the quality assurance standards which the institution is committed to meet within the set deadlines. The organization, functioning, other duties and responsibilities are stipulated in the Regulation "On the academic evaluation and quality development".

This regulation sets out the principles for evaluating and developing the quality of education, research and any other services provided by the "Hëna e Plotë" (Bedër) HEI, in order to establish, implement, develop and evaluate the internal quality assurance system in the frame of the institution, as well as to evaluate and approve the level of quality through the development of external evaluation by independent bodies / agencies.

In the frame of establishing the Internal Quality Assurance Board in "Hëna e Plotë" (Bedër) HEI, starting from the fall semester of the academic year 2011-2012, the performance of the academic staff is evaluated by students at the end of each semester by means of a survey consisting of separate categories consisting of evaluation of lecturers, evaluation of subjects, as well as students' overall satisfaction of the subject taught by the relevant lecturer. Students can express their satisfaction or dissatisfaction regarding the respective categories while keeping complete privacy.

Student responses are analyzed and relevant findings are obtained. Performance findings are distributed by the authorities to the relevant lecturers, as well as to the heads of the respective departments. Confidentiality of information is kept in all the stages of the findings, throughout the distribution of correspondence in the relevant units and persons, and in its archiving. The findings of the surveys evaluating the lectures and subjects provide important quantitative data and are taken into consideration in the renewal of the academic staff contracts, as well as in assigning the staff in the relevant subjects.

During the academic year 2011-12, the “Hëna e Plotë”(Bedër) HEI has applied to be certified for ISO 9001: 2008, ISO 14001 and OHSAS 18001 in terms of the quality management systems, and environmental and safety standards of the workers’ health. Hence, a quality director and five internal members are assigned to be in charge of the implementation process. These people and the additional staff have been trained by a foreign company in all key aspects of the process. Certification to the ISO 9001:2008 Quality Management Systems, ISO 14001 and OHSAS 18001, is planned to be completed by February 2013.

At the end of each academic year, “Hëna e Plotë”(Bedër) HEI prepares an annual self-evaluation report, which is submitted to the High Council. On the basis of the report submitted, the Audit Council, appointed by the High Council, carries out internal audit activities in the institution and draws conclusions and recommendations that are forwarded to the managing authorities of the " Hëna e Plotë” (Bedër) for follow-up.

Measurable indicators

Information on the members of **IQAB**

Table: Members of IQAB

	Members of IQAB	Tasks in IQAB	Time in position
1	Dr. Bayram Karcı	Chairman	27.02.2012
2	Ramadan Çipuri	Deputy Chairman	27.02.2012
3	Prof. As. Dr. Rahim Ombashi	Member	10.10.2012
4	Manjola Çollaku	Member	27.02.2012
5	Arti Omeri	Member	27.02.2012
6	Albi Koçibelli	Member	27.02.2012
7	Nertil Bërdufi	Member	10.10.2012
8	Enriketa Sögütlü	Member	10.10.2012
9	Gentjan Skara	Secretary	27.02.2012

Evaluation according to the Standards

Standards/criteria	Fulfillment of Standard/criterion
II - ORGANIZATION OF STUDY PROGRAMS	
Standard II.3 - Study programs are subject to continuous improvement in order to increase their quality.	
Criterion 1: Lecturers are regularly assessed by institution structures that apply qualitative implementation of study programs.	Criterion 1: Upon submitted documentation we infer that, “Hëna e Plotë” (Bedër) has set up the Academic Evaluation and Quality Improvement Board for the academic evaluation and quality improvement. The functioning and the competences of this Board are specified in the respective regulation. Among the competences of the Board, we can mention the development of strategies and evaluation plans for the academic staff.
Criterion 2: Students are involved in evaluation of lecturers and study programs implementation.	Criterion 2: Students are involved in evaluation of lecturers and study programs implementation. At the end of each academic semester,

<p>implementation.</p> <p>Criterion 3: Outcomes of examinations and competitions are published.</p> <p>Criterion 4: Study programs are improved by taking into account the outcomes of their evaluation by academic staff and students.</p> <p>Criterion 5: Study programs quality is evaluated also by statistics of employment of graduates in the relevant study program.</p>	<p>students give their own opinion on the lecturer and the content of the subject through the survey conducted. In addition, students are periodically surveyed and give their own opinion for the Institution</p> <p>Criterion 3: During the academic year 2011-2012, the results of exams have been given to the students individually, in order to respect the principle of ethics towards their individuality. Starting from January 1st 2013, we have planned to operate with the automatization system where students can take their results through their accounts in this system.</p> <p>Criterion 4: Study programs are improved by taking into account the outcomes of their evaluation by academic staff and students. After collecting the results from student surveys, each department makes the re-evaluation of the content. Re-evaluation is sent for approval to the Faculty Board, and then for approval to the Senate.</p> <p>Criterion 5: “Hëna e Plotë” (Bedër) has not had any graduates from the programs provided, but prior to their opening the Institution conducted a market survey on the programs to be provided.</p>
<p>Standard II.4 - Institution applies a clear policy for improvement of teaching quality.</p>	
<p>Criterion 3: Institution qualifies academic staff in the field of research to help improve teaching further.</p> <p>Criterion 4: Academic staff is trained continuously to improve teaching.</p> <p>Criterion 6: Institution makes available the necessary infrastructure to realize study programs.</p>	<p>Criterion 3: “Hëna e Plotë” (Bedër) HEI qualifies academic staff in the research area in order to further improve teaching. This is also provided in the Regulation on the Promotion of Publications and Research, as well as in other activities such as: conferences and workshops. One of such International Conferences is “Challenges and quality development in higher education”, or professional trainings organized on the welfare and development of the activity of the Institution.</p> <p>Criterion 4: The academic staff of “Hëna e Plotë” (Bedër) HEI is trained continuously to improve teaching methodology. Trainings on improving teaching are periodically organized under the auspices of the Rectorate Office.</p> <p>Criterion 6: “Hëna e Plotë” (Bedër) HEI makes available the necessary infrastructure to realize study programs.</p>
<p>I – AUTONOMY</p> <p>Standard I.4 - Institution respects its autonomy limits.</p>	
<p>Criterion 1: Institution has installed structures of supervision and internal evaluation.</p> <p>Criterion 2: Institution has engaged external consultants to assist its proper functioning.</p> <p>Criterion 3: Institution is organized in such a way as to benefit funding from European programs and beyond.</p>	<p>Criterion 1: The Board of Academic Evaluation and Quality Development is the responsible body for monitoring and coordinating the actions taken in the frame of academic and administrative management and evaluation; for developing quality; making strategic planning, institutional evaluation, external evaluation, periodic audits and period of improvements in "Hëna e Plotë" (Bedër) HEI.</p> <p>Criterion 2: To support the well-functioning of Academic Evaluation and Quality Improvement Board, the Senate has elected as external expert at the Board Prof. Dr. Hasan Kaplan based on his academic experience and knowledge on the higher education system in the Republic of Albania.</p> <p>Criterion 3: “Hëna e Plotë” (Bedër) HEI has been established based on laws in force, and aims at attracting finances from European programs and beyond. This objective is also provided by the strategic plan of the Institution.</p>
<p>Standard I.6 - Institution publishes the annual report, submits it to Ministry of Education and Science, academic staff and students.</p>	

<p>Criterion 1: Report reflects internal and external activities of the Institution.</p> <p>Criterion 2: Report helps for internal and external assessment of the Institution.</p> <p>Criterion 3: Report of activities is made available to Institution boards.</p> <p>Criterion 4: Report of activities made public and submitted to the Ministry of Education and Science and to academic staff and students.</p>	<p>Criterion 1: At the end of the academic year, “Hëna e Plotë” (Bedër) HEI prepares the annual report of internal and external activities of the Institution. One copy of this report is submitted to the Ministry of Education and Science. The complete report is also made public through the web page.</p> <p>Criterion 2: Analyzing the work of one academic year, the report helps in the internal and external evaluation of the Institution. It is considered as the basis for the improvement of quality, as an indicator of institutional transparency and the increase of credibility of third parties.</p> <p>Criterion 3: Report of activities is made available to the Institution Boards and is published in the web page of the institution.</p> <p>Criterion 4: At the end of the academic year, “Hëna e Plotë” (Bedër) HEI prepares the annual report of internal and external activities of the Institution.</p>
<p><u>Conclusion of EPE:</u> Institutional External Peers Evaluation (EPE) team have noted that in general terms “Hëna e Plotë” (Bedër) HEI, meet the required criterias.</p>	

STUDENT EDUCATION POLICIES

STUDY PROGRAMS, ITS ORGANIZATION

Description Part

Terms of reference: mission and objective of study program/s, content of program/s; organization of curricula, seminars, academic plan with all its elements (subjects/modules, respective credits, division of classes per credit, teaching hours respectively in the auditorium/outside the auditorium); literature and other supporting materials, etc.

Data on study programs

The language instruction of study programs in “Hëna e Plotë”(Bedër) HEI is in the Albanian and English language, but depending on the study area, they can also be carried out in other languages after the approval of the Senate of the Institution and the structures of the accreditation board, and MES.

The study programs of the first cycle at the Faculty of Humanities and the Faculty of Philology and Education last for three academic years. They are organized as a full-time program and contain 180 ECTS credits.

These programs aim at equipping the students with basic knowledge on general research methods and principles and specific abilities on a wide variety of professions and specialties. After completion of the first cycle study programs, a “Bachelor” diploma is issued in the respective study area from “Hëna e Plotë” (Bedër) HEI. The student is required to fulfill all the obligations within six years from the registration date in order to be graduated in the study programs of first cycle.

Study programs of second cycle at the Faculty of Humanities, and the Faculty of Philology and Education for the “Master of Sciences” program last for two full-time academic years and contain a total of 120 ECTS credits; while the “Professional Master” program last one and a half full-time academic years and contains a total of 60 ECTS credits.

The programs of the second cycle aim at deepening the theoretical and practical knowledge of students in the area of law, journalism, public relations, teaching English and Turkish language, and Islamic sciences through advanced studies and trainings and research in these areas.

After completion of study programs of second cycle, a “Master of Sciences” or “Professional Master” diploma is issued in the respective study area from “Hëna e Plotë”(Bedër) HEI .

Conditions on student admission and selection procedures

The Albanian and foreign citizens that fulfill the following conditions are admitted for registration in the study programs of the first cycle “Bachelor”:

1. to prove by means of official documents the completion of high school and the results of national exam (matura Shtetërore) in Albania, or abroad (adjusted in accordance with the criteria specified by the Ministry of Education and Science).
2. to fulfill other conditions for admission provided in the internal regulation of the Institution.
3. to accept the payment of the tuition fee.

The number of admissions is based on the actual capacities of the Faculty for a normal teaching process within the standards required by the Ministry of Education and Science.

The Albanian and foreign citizens that fulfill the following conditions are admitted for registration in the study programs of the second cycle “Master of Sciences” and “Professional Master”:

- 1) to prove by means of official documents the completion of first cycle program “Bachelor” in Albania, or abroad (adjusted in accordance with the criteria specified by the Ministry of Education and Science).
- 2) to fulfill other conditions for admission provided in the internal regulation of the Institution.
- 3) to accept the payment of the tuition fee.

The number of admissions is based on the actual capacities of the Faculty for a normal teaching process within the standards required by the Ministry of Education and Science.

The selection of candidates in the first cycle and the second cycle of studies is done by the Scientific Committee, which is composed by:

- a) Head of Selection and Admission Office;
- b) Head of Department, where the student is applying;
- c) Dean of Students;
- d) Chancellor;

If the candidate has a GPA lower than 8 (eight), he/she is subject to a specific exam, in order to earn the right for registration in “Hëna e Plotë” (Bedër) HEI.

Students’ transfer within the academic years from other HEIs at home or overseas, public or private, to and from “Hëna e Plotë”(Bedër) HEI , within the Institution’s study programs can be done after the equivalence of exams, according to the respective academic plan. Transfer is allowed to and from the programs of the same cycle of studies.

Academic Faculties

“Hëna e Plotë” (Bedër) HEI has 2 faculties: a) Faculty of Humanities and b) Faculty of Philology and Education.

Faculty of Humanities

The Faculty of Humanities is a main unit of “Hëna e Plotë” (Bedër) HEI, which coordinates teaching, research and cultural development in the teaching-research areas. The Faculty provides “Bachelor” and “Master of Sciences” study programs. The student, after completing the respective study cycle, is awarded a diploma.

Study programs

Bachelor in:

- 1) Law
- 2) Islamic Sciences
- 3) Communication Sciences

Master of Sciences in:

- 1) Law; major in Criminal Law
- 2) Law; major in International Law
- 3) Modern Islamic Sciences
- 4) Basic Islamic Sciences
- 5) Spiritual Sciences
- 6) Communication Sciences; major in Journalism
- 7) Communication Sciences; major in Public Relations

Faculty of Philology and Education

The Faculty of Philology and Education provides to its students a professional higher education. An important part of the program provided by the departments of this Faculty is the preparation of qualified individuals the area of education where special attention is paid on the pedagogical aspect.

Programet e studimit

Study programs

Bachelor in:

- 1) English Language and Literature
- 2) Turkish Language and Literature
- 3) Preschool and Primary Education
- 4) Counseling Psychology and Pedagogy

Master of Science in:

- 1) Education Management, Curriculum Planning and Development
- 2) Counseling Psychology
- 3) Turkish Language and Literature
- 4) English Language and Literature
- 5) Translation and Interpretation.

Professional Master in:

- 1) Teaching English in Upper Secondary Education
- 2) Teaching Turkish in Upper Secondary Education.

Purpose of the Program provided

Department of Islamic Sciences

The program of integrated studies of the first cycle in Islamic Sciences provides education for all the students who are interested in building their professional career, both in the public sector as well as in the private one in the area of Islamic theology. In other words the program is designed to provide an intellectual qualification for the students by presenting a variety of concepts and perspectives in the area of Islamic Sciences.

Master in Basic Islamic Sciences

The Master program in Basic Islamic Sciences is designed to provide an intellectual qualification by presenting a variety of concepts and perspectives in the area of Basic Islamic Sciences.

In this program the student will have the possibility to deepen his/her knowledge on basic Islamic Sciences, building their professional career in this study area, both in the public sector as well as in the private one.

Master in Modern Islamic Sciences

The Master program in Modern Islamic Sciences is designed to provide an intellectual qualification by presenting a variety of concepts and perspectives in the area of Modern Islamic Sciences.

In this program, the student will have the possibility to deepen his/her knowledge on Modern Islamic Sciences, enabling them to build their professional career in this study area, both in the public sector as well as in the private one.

Master in Spiritual Sciences

The master program in Spiritual Sciences is designed to provide an intellectual qualification for students by presenting a variety of concepts and perspectives in the area of Spiritual Sciences.

In this program, the student will have the possibility to deepen his/her knowledge on Spiritual Sciences, building their professional career in this study area, both in the public sector as well as in the private one.

Academic plan and the respective programs under discussion are attached.

Department of Law

Mission

The mission of the Department of Law is preparing qualified students in the area of law. Our philosophy is based on universal values of law, professional ethics, development of practical skills aimed at applying ideas and projects that influence on improving the life of the individual and the society at large.

Employment opportunities

- Lawyer / specialist in public administration (central and local).
- Lawyer / specialist in international institution.
- Lawyer / specialist / legal advisor in private sector.
- Lawyer Assistant / Notary Assistant and qualification in the participation of Lawyer Exam.
- Research Assistant at HEI

Study programs

Bachelor in Law

The program of first cycle studies in law provides education for all the students who are interested in building their professional career in the area of law, both in the public sector as well as in the private one. The program provides students with the possibility of preparing for active and efficient participation as professionals in legal counseling, protection and decision-making, as well as in other professional areas, be they criminal, public or civil. The students are encouraged to study the law and legal institutions as an integral part of the social and political-economic systems.

Master of Sciences in Law: Major in Criminal Law:

The program of second cycle studies in Criminal Law provides education for all those students who are interested in building their professional career in the area of law, especially majoring in and deepening their academic and professional knowledge in Criminal Law.

Master of Sciences in Law: Major in International Law

The program of second cycle studies in “Master of Sciences” in International Law provides education for all those students who are interested in building their professional career in the area of law in the public and the private sector.

The program offers students the possibility to study International Law and its application in wide range of legal spheres, including humanitarian right, human rights.

Academic plan and the respective programs under discussion are attached.

Department of Communication Sciences

Mission

The Department of Communication Sciences will bring novelties in enabling and preparing students by the well-organized integration of theory and practice in contemporary conditions and physical opportunities.

Through research, the Department will prepare professionals skilled for the labor market in the context of a global society and rapid development of modern technologies that have included the area of communication and media.

Employment opportunities

- ✓ The student with such a qualification can work in the public and private media institutions, such as journalist of printed press, reporter, political journalist, etc.
- ✓ The student with such a qualification can work in foreign and Albanian bodies, organizations, associations, which operate in the area of education/communication, services, citizen awareness, as well as operator of international relations, in the public and private administration, etc.
- ✓ The student with such a qualification can also work in steering bodies in televisions and newspapers.
- ✓ The student with such a qualification can work in political entities or organizations, press and information offices, public relations, foreign institutions, foreign bodies, etc.

Study programs

Bachelor in Communication Sciences

The program of first cycle studies in communication sciences provides education for all the students who are interested in building their professional career in this area, both in the public sector as well as in the private one, in different areas of transmitting information by different means, as well as in the area of public relations.

In other words, the program is designed to offer students an intellectual qualification, by presenting a variety of concepts and perspectives in the area of communication.

Master of Sciences in Communication Sciences: Major in: Journalism

The program of Master of Sciences in journalism provides advanced training in the area of communication sciences: media, conflict intermediation, image of bodies, public campaigns, etc.

Students graduated in this program will have advantages in the area of journalism and more opportunities in their career including communication of corporations and management of events.

The faculty of Humanities and the Department of Communication Sciences provide the study program of the second cycle “ Master of Sciences in Journalism”, which lasts two academic years and is designed to meet the needs and requirements of our country for the students graduated in this study area.

Master of Sciences in Communication sciences: Major in: Public Relations

The program of Master of Sciences in Public Relations provides advanced training in the area of communication sciences: media, conflict intermediation, image of bodies, public campaigns, etc.

Students graduated in this program will have advantages in the area of Public Relations and more opportunities in their career including communication of corporations and management of events.

The faculty of Humanities and the Department of Communication Sciences provide the study program of the second cycle “ Master of Sciences in Public Relations”, which lasts two academic years and is designed to meet the needs and requirements of our country for the students graduated in this study area.

The academic plan and respective programs are attached.

Department of English Language and Literature

Today, English has become an important communication tool and its possession facilitates and increases the chances for a better integration in the labor market. In this context, the department provides the "Bachelor" in the English Language

and Literature. Besides the pragmatic aspect of communicating in English, students will obtain a deeper knowledge on the linguistic system and extensive literature written in that language. Components of culture and history will make students fulfill their skills in this area.

Mission

The Department's mission is to expand the knowledge in the domain of English Language and Literature, to promote critical thinking and writing and reading skills, to understand and analyze the world we live in. The department aims at equipping students with a long-term qualification, make them able to work in groups and make them productive citizens, who will be able to cope with the challenges of the 21st century.

Employment Opportunities

Upon successful completion of this study program, graduates will have the opportunity to pursue many careers. Employment opportunities for interpreters rest in various governmental and non-governmental organizations, embassies or consulates, tourism, foreign relations, banking, the printed press and publishing houses. Graduates can continue their studies as translators and interpreters of the English Language and Literature. Students who meet the qualification requirements in "Professional Masters Degree" can be employed as teachers of English in public or private schools or foreign language courses for youth and adults.

Study Programs

Bachelor in English Language and Literature

This program lasts for three academic years and contains 180 ECTS. It consists of four major parts. The first is the competence in the English language composed of subject such as academic language skills, communication skills, etc., which aim to equip students with advanced skills of writing and speaking in English. The second is linguistics, composed of subjects such as General Linguistics, Morphology, Syntax, Lexicology and Sociolinguistics. The third is literature, composed of subjects describing the most important periods and the most important authors in English and American literature as well as special subjects on literary criticism, poetry and Shakespeare. The last part is the component of British and American culture and civilization as representative of the English-speaking world. The program includes subjects on written literature in English and varieties of this language.

The relevant course outlines and syllabi of the programs in question are attached.

Professional Master in Teaching English in Upper Secondary Education

This program lasts for 1.5 years (90 ECTS). It aims at preparing teachers of the English language to teach in the Upper Secondary Education.

Students will take courses on pedagogy, human development, teaching methodology and educational practice. The program enhances the students' ability to evaluate scientific studies, which they use in teaching.

Master of Science in English Language and Literature

The Master of Science in English Language and Literature consists of studying the structure, literature, folklore, history and culture of this language.

This program examines the historical development of language and literature, the relationship between language and thinking as well as the relationship between language and culture.

Advanced courses in literature and culture are intertwined with the linguistic and research elements. Analysis, literary criticism and artistic creativity are part of the program. Graduates engage in professional activities and research and are motivated to further research in the relevant field.

Teaching is in English and lasts for two years. The program contains 120 ECTS and consists of 13 courses, 1 project and one academic paper.

The relevant course outlines and syllabi of the programs in question are attached.

Master of Science in Translation and Interpretation

The *Master of Science* in Translation and Interpretation prepares professional translators and interpreters. The student, through this knowledge develops advanced skills in the field of pragmatic, technical-scientific and literary translation.

The relevant course outlines and syllabi of the programs in question are attached.

Department of Turkish Language and Literature

Department of Turkish Language and Literature is part of the Faculty of Philology and Education. Based on the “Law on Higher Education in the Republic of Albania” and the criteria set forth by the Bologna charter, the department provides the study programs of the first cycle “Bachelor” in Turkish Language and Literature. The department also provides the second cycle program “Professional Master” in Turkish language teaching; as well as “Master of Sciences” in Turkish Language and Literature. The study programs are provided in the Turkish language even though the students can choose subjects taught in the Albanian and English Language. In this study area, the students study the periods of historical developments of the Turkish Language and Literature, the political, social, religious and cultural developments.

The department as part of extracurricular activities offers Turkish language course. These courses aim to introduce different periods of Turkish language such as: the Turkish language of Turkey, Ottoman Turkish, old Anatolian Turkish, Medieval and Older Turkish.

Mission

The mission of the Department is to provide students with linguistic-methodological theory, and the implementation of this theory in practical teaching. Students have the right to select a second language in accordance with the teaching needs. This program helps students that are not native Turkish in acquiring specific accent in reading and academic writing, which is characteristic of the Turkish language. Researches are mastered through academic research (quantitative and qualitative) and contemporary research.

The study program helps in learning the language and literature, as well as aims at improving general knowledge. The goal of the department is for the students to study at least one of these foreign languages: Arabic, Albanian, and English.

Employment opportunities

- ✓ After completing respective specializations, the student can work as a teacher of Turkish Language and Literature.
- ✓ After completing respective specializations, the student can work as a teacher of linguistics, literature, composition, dictation, speaking, text analysis, history literature, etc.
- ✓ The student can work in organizations, Albanian and foreign associations operating in the Turkish Language
- ✓ The student can work as a translator and editor in the media and the publishing houses
- ✓ The student can work as researchers in the area of Ottoman Language documentation.

Study programs

“Bachelor” in Department of Turkish Language and Literature

In this department, students can acquire basic knowledge of language and literature, which are studied in different historical periods. In addition, the students have the possibility to gain knowledge on historical, politics, social, religious and cultural developments of Turkish Language and Literature. The basis of the program consists on subjects about Turkish Language and Literature. In this study area, students can focus on different periods of the Turkish Language, such as early Turkish, Ottoman Turkish, old Anatolian Turkish, Medieval and Older Turkish and contemporary Turkish. The study program of the first cycle in Turkish language and literature lasts three academic years divided into six semesters and contains 180 ECTS credits.

The academic plan and respective programs are attached.

Professional Master Program in Teaching Turkish in Upper Secondary Education

This program aims to prepare future teachers in Turkish Language and literature for higher education. This master provides courses for a deeper knowledge in the study area of specialization, in order to increase teaching abilities (understanding, analyzing, and implementation of one teaching program), to learn how to prepare a daily lesson plan and a respective teaching material, as well as to use contemporary teaching methods (technology, pupils psychology, class management, etc.).

Master of Sciences Program in Turkish Language and Literature

This master program aims at providing students with linguistic-methodological theory, and the implementation of this theory in practice. Students have the right to select a second language in accordance with the teaching needs. This program helps students that are not native Turkish in acquiring specific accent in reading and academic writing, which is characteristic of the Turkish language. Researchers are mastered through academic research (quantitative and qualitative) and contemporary research.

The academic plan and respective programs are attached.

Department of Education Sciences

The Department of Education Sciences is a part of the faculty of Philology and Education Sciences. This department includes two study programs of the first cycle: “Bachelor” in counseling psychology and “Bachelor” in preschool and primary education. The Department of Education Sciences includes two programs of the second cycle: “Master of Sciences” in Counseling Psychology, and “Master of Sciences” in Education Management, Planning and Curricula Development. Teaching in all the study programs takes place in the English language, providing students with great opportunities in developing an academic and professional carrier after graduation. Furthermore, the department conducts research and contributes to the deepening of knowledge in this area. Research in the department is focused on analyzing changes in the social sphere: education, health and the quality of life. In the near future, the department will offer doctoral studies in educational sciences.

Mission

The mission of the Department of Education Sciences is to guarantee high quality education in order to prepare students (“Bachelor” and “Master”) who contribute constructively to education cultural and social issues in a local and European context. The goal of this master program is to deepen the knowledge and abilities on education issues and to help in applying theory into practice.

Employment opportunities

- ✓ Students can work in public and private institutions as counseling psychologists.
- ✓ Students can work in national and international organizations or associations working in the area of psychology and education.
- ✓ Students can work in legal offices as psychology services workers.
- ✓ Students can work in various school levels as psychologists.
- ✓ Students can work in rehabilitation centers with people with disabilities.
- ✓ Students can work in public health centers and hospital centers as counseling psychologists.
- ✓ Students can work in teaching and research in higher education institutions upon completion of the second cycle of studies.

Employment opportunities– “Bachelor” in Preschool and Primary Education

- ✓ Graduates can work in public and private institutions as teachers or nursery teachers in the primary and preschool education respectively.

Study programs

Bachelor in Counseling Psychology and Pedagogy

This program contains 180 ECTS credits. The aim of this program is to equip students with basic knowledge on the theory of psychological counseling and qualify them on applying theory into practice. The selection of the academic plan and individual subjects directly reflect the nature of teaching and acquisition of knowledge on psychological counseling, in line with the requirement and the regional reality of the time.

Bachelor in Preschool and Primary Education

This program contains 180 ECTS credits. The aim of this program is to equip students with basic knowledge on the theory of teaching in preschool and primary education counseling and qualify them on applying theory into practice. The selection of the academic plan and individual subjects directly reflect the nature of teaching and acquisition of knowledge on preschool and primary education, in line with the requirement and the regional reality of the time.

Master of Science in Counseling Psychology

This program contains 120 ECTS credits. The goal of this program is to help individuals to improve knowledge, abilities, and perceptions, about issues in psychological counseling and instruct them on how to understand, interpret and apply the theory, models and research methods in the area of individual counseling and group counseling.

Master of Science in Education Management, Curricula Planning and Development

This program contains 120 ECTS credits. The goal of this program is to help individuals to improve knowledge, abilities, and perceptions, about educational issues and instruct them on how to understand, interpret and apply the theory, models and research methods in their study area.

The academic plan and respective programs are attached.

Measurable indicators

- Year of establishment, purposes and goals of each study program
- The organization of any study program (years, semesters, weeks, credits, etc.)
 - 1 academic year has 32 teaching weeks
 - 1 semester has 16 teaching weeks
 - 1 ECTS 25 teaching-study hours of students
 - 1 teaching hour 60 minutes
- Diploma Title, for each study programs: Bsc, Msc, Msc (integrated), PM, Doctorate)

Those meeting the obligations provided by law and the specific regulation of Hëna e Plotë Bedër HEI in the programs they are studying are eligible to be equipped with:

Diploma Bachelor in Law

Diploma Bachelor in Islamic Science

Diploma Bachelor in Communication Sciences

Diploma Bachelor in English Language and Literature

Diploma Bachelor in Turkish Language and Literature

Diploma Bachelor in Preschool and Primary Education

Diploma Bachelor in Counseling Psychology and Pedagogy

Diploma Master of Science in Law; major in penal/criminal law

Diploma Master of Science in Law; major in international law

Diploma Master of Science in Modern Islamic Sciences

Diploma Master of Science in Basic Islamic Sciences

Diploma Master of Science in Spiritual Care Sciences

Diploma Master of Science in Communication; major in journalism

Diploma Master of Science in Communication; major in public relations

Diploma Master of Science in Management in Education, Curriculum Planning and Development

Diploma Master of Science in Counseling Psychology and Pedagogy

Diploma Master of Science in Turkish Language and Literature

Diploma Master of Science in English Language and Literature

Diploma Master of Science in Translation and Education

Diploma Professional Master in Teaching English to Upper Secondary Education

Diploma Professional Master in Teaching Turkish to Upper Secondary Education

- The academic plan shows the division of ECTS credits according to the forms of teaching for each subject

Course Plan in type (A-F)

Law Department

Bachelor in Law

Course Plan in type (A-F)

COURSE PLAN FOR BACHELOR IN LAW			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Philosophy of Law	5	33
	History of Institutions	5	
	Roman Law	5	
	History of Albanian State and Law	5	
	Legal Writing and Reasoning and Legal Technique	5	
	Gender Equality and the Law	4	
	Human Rights	4	
Specific Program courses(B)	Public Law	5	95
	Civil Law I	5	
	Labor Law and Social Security Law	6	
	Civil Law II	5	
	Family Law	5	
	Criminal Law (general part)	5	
	Constitutional law	5	
	International Public Law	5	
	Administrative Law	6	
	Obligations Law	6	
	Criminal Law (specific part)	5	
	EU Law	5	
	Commercial Law	6	
	Criminal Procedure	6	
	Criminology/Penology	5	
	Bankruptcy Law	4	
	Civil Procedure	6	
International Private Law	5		
Courses in similar and integrated disciplines (C)	Albanian Language I	5	19
	Albanian Language II	5	
	Law and Psychology	4	
	Political Economy	5	
Electives (D)	Sociology of Law	4	16
	Law and Politics	4	
	Land Law	4	
	Intellectual Property Law	4	
	Criminalistics	4	
	Comparative Legal Systems	4	
	Albanian Law and EU	4	
	Comparative Constitutional Law	4	
	Bank law	4	
	Comparative Private Law	4	
	Consumer Protection law	4	
	International Criminal Law	4	
European Criminal Law	4		
Comparative Criminal Law	4		
Additional knowledge such as foreign language, informatics, practice (E)	Foreign Language	5	10
	Legal English	5	

Thesis (F)	Bachelor Thesis	7	7
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Master of Science in Law: major in criminal law

Course Plan in type (A-F)

COURSE PLAN FORMASTER OF SCIENCE IN LAW; MAJOR IN CRIMINAL LAW			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Research Methods	6	12
	Specific topics on legal studies	6	
Specific Program courses(B)	Advanced Criminal Law (the specific part)	6	42
	Advanced Criminal Law (the specific part)	6	
	Advanced Criminal Law (the specific part)	6	
	European Criminal Law	6	
	International Criminal Law	6	
	Advanced Crimology-Penology	6	
	Criminal Policies	6	
Courses in similar and integrated disciplines (C)	Criminal Psychology	6	12
	Criminalistics	6	
Electives (D)	International Relations on Criminal Justice	6	24
	International Human Rights Law	6	
	International Organizations and Institutions	6	
	Victimology	6	
	Selected Topics on Justice and Security	6	
	Legal Medicine	6	
	Comparative Criminal Law	6	
	Criminal Justice Actors in Comparative Perspective	6	
Crime and the Media	6		
Additional knowledge such as foreign language, informatics, practice (E)			
Thesis (F)	Thesis	30	30

Master of Science in Law; major in international law

- Course Plan in type *A-F) for Master of Science in Law: Major in International Law

COURSE PLAN FOR MASTER OF SCIENCE IN LAW: MAJOR IN INTERNATIONAL LAW			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Research Methods	6	6
Specific Program courses(B) Courses in similar and integrated disciplines (C)	History and Theory of International law	6	54
	European Law	6	
	International Organizations and Institutions	6	
	International Human Rights Law	6	
	Public International Law	6	
	Private International Law	6	
	International Investment Law	6	
	International Litigation and Arbitration	6	
	International Intellectual Property Law and Infringements	6	
	International Relations and Legal Settlement of Disputes	6	6
Electives (D)	Selected Topics in Legal Studies	6	24
	Justice, Reconciliation and Reconstruction of Post-conflict Society	6	
	The Law of Treaties	6	
	The Law of Armed Conflicts	6	
	International Criminal Law	6	
	Democratic Values and International Law	6	
	Selected Topics Law and security	6	
	The Law of Diplomatic and Consular Relations	6	
	Legal Regulation of International Security	6	
Additional knowledge such as foreign language, informatics, practice (E)			
Thesis (F)	Teza	30	30

Department of Communication Sciences

Bachelor in Communication Sciences

Course Plan in type (A-F) for Bachelor in Communication Sciences

COURSE PLAN FOR BACHELOR IN COMMUNICATION SCIENCES			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Introduction to Mass Communication	4	29
	Communication Theories	5	
	Basics of semiotics	5	
	Philosophy of Communication	5	
	Elements of Communications	5	
	Research Methods & Academic Writing	5	
	Albanian Language I	5	91
	History of Albania	4	
	Public relations	4	
	Albanian Language II	5	
	History of Media	5	
	Constitutional law	5	
	News Writing and Reporting I	5	
	Economy Journalism	5	
	News Writing and Reporting II	5	
	Statistics for Social Sciences	5	

	Methods of Editing	5	
	News Agencies	5	
	Introduction to Analysis Discourse	5	
	Media ethics and legislation	5	
	Media Marketing	5	
	Public speaking	6	
	Theories of Translation	6	
	Interviewing	6	
Courses in similar and integrated disciplines (C)	Introduction to Sociology	4	18
	Social Psychology	4	
	Introduction to Political Sciences	5	
	Public Law	5	
Electives (D)	Online and Print Press	5	16
	Photo Image	5	
	Organizational Communication	5	
	Intercultural and interpersonal communication	5	
	History of Political Thought	6	
	History of Civilizations	6	
	Introduction to International Relations	6	
	Political Communication	6	
Human Resource Management	6		
Additional knowledge such as foreign language, informatics, practice (E)	Introduction to Informatics	5	20
	Advanced English 1	5	
	Advanced English 2	5	
	Professional Practice	5	
Thesis (F)	Theses	6	6

Master of Science in Communication; major in journalism

Course Plan in type (A-F) for Master of Science in Communication: major in journalism

COURSE PLAN FOR MASTER OF SCIENCE IN COMMUNICATION; MAJOR IN JOURNALISM			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Research Methods I	6	12
	Research Methods II	6	
Specific Program courses(B)	Political Marketing; Tools, Techniques and Strategies.	6	54
	Media and Politics	6	
	Identities and mass communication	6	
	Media and Ethics	6	
	Communication, Brand Management and Institutional Identity	6	
	Age and Intercultural Currents	6	
	Translation Theories	6	
	Radio Journalism, Television, Investigative Reporter	6	
Courses in similar and integrated disciplines (C)	Relationship of News, Power and Truth	6	12
	Esthetic Thinking and Relationship to Art and Discourse	6	
Electives (D)	Age and Intercultural Currents	6	12/90
	Media Marketing	6	
	Conceptualization and Management of Campaigns	6	
	Semantic analysis of the text, image and commercials	6	

	Public Relations in the European Union	6	
	Ideology and Media Studies	6	
	International Communication	6	
	Women, Media and Politics	6	
	Human Resources and Career Development	6	
	The Public, Media Audiences and Users	6	
	Persuasion Techniques in Audiovisual Media	6	
	Visual Communication (TV, Photo)	6	
	Advertising and Promotion	6	
	Global Political Order, International Crises and Propaganda Systems	6	
	Applied Communication Theories	6	
	Rethoric	6	
Additional knowledge such as foreign language, informatics, practice (E)			
Thesis (F)	Micro Thesis	30	30

Course Plan in type (A-F) for Master of Science in Communication: major in Public Relations

COURSE PLAN FOR MASTER OF SCIENCE IN COMMUNICATION; MAJOR IN PUBLIC RELATIONS			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Research Methods I	6	12
	Research Methods II	6	
Specific Program courses(B)	Political Marketing; Tools, Techniques and Strategies	6	54
	Media and Politics	6	
	Identities and mass communication	6	
	Media and Ethics	6	
	Communication, Brand management and Institutional Identity	6	
	Interreligious Dialogue and Media	6	
	Translation Theories	6	
	Media Marketing	6	
Courses in similar and integrated disciplines (C)	Conceptualization and Managment of Campaigns	6	12
	Esthetic Thinking and Relationship to Art and Discourse	6	
	Age and Intercultural Currents	6	12
	The relationship between the news, the power and the truth	6	
	Radio, television and investigative journalism	6	
	Semantic analysis of the text, the inmage and commercials.	6	
	Public Relation in EU	6	
	Ideology and Media Studies	6	
	International Communication	6	
Women, Media and Politics	6		

Electives (D)	Human Resources and Career Development	6	
	The Public, Media Audiences and Users	6	
	Persuasion Techniques in Audiovisual Media	6	
	Visual Communication	6	
	Advertising and Promotion	6	
	Global Political Order, International Crises and Propaganda Systems	6	
	Applied Communication Theories	6	
	Rethoric	6	
Additional knowledge such as foreign language, informatics, practice (E)			
Thesis (F)	Micro-thesis	30	30

Department of Islamic Sciences

Bachelor in Islamic Sciences

Course Plan in type (A-F) for Bachelor in Islamic Sciences

COURSE PLAN FOR BACHELOR IN ISLAMIC SCIENCES			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Qur'an and Tajwid I	5	41
	Qur'an and Tajwid II	5	
	Essentials of Islam	5	
	Qur'an and Tajwid III	5	
	History and Methodology of Hadith	5	
	History and Methodology of Tafsir	5	
	Qur'an and Tajwid IV	5	
	Methodology of Islamic Jurisprudence	6	
Specific Program courses(B)	Arabic Language I	10	87
	Islamic Ethics	5	
	Knowledge of Qur'an and it's Translation	5	
	Arabic Language II	10	
	Siyar	5	
	Kelam Systematic	5	
	History of Islamic Science and Philosophy	5	
	Islamic History	5	
	Texts from Arabic Literature	6	
	Religious Education	5	
	History of Islamic Creeds	4	
	History of Religions	4	
	Sufism	4	
	History of Islamic Art	4	
	Islamic Law	5	
Religious Services and It's Practice	5		
Courses in similar and integrated disciplines (C)	Albanian Language I	5	19
	Introduction to Philosophy	4	
	Albanian Language II	5	
	Introduction to Sociology	5	
Electives (D)	Orientation and Communication in Religious Services	5	18
	Essential Principles of Islamic Jurisprudence	5	
	Hadith Texts	5	
	History of Turkish Literature	5	
	Tafsir Texts	5	
	Communication and Language	5	
	Religious Psychology	3	
	Modern Tafsir Methods	3	
Additional knowledge such as foreign language, informatics, practice (E)	Turkish for Beginners I	5	10
	Turkish for Beginners II	5	
	Mid-Level Turkish I	5	
	Mid-Level Turkish II	5	
	Albanian for Beginners I	5	
	Albanian for Beginners II	5	
	English I	5	
	English II	5	
	English III	5	

	English IV	5	
	Advanced English I	5	
	Advanced English II	5	
Thesis (F)	Diploma Thesis	5	5
Total			180

Course Plan in type (A-F) for Master of Science in Basic Islamic Sciences

COURSE PLAN FOR MASTER OF SCIENCE IN BASIC ISLAMIC SCIENCES			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Research Methods	6	12
	Research Methods in Social Sciences	6	
Specific Program courses(B)	Essential Issues of Philosophy of Religion	6	66
	Essential Issues of the Science of Hadith	6	
	History of Comparative Religions	6	
	Essential Issues of the Methodology of Islamic Jurisprudence	6	
	Religion and Science	6	
	Interpretation Methods of Hadith	6	
	Schools of Tafsir	6	
	Seminar	6	
	Issues in the Islamic History	6	
	Issues in the Methodology of Islamic Jurisprudence	6	
Problems of Religious Education	6		
Courses in similar and integrated disciplines (C)	Sociology of Religion	6	6
Electives (D)	Issues in the Methodology of Islamic Jurisprudence	6	6
	Contemporary Philosophical Schools	6	
	Modern Kelam Problems	6	
	Religious Consultation and Orientation	6	
Thesis (F)		30	30

COURSE PLAN FOR MASTER OF SCIENCE IN MODERN ISLAMIC SCIENCES			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Research Methods	6	12
	Research Methods in Social Sciences	6	
Specific Program courses(B)	Essential Issues of Philosophy of Religion	6	66
	Essential Issues of the Science of Hadith	6	
	History of Comparative Religions	6	
	Essential Issues of the Methodology of Islamic Jurisprudence	6	
	Religion and Science	6	
	Interpretation Methods of Hadith	6	
	Schools of Tafsir	6	
	Seminar	6	
	Modern Kelam Problems	6	
	Problems of Religious Education	6	
Courses in similar and integrated disciplines (C)	Sociology of Religion	6	6
Electives (D)	Issues in the Islamic History	6	6
	Issues in the Methodology of Islamic Jurisprudence	6	
	Religious Consultation and Orientation	6	
		6	
Thesis (F)	Thesis	30	30

COURSE PLAN FOR MASTER OF SCIENCE IN SPIRITUAL CARE SCIENCES			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Research Methods	6	12
	Research Methods in Social Sciences	6	
Specific Program courses(B)	Essential Issues of Philosophy of Religion	6	66
	Essential Issues of the Science of Hadith	6	
	History of Comparative Religions	6	
	Essential Issues of the Methodology of Islamic Jurisprudence	6	
	Religion and Science	6	
	Interpretation Methods of Hadith	6	
	Schools of Tafsir	6	
	Seminar	6	
	Religious Consultation and Orientation	6	
	Spiritual-Social Services	6	
	Problems of Religious Education	6	
Courses in similar and integrated disciplines (C)	Sociology of Religion	6	6
Electives (D)	Issues in the Islamic History	6	
	Contemporary Philosophical Schools	6	
	Modern Kalam Problems	6	
Thesis (F)	Thesis	30	30

Department of English Language and Literature

Course Plan for Bachelor in English Language and Literature			
Type (A-F)	Course	Credits	Total
Courses with general character (A)	Introduction to Literature	5	30
	Albanian Language I	5	
	Introduction to Language	5	
	Academic Writing	5	
	Albanian Language I	5	
	Introduction to Psychology	5	
Program specific courses (B)	Academic Language Skills	7	92
	Communication Skills I	4	
	English Morphology	5	
	Academic Language Skills II	7	
	Communication Skills	4	
	Text Analysis I	5	
	English Syntax	5	
	English Literature	5	
	Text Analysis II	5	
	English Literature II	5	
	English Lexicology	5	
	Stylistics	5	
	American Literature I	5	
	British History and Culture	5	
	English Varieties	5	
	American Literature II	5	
	American History and Culture	5	

	Sociolinguistics	5	
Courses in similar and integrated disciplines (C)	English through poetry and drama	4	19
	Introduction to translation	5	
	Terminology translation	5	
	Applied linguistics	5	
Electives (D)	Introduction to political sciences	5	15
	Introduction to market economy	5	
	Language and Culture	5	
	Business English	5	
	British Studies	5	
	American Studies	5	
	Albanian Literature	5	
	Shakespeare	5	
Additional knowledge such as foreign language, informatics, practice (E)	Information and Communication Systems	4	19
	Foreign Language I	5	
	Foreign Language II	5	
	Foreign Language III	5	
Thesis (F)	Thesis	5	5

Course Plan for Bachelor in English Language and Literature			
Type (A-F)	Course	Credits	Total
Courses with general character (A)	Research Methods	7	19
	Approaches to Literary Criticism	6	
	Linguistic Theory	6	
Program specific courses (B)	British Literature and Culture	6	36
	American Literature and Culture	6	
	Post Colonial Literature	6	
	English Novel	6	
	English Poetry	6	
	Drama Studies	6	
Courses in similar and integrated disciplines (C)	Graduate Seminar	8	8
Electives (D)	Psycholinguistics	6	18
	Medieval Literature and Culture	6	
	Autobiography	6	
	Shakespeare	6	
	Translation Studies	6	
	Science Fiction Literature	6	
Additional knowledge such as foreign language, informatics, practice (E)	Project	9	9
Thesis (F)	Thesis	30	30

Course Plan for Bachelor in English Language and Literature			
Type (A-F)	Course	Credits	Total
Courses with general character (A)	Research Methods	7	19
	Approaches to Literary Criticism	6	
	Linguistic Theory	6	
Program specific courses (B)	British Literature and Culture	6	36
	American Literature and Culture	6	

	Post Colonial Literature	6	
	English Novel	6	
	English Poetry	6	
	Drama Studies	6	
Courses in similar and integrated disciplines (C)	Graduate Seminar	8	8
Electives (D)	Psycholinguistics	6	18
	Medieval Literature and Culture	6	
	Autobiography	6	
	Shakespeare	6	
	Translation Studies	6	
	Science Fiction Literature	6	
Additional knowledge such as foreign language, informatics, practice (E)	Project	9	9
Thesis (F)	Thesis	30	30

COURSE PLAN FOR MASTER OF SCIENCE IN TRANSLATION AND INTERPRETING

Type (A-F)	Course	Credit	Total
Courses with general character (A)	Research Methods	7	13
	Comparative Linguistics	6	
Program specific courses (B)	Translation Theory	6	42
	Translation from Albanian to English and from English to Albanian	12	
	Terminology Translation	12	
	Cosecutive Interpreting	6	
	Simultaneous Interpreting	6	
Courses in similar and integrated disciplines (C)	Topics and Project in Translation	7	7
Electives (D)	Public Speaking	6	12
	Translation Deontology	6	
	Audio Visual Translation	6	
	Editorial Translation	6	
	Psikolinguistics	6	
Electives (D)	Practice	10	16
	Technology Applications in Translation	6	
Thesis (F)	Thesis	30	30

COURSE PLAN FOR PROFESIONAL MASTER IN TEACHING ENGLISH TO UPPER SECONDARY EDUCATION

TYPE (A-F)	Course	Credits	Totali
Courses with general character (A)	Research Methods	6	18
	Introduction to Education	6	
	Developmental Psychology	6	

Specific Program courses (B)	Theories of Learning and Teaching	6	30
	Technology usage and Material Preparation	6	
	Approaches and Theories in English Language Teaching	6	
	Assessment and Evaluation	6	
	Methodology of Teaching the Four Skills	6	
Courses in similar and integrated disciplines (C)	Class Management and Guidance	6	6
Electives (D)	Psycholinguistics	6	6
	Curriculum Development	6	
Additional knowledge such as foreign language, informatics, practice (E)	Professional Practice	15	15
Thesis (F)	Thesis	15	15

COURSE PLAN FOR BACHELOR IN TURKISH LANGUAGE AND LITERATURE			
TYPE (A-F)	COURSES	CREDITS	TOTAL
Courses with general character (A)	Theories and Knowledge of Turkish Literature I	5	35
	Theories and Knowledge of Turkish Literature II	5	
	Text Analysis	5	
	Introduction to Linguistics	5	
	History of Turkish Language	5	
	Theories of Translation	5	
	Turkish-English, English-Turkish Translation Studies	5	
Specific Program courses(B)	Turkish Grammar I (Phonology)	5	90
	Ottoman Turkish I	5	
	Turkish Grammar II (Phonology)	5	
	Ottoman Turkish II	5	
	Turkish Grammar III (Syntax)	5	
	Turkish Folk Literature I	5	
	Classical Turkish Literature I	5	
	Modern Turkish Literature I (Republic Period)	5	
	Turkish Folk Literature II	5	
	Classical Turkish Literature II	5	
	Modern Turkish Literature II (Servetifunun Period)	5	
	Literature and Literary Movements in Western Europe	5	
	Literature in Turkish World	5	
	Literature and Literary Movements in Western Europe	5	
Use of Turkish in Balkans	5		
Courses in similar and integrated disciplines (C)	Academic Writing Skills	5	15
	Ottoman Paleografia	5	
	Albanian Poet and Writers Writing in Turkish	5	
Electives (D)	Social Psychology	5	15
	20. Century History of the Balkans	5	
	History of Turkish Culture	5	
Additional knowledge such as foreign language, informatics, practice (E)	Albanian Language I	5	20
	English Language I	5	
	Albanian Language II	5	
	English Language II	5	
Thesis (F)	Final Project	5	5

Total		180	180
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COURSE PLAN FOR MASTER OF SCIENCE IN TURKISH LANGUAGE AND LITERATURE			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Research Methods and Techniques	6	18
	Linguistic science (Linguistics)	6	
	Transfer of old texts to current language	6	
Specific Program courses(B)	Review of Turkish Language	6	52.5
	Classical Turkish literature sources	6	
	Classical Ottoman Turkish grammar	6	
	Resources of the Middle Turkish Language	6	
	Resources of Modern Turkish Literature	6	
	Historical researches of Turkish language	7.5	
	Exercises in teaching foreign language and linguistic skills	7.5	
Seminar	7.5		
Courses in similar and integrated disciplines (C)	Literature methods and types	6	12
	Folk Literature researches	6	
Electives (D)	Methods of teaching foreign languages	7.5	7.5
Additional knowledge such as foreign language, informatics, practice (E)			
Thesis (F)	Thesis	30	30
Total			120

COURSE PLAN FOR PROFESSIONAL MASTER IN TEACHING TURKISH TO UPPER SECONDARY EDUCATION			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Introduciton to Education	6	18
	Research Methods and Techniques	6	
	Class Management	6	
Specific Program courses(B)	Theories and Approaches to Teaching and Learning	6	39
	Teaching Turkish Language	6	
	Curriculum Development and Instruction	6	
	Teaching Literature	6	
	Practice Teaching in Turkish Language	15	
Courses in similar and integrated disciplines (C)	Understanding Turkish Science	6	12
	Measurement and Evaluation	6	
Electives (D)	Learning Technologies and Design of Materials	6	6
Additional knowledge such as foreign language, informatics, practice (E)			0

Thesis (F)	Thesis	15	15
Total			

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COURSE PLAN FOR BACHELOR IN PRESCHOOL AND PRIMARY EDUCATION			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Introduction to Pedagogy	5	14
	Communications Skills I	5	
	Mathematics Teaching	4	
Specific Program courses(B)	Introduction to Psychology	5	93
	School Observation	5	
	Art, Music and Playing in Early Childhood I	5	
	Educational Sociology	4	
	Art, Music and Playing in Early Childhood II	5	
	Language and Literacy Development in Early Childhood	5	
	Planning and Evaluation in Early Childhood	5	
	Theories of Personality	5	
	Language and Literacy Development in Primary School	5	
	Elementary Reading and Writing	5	
	Children Development Theories	5	
	Teaching, Reading and Writing (Pre - School)	5	
	Planning and Evaluation in Primary School	5	
	Teaching, Reading and Writing (Primary - School)	5	
	Education of Children with Special Needs II (Primary School)	5	
	Figurative Education	5	
	Science of Life and Social Sciences Teaching	5	
Natural Science Teaching	5		
Physical Education and Sports	4		
Courses in similar and integrated disciplines (C)	Academic Writing	5	33
	Advanced English II	5	
	Classroom Management	5	
	Anatomy and Hygiene in Early Childhood	5	
	Anatomy and Hygiene in Primary School	5	
	Albanian History	4	
Electives (D)	Moral Psychology	5	17
	Social Interaction and Communication	4	
	Albanian Language I	4	
	Albanian Language II	5	
	Communication Skills II	4	

	Education of Children with Special Needs I (Pre - School)	5	
	Theory and Philosophy of Education	5	
	Social Interaction and Communication	4	
Additional knowledge such as foreign language, informatics, practice (E)	Communication and Information Systems	5	14
	Professional Practice	9	
Thesis(F)	Thesis or Final Exam	9	9
Total ⁴			180

COURSE PLAN FOR MASTER OF SCIENCE IN MANAGEMENT IN EDUCATION, CURRICULUM PLANNING AND DEVELOPMENT			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Graduate Seminar	8	8
Specific Program courses (B)	Research Methods In Social Sciences	6	46
	Educational Administration	6	
	Management Curricula	6	
	Surveillance in Education	6	
	Introduction to Education	6	
	Planning of Education Budget	8	
	Contemporary Theories	8	
Courses in similar and integrated disciplines (C)	Management of Human Resources in Education	6	6
Electives (D)	Education Culture	6	30
	Research and Academic Writing	6	
	Adult Education	6	
	Planning of Education Budget	6	
	Evaluation of Educational Activities	6	
	Leadership in Educational Organization	6	
	Basis of Management and Supervision in Education	6	
	Social Basis of Administration and Supervision in Education	6	
	Updating Management in Educational Organizations	6	
Additional knowledge such as foreign language, informatics, practice (E)	-	-	0
Thesis (F)	Thesis	30	30
Total			120

⁴ Program contains 2 major (profile) for this reason there are 5 ECTS more.

COURSE PLAN FOR MASTER OF SCIENCE IN MANAGEMENT IN EDUCATION, CURRICULUM PLANNING AND DEVELOPMENT			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Graduate Seminar	8	8
Specific Program courses (B)	Research Methods In Social Sciences	6	46
	Educational Administration	6	
	Management Curricula	6	
	Surveillance in Education	6	
	Introduction to Education	6	
	Planning of Education Budget	8	
Courses in similar and integrated disciplines (C)	Contemporary Theories	8	6
	Management of Human Resources in Education	6	
Electives (D)	Education Culture	6	30
	Research and Academic Writing	6	
	Adult Education	6	
	Planning of Education Budget	6	
	Evaluation of Educational Activities	6	
	Leadership in Educational Organization	6	
	Basis of Management and Supervision in Education	6	
	Social Basis of Administration and Supervision in Education	6	
Updating Management in Educational Organizations	6		
Additional knowledge such as foreign language, informatics, practice (E)		-	0
Thesis (F)	Thesis	30	30
Total			120

COURSE PLAN FOR BACHELOR IN COUNSELING PSYCHOLOGY AND PEDAGOGY			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Introduction to Psychology	5	11
	Introduction to Sociology	6	
Specific Program courses(B))	Albanian Language I	5	100
	Counseling Principles and Pedagogy	5	
	Albanian Language II	5	
	Behavioral Disorder (Childhood and Adolescence)	5	
	Child Psychology	5	
	Research Methods	5	
	Fundamentals of Guidance and Counseling	5	
	Ethical, Legal and Professional Issues in Counseling	5	
	Social Psychology	5	
	Adolescent Psychology	5	
	Special Education	5	
Evaluation in Consolation	5		

	Philosophy and Theory of Education	5	
	Peer Counseling	5	
	Moral Psychology	5	
	Advanced Counseling Skills	5	
	Adult Psychology and Ageing	5	
	Group Dynamics and Counseling	5	
	Principles and Techniques of Individual Counseling	5	
	Professional Practice	5	
Courses in similar and integrated disciplines (C)	Communication Skills I	4	19
	Communication Skills II	4	
	Educational Psychology	6	
	Academic Writing	5	
	Classroom Management	5	
Electives (D)	Communication in Family	5	25
	Organization Psychology	5	
	Guidance and Counseling Psychology	5	
	Special Education of Children with Special Needs	5	
Additional knowledge such as foreign language, informatics, practice (E)	Information and Communication Systems	5	15
	Advanced English I	5	
	Advanced English II	5	
Thesis (F)	Thesis/ Final Exam	10	10

COURSE PLAN FOR MASTER OF SCIENCE IN COUNSELING PSYCHOLOGY AND PEDAGOGY			
TYPE (A-F)	COURSES	ECTS	TOTAL
Courses with general character (A)	Psychological Development	6	6
Specific Program courses (B)	Multicultural Approaches to Education	6	48
	Educational Counseling	6	
	Personality Development	6	
	Theories and Techniques of Counseling	6	
	Graduate Seminar	6	
	Inferential Statistics in Education	6	
	Psychological Aspects in Special Education	6	
	Evaluation of Intellectual and Cognitive Development	6	
Courses in similar and integrated disciplines (C)	Culture and Diversity	6	12
	Research Methods in Social Sciences	6	
Electives (D)	Counseling in Groups	6	18
	Counseling in Families	6	
	Applications in Counseling and Professional Guidance	6	
	Social Influence on Behaviour	6	
	Community and Counseling	6	
Additional knowledge such as foreign language, informatics, practice (E)	Field Practice	6	6
Thesis (F)	Thesis	30	30

ECTS credits :

- 1 academic year consist of 32 weeks in the auditorium, including exam week .
- 1 Semester consist of 16 lesson weeks in auditorium, including exam week
- 1 ECTS = 25 study hours of students.
- 1 course hour = 60 minutes.
- Students accomplish each year at least 1500 studing hours.
- One academic year consist of 60 ECTS.

Syllabus for each subject, where this elements should be included:

- The name of the subject /module
- Year/semester when the subject takes place
- Name of the lecturer who will teach the subject
- The place occupied by the subject in the general qualification of the student
- Preliminary knowledge that the student needs to have in order to acquire the subject
- What knowledge and ability is given to the students by the subject
- Topics to be treated by the subject for the theoretical and practical qualification
- Teaching workload in the auditorium, and outside the auditorium, and in ECTS credits
- Forms and modes of teaching the subject
- Forms of students' evaluation
- Student requirements for the subject
- Mandatory and suggested literature

In the framework of transparence to students and respondents, the HEI makes available all syllabi on the official web-page

Evaluation according to the Standards

Standards/criteria	Fulfillment of Standard/criterion
I - STUDY PROGRAMS PROVIDED	
Standard I.1 - Institution provides programs in accordance with its mission and infrastructure conditions.	
<p>Criterion 1: Institution provides opportunities for the public to be informed about offered study programs.</p> <p>Criterion 2: Institution maintains constant contacts with secondary education institutions of where its students completed their education.</p> <p>Criterion 3: Institution has defined priority study programs provided, and which it aims at creating its profile.</p> <p>Criterion 4: Institution applies a clearly defined policy for students' admission in accordance with study programs that it offers (the areas covered by study</p>	<p>Criterion 1: “Hëna e Plotë” (Bedër) HEI provides opportunities for the public to be informed about offered study programs. The programs provided along with the academic plan are published in the webpage, and every person interested can have access to them through the Selection and Admission Office.</p> <p>Criterion 2: “Hëna e Plotë” (Bedër) HEI maintains constant contacts with secondary education institutions of where its students completed their education. In different time periods, representatives of “Hëna e Plotë” (Bedër) HEI meet the headmasters of these schools. This is also provided by the promotion policies and is considered as an important issue of its Institutional policies.</p> <p>Criterion 3: Since its establishment, “Hëna e Plotë” (Bedër) HEI has defined priority study programs provided, and which it aims at creating its profile. Since the initial request addressed to state institutions for opening the activity, “Hëna e Plotë” (Bedër) HEI has defined the social sciences area as a priority in creating its profile. In other words, academic programs offered are divided in two faculties and six departments, which support the above mentioned profile.</p> <p>Criterion 4: Institution applies a clearly defined policy for students' admission in accordance with study programs that it offers. The criteria applied for admissions are based on the principle of quality. First, students with a GPA above 8 complete the letter of motivation where they clearly</p>

<p>programs, admission policies of foreign students, distance learning, etc.).</p> <p>Criterion 5: Study programs provided by Institution are organized so as to harmonize all their components.</p> <p>Criterion 6: Requirements used for testing students' skills are reviewed and classified by institution collegial bodies.</p>	<p>express their interest on the required program; then, they are subject to an interview with the head of the respective department. Finally, the admission of the student is completed after the consulting between the Head of the Department, the Chairperson of the Admissions Office and Registration, and the Chancellor of the Institution.</p> <p>Criterion 5: Study programs provided by the Institution are organized so as to harmonize all their components.</p> <p>Criterion 6: Requirements used for testing students' skills are reviewed and classified by institution collegial bodies. These requests are provided by the regulation of the Bachelor (first cycle) studies and exams approved by the Senate, by decision no. 2, of the meeting no. 4, dated 14.12.2011.</p>
<p>Standard I.2 – Life-long learning is an integral part of study programs.</p>	
<p>Criterion 1: Institution provides Life-long learning study programs (short-term specializations, supplementation, deepening and updating of knowledge) as a form of lifelong learning.</p> <p>Criterion 2: Study programs are organized to meet the needs of different categories of students (full-time studies, etc.).</p> <p>Criterion 3: Institution proposes a framework to evaluate gained experiences..</p>	<p>Criterion 1: “Hëna e Plotë” (Bedër) HEI - based on the Bologna Declaration, in the market needs in Albania and beyond – stimulates the spirit of life-long learning. In this framework, the institution provides a number of methods and models stimulating further individual development and expanding the contact with the education environment.</p> <p>Hence, the institution has established the Lifelong Learning and Professional Training Center, in the framework of which a variety of specializations have been organized.</p> <p>The activity and the organization of the center are done based on respective regulations.</p> <p>Lifelong learning is an issue which is also prioritized in the Strategic Plan, which provides the priorities for improving and further developing of the center under discussion.</p> <p>Some of these programs include the training of the institution’s staff on applying the ISO standards; guaranteeing quality in higher education; internal institutional communication, etc.</p> <p>Criterion 2: Study programs are organized to meet the needs of different categories of students (full-time studies, etc.).</p> <p>Criterion 3: In the future, the institution will set up a structure that will deal with the evaluation of all processes that have been undertaken so far. This structure, being considered as a legal obligation as well as an internal need, will evaluate all the experiences gained by “Hëna e Plotë”(Bedër) HEI . We think that this structure will have been established immediately after the graduation of the first generation of students.</p>
<p>Standard I.3 - Study programs are provided in line with institution development strategy.</p>	
<p>Criterion 1: Academic offer of study programs is in accordance with all components of institution development strategy.</p>	<p>Criterion 1: In compliance with its mission, “Hëna e Plotë” (Bedër) HEI provides study programs in complete accordance with all components of institution development strategy. The programs provided are as follows:</p> <p>Bachelor in:</p> <ol style="list-style-type: none"> 1. Law 2. Communication Sciences 3. Islamic Sciences 4. Turkish Language and Literature 5. English Language and Literature 6. Preschool and Primary education 7. Counseling Psychology and Pedagogy

<p>Criterion 2: Requirements for students' qualification are described in objectives of institution development strategy.</p> <p>Criterion 3: Academic offer of study programs integrates coherently the information about diplomas issued at the completion of studies.</p>	<p>Master of Science in:</p> <ol style="list-style-type: none"> 8. Law. Majors in: Criminal Law and International Law 9. Communication Sciences. Majors in: Public Relations and Journalism 10. Islamic Sciences. Majors in: Modern Islamic Sciences, Basic Islamic Sciences, Spiritual Sciences 11. Education Management, Curriculum Planning and Development 12. Counseling Psychology 13. Turkish Language and Literature 14. English Language and Literature 15. Translation and Interpretation <p>Professional Master in:</p> <ol style="list-style-type: none"> 16. Teaching English in Upper Secondary Education 17. Teaching Turkish in Upper Secondary Education. <p>Criterion 2: As mentioned above, the Strategic Plan of the institution has been designed taking into consideration three important elements, one of which is teaching, as provided in details on chapter IV, section 4.1 of this plan.</p> <p>Criterion 3: In fulfillment to this criterion, “Hëna e Plotë” (Bedër) HEI provides detailed, continuous, and up - dated information for all the candidates interested in pursuing their studies at this institution, as well as for those students who have already been registered. The Students’ Guide, which is given to the students at the moment of their registration, provides theoretical and practical support on the peculiarities that students are faced with during their university studies.</p>
<p>Standard I.4 - Study programs are provided in accordance with national and international objectives.</p>	
<p>Criterion 1: Institution applies a clear policy to ensure coherence in study programs provided by central institution and its subsidiaries.</p> <p>Criterion 2: Institution designs its policy in the context of national policies (it is multidisciplinary, promoting reception of foreign cultures and learning foreign languages, etc.).</p> <p>Criterion 3: At the completion of interdisciplinary study programs a common diploma is issued by Albanian, European and/or international higher education institutions.</p>	<p>Criterion 1: “Hëna e Plotë” (Bedër) HEI, aiming at maintaining its management quality and efficiency, has concentrated its activity only in the central campus in Tirana, not considering the opening of other branches.</p> <p>Criterion 2: The policies of “Hëna e Plotë” (Bedër) HEI have been compiled in the framework of national policies, provided in the Strategic Plan on Higher Education of the Ministry of Education and Science. “Hëna e Plotë” (Bedër) HEI aims at promoting Albanian culture and tradition, while stimulating cultural diversity. The number of foreign students in the academic year 2012-2013 has greatly increased, with the admission of students from 14 different countries of the world. Hence, we have established the Research-Development Center of Foreign Languages.</p> <p>Criterion 3: “Hëna e Plotë”(Bedër) HEI does not provide interdisciplinary programs</p>
<p>Standard I.5 - Study programs are provided in accordance with institution capacities.</p>	
<p>Criterion 1: Teaching workload of lecturers is assigned in accordance with criteria set in bylaws in force.</p> <p>Criterion 2: Additional teaching workload of lecturers is financed by institution's own</p>	<p>Criterion 1: Teaching workload of lecturers is assigned in accordance with criteria set in by laws in force. The criteria for the estimation of the teaching workload for the full-time and part-time academic staff engaged in the teaching process in the first and second cycle programs are provided by the directive on teaching workload.</p> <p>Criterion 2: Based on Article 2/h of the directive on teaching workload, the Administration Board of the Institution defines the payment for each additional teaching hour of the academic staff.</p>

<p>resources.</p> <p>Criterion 3: Study programs are organized in such a way as to provide for academic staff effective harmonization, of teaching workload, research work, administrative commitments, etc.</p>	<p>Criterion 3: Based on Article 2/a of the directive on teaching workload, the teaching workload of the academic staff of the “Hëna e Plotë” (Bedër) HEI is implemented in compliance with work agreements. In cases unanticipated by the agreements, the teaching workload is in harmony with academic and administrative tasks: the Rector 3 (three) hours, the Deputy-Rector 6 (six) hours, the Dean 6 (six) hours, the Head of Department 10 (hours), Prof.Dr. 12 (twelve) hours, prof.as.dr.14 (fourteen) hours, As.Prof.Dr. 16 (sixteen) hours, lecturers 18 (eighteen) hours, instructors 20 (twenty) hours.</p>
<p>Standard I.6 - Study programs are easily understandable and objectives are clearly defined.</p>	
<p>Criterion 1: The content of study programs, curricula, syllabuses, etc. is available to students and is accessed by them easily.</p> <p>Criterion 2: Study programs objectives are clearly defined.</p> <p>Criterion 3: Students' admission criteria are clearly defined by Institution.</p>	<p>Criterion 1: The content of study programs, curricula, syllabi, etc. is available to students and is accessed by them easily. In the first lecture, the lecturer of the respective course hands out to students a copy of the syllabus of the course along with details on development and evaluation.</p> <p>Criterion 2: The Institution study programs does have clear statements in achieving the study programs` objectives.</p> <p>Criterion 3: Students' admission criteria are clearly defined by the Institution. They are included in the Regulation of Bachelor studies and exams</p>
<p>Standard I.7 - Programs of first cycle studies aim at providing students with basic knowledge on methods of general scientific principles.</p>	
<p>Criterion 1: Study programs ensure successful completion of first cycle and admission to the second cycle.</p> <p>Criterion 2: Programs of first cycle studies provide students with basic knowledge, general scientific methods and principles and specific training skills.</p> <p>Criterion 3: Students are informed and guided about the possibility of transfer of study programs or credits received during their studies.</p> <p>Criterion 4: Study programs of this cycle are drafted in such a way that students who complete the first cycle have opportunities for employment.</p>	<p>Criterion 1: Study programs ensure successful completion of first cycle and admission to the second cycle. This is proven by the curricula, approved the Ministry of Education and Science.</p> <p>Criterion 2: Based on the division of the Bologna Charter, which provides a natural division subjects and in the Bachelor curricula, programs of first cycle studies provide students with basic knowledge, general scientific methods and principles and specific training skills.</p> <p>Criterion 3: At “Hëna e Plotë” (Bedër) HEI “Hëna e Plotë” (Bedër) HEI, students are informed and guided about the possibility of transfer of study programs or credits received during their studies. This is provided by the Regulation on Bachelor studies and exams, in articles 4, 9, 16, 31.</p> <p>Criterion 4: Study programs of this cycle are drafted in such a way that students who complete the first cycle have opportunities for employment. This is also proven by the curricula approved by the Ministry of Education and Science.</p>
<p>Standard I.8 - Programs of first cycle studies are compiled in such a way that facilitate student's acclimatization with university environment.</p>	
<p>Criterion 1: Institution follows supporting policies for students' progress.</p> <p>Criterion 2: Institution follows supporting policies for students through orientation activities and custody (tutorship).</p>	<p>Criterion 1: Institution follows supporting policies for students' progress. Hence, the institution established the Dean of Students, one of the functions of which is to provide psychological counseling for students.</p> <p>Each department has appointed a person responsible for career counseling. They meet under the coordination of the Dean of Students.</p> <p>Each specific group of students is under the care of one academic counselor, who helps the welfare of the teaching issues.</p> <p>Criterion 2: Institution follows supporting policies for students through orientation activities and custody (tutorship). Each specific group of students is under the care of one academic advisor, who helps the welfare of the teaching issues. This is provided by article 6 of the Regulation of Bachelor studies and exams.</p>

<p>Criterion 3: Institution applies alternative teaching methods depending on its students' interests.</p> <p>Criterion 4: Institution recruits with priority the academic staff that engages in research activities.</p> <p>Criterion 5: Academic staff employed with full time comprises at least 70% of staff committed to realize first cycle academic programs.</p>	<p>Criterion 3: Institution has clearly stated in the Statute and in the regulation the principles of academic freedom, which is also translated as freedom in different teaching methods. The Institution stimulates variable methods of teaching, with one sole purpose: reaching perfection in teaching, which will guarantee a high level of quality of students' acquisition.</p> <p>Criterion 4: "Hëna e Plotë" (Bedër) HEI recruits with priority the academic staff that engages in research activities. This is also proven by the procedure and the employment policy included in the Regulation on hiring and evaluation of academic staff, article 10.</p> <p>Criterion 5: "Hëna e Plotë" (Bedër) HEI pays important attention to the selection of the academic staff in order for its interests to meet with the programs provided. Fulfilling all the standards provided by the Albanian legislation on the number of academic staff for each department, "Hëna e Plotë" (Bedër) HEI has also hired part-time staff members, who are engaged in some areas which in the future will be covered by the full-time staff. Thus, compared to the previous academic year 2011-2012, the percentage of the program covered by the full-time staff has considerably increased in the academic year 2012-2013.</p>
<p>Standard I.9 - Second cycle programs are based on research and institution collaborates with actors in the economic field for their realization.</p>	
<p>Criterion 1: Lecturers who engage in research activities comprise most of academic staff.</p> <p>Criterion 2: Academic staff that engages in research activity participates in study programs drafting and implementation.</p> <p>Criterion 3: "Master of Science" study programs are drafted in support of universities' research policies.</p> <p>Criterion 4: Professional Practice and draft thesis of students are conducted in cooperation with private sector and state companies.</p> <p>Criterion 5: Institution owns statistical data for employment of its graduates.</p> <p>Criterion 6: In teaching and research programs of "Professional Master" studies, Institution involves also representatives from business or other fields.</p> <p>Criterion 7: Academic staff employed with full time comprises at least 70% of staff committed to realize the second cycle academic programs.</p>	<p>Criterion 1: Lecturers who engage in research activities comprise the majority of the academic staff. During the academic year 2011-2012, the number of publications of the full-time academic staff was 30 out of 39 publications in total.</p> <p>Criterion 2: During the academic year 2011-2012, the number of publications of the full-time academic staff was 30 out of 39 publications in total. The same staff is engaged in the department and plays an active role in compiling and implementing of study programs.</p> <p>Criterion 3: "Master of Science" study programs are drafted in support of universities' research policies.</p> <p>Criterion 4: "Hëna e Plotë" (Bedër) HEI pays particular attention to internships. In this context, during summer, students are encouraged and provided with practices as internships. During the academic year 2011-2012, 25 students have completed the summer internships in Albania and 31 students overseas. In order to facilitate the internships of students, during the academic 2011-12, "Hëna e Plotë" (Bedër) HEI has signed three agreements of cooperation with private sector companies in Albania, two in Turkey and one in Germany.</p> <p>Criterion 5: Currently, "Hëna e Plotë" (Bedër) HEI does not have a generation of graduates. At a short term plan, the Institution aims at setting up the Alumni Office at the Dean of Students, which will carry out functions mentioned in the criterion.</p> <p>Criterion 6: "Hëna e Plotë"(Bedër) HEI engages experts in the respective fields and native speakers in the "Professional Master" study programs in teaching English language at high school, and "Professional Master" in teaching Turkish Language at high school.</p> <p>Criterion 7:"Hëna e Plotë" (Bedër) HEI pays important attention to the selection of the academic staff in order for its interests to meet with the programs provided. Fulfilling all the standards provided by the Albanian legislation on the number of academic staff for each department, "Hëna e Plotë" (Bedër) HEI has also hired part-time staff members, who are engaged in some areas which in the future will be covered by the full-time staff.</p>

Standard I.10 - Study programs aim to promote Albanian students' mobility in Europe and beyond.

Criterion 1: Study programs are offered in line with Bologna Process in successive cycles under the system: Bachelor, Master, and Doctorate (BMD).

Criterion 2: The curriculum is organized to provide sufficient information for a foreign observer (presentation of its content is detailed, organized in modules and assessed in European credits under the European Credit Transfer and Accumulation System (ECTS), also available in English).

Criterion 3: Diplomas issued at the completion of study programs of first cycle, second cycle or integrated are associated with diploma supplement/appendix.

Criterion 4: Study programs are designed to facilitate students' mobility.

Criterion 5: Learning foreign languages is in line with the studies' internationalization policy. Students of the second and third study programs undergo the exam of English language, on the basis of internationally known tests. Institution promotes Albanian language learning by foreign students.

Criterion 6: Credits awarded in a foreign institution of Higher Education in the framework of a mutual agreement are transferred without review. HEIs provide opportunities to transfer credits awarded at home or overseas, through equivalence of parts or complete study programs in terms of the right to continue education in the same or similar study program in a counterpart institution.

Criterion 1: Study Programs are offered in accordance with law of Higher Education, with successive cycles as Bachelor, Master, (BM).

Criterion 2: The curriculum is organized to provide sufficient information for a foreign observer (presentation of its content is detailed, organized in modules and assessed in European credits under the European Credit Transfer and Accumulation System (ECTS), also available in English).

Criterion 3: Diplomas issued at the completion of study programs of first cycle, second cycle or integrated are associated with diploma supplement/appendix. The Institution showed all the supplements during our visit there.

Criterion 4: The philosophy of Bologna supports the students exchange, this is the case even in the institution we are evaluating.

Criterion 5: Learning foreign languages is in line with the studies' internationalization policy. Students of the second and third study programs undergo the exam of English language, on the basis of internationally known tests. Institution promotes Albanian language learning by foreign students.

Criterion 6: Credits awarded in a foreign institution of Higher Education in the framework of a mutual agreement are transferred without review. "Hëna e Plotë" (Bedër) HEI provides opportunities to transfer credits awarded at home or abroad, through equivalence of parts or complete study programs in terms of the right to continue education in the same or similar study program in a counterpart institution.

Konkluzione të GVJ:

Conclusions of EEG:

"Hëna e Plotë" (Bedër) HEI generally fulfills the required criteria.

II - ORGANIZATION OF STUDY PROGRAMS

Standard II.1 – Published study programs are applied in appropriate conditions.

<p>Criterion 1: The institution ensures efficient organization and documentation of study programs curriculum.</p> <p>Criterion 2: The institution coordinates the work of academic staff to ensure a coherent content.</p> <p>Criterion 3: The institution provides sufficient capacity to attain the practical professional training of students (laboratory work, laboratory modules, practical lessons in objects, supervised internship, etc.).</p> <p>Criterion 4: Institution supervises practices, internships and research works (preparation of projects, topics of diplomas, theses, etc.).</p> <p>Criterion 5: The institution makes available to students the necessary supporting literature for relevant program of study.</p>	<p>Criterion 1: The institution, once ensuring the best organization of all curricula, requires that all documentation, study programs, syllabi, regulations, etc., be stored and well-documented.</p> <p>Criterion 2: The institution is very interested in having a coherent content coordinating work with the academic staff. This consistency is required to accurately implement the study program approved by the Institutional structures and MES.</p> <p>Criterion 3:“Hëna e Plotë” (Bedër) HEI pays particular attention to internships. In this context, during summer, students are encouraged and provided with practices as internships, lab hours, lab modules, professional work and supervised internships.</p> <p>Criterion 4: The Institution supervises the internships, professional trainings, research work (in projects compiling, graduation topics and thesis)</p> <p>Criterion 5: The library in “Hëna e Plotë” (Bedër) HEI, available to students every day of the week provides a wide range of books - 35 000 entries- selected based on the study programs provided in “Hëna e Plotë” (Bedër) HEI.</p>
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Standard II.2 - Higher education institutions provide students who have fulfilled all requirements of a study program, with relevant diplomas, which are official documents.

<p>Criterion 1: Examination rules and requirements are approved by responsible university structures and they are made known to everyone through the regulation of examinations presented publicly;</p> <p>Criterion 2: The institution makes known (posting in visible places) the graduation criteria and procedures.</p> <p>Criterion 3: Anonymity is observed during the examination correction.</p> <p>Criterion 4: Complaints against examination scores are reviewed by a committee set up in compliance with examinations' regulation.</p> <p>Criterion 5: Students have access to personal examination scores, by observing the confidentiality principle.</p>	<p>Criterion 1: Examination rules and requirements are approved by the Senate through the Bachelor Studies and Exam Regulation. The requirements are made known to students through the Regulation presented publicly and the Student’s Guide presented to the students every year.</p> <p>Criterion 2: Graduation criteria and procedures are explicitly specified in the Articles 15, 27 of Bachelor Studies and Exams Regulation and the Student’s Guide as well.</p> <p>Criterion 3: The examination sheet, specifically designed for this purpose (examination process) contains the following elements: name of Faculty and the Department, name and code of the subject, date, time, lecturer, name and number of student.</p> <p>Criterion 4: Complaints against examination scores and relevant procedures are explicitly specified in the Article 23 Bachelor Studies and Exams Regulation and the Student’s Guide. In event a student has complaints against a term examination score; he is entitled to file a complaint to the Registrar’s Office within ten days of the publication of the scores. The complaint is initially revised by the lecturer teaching the subject, if there is a wrong sum of scores. The decision is approved by the Administration Council of the Faculty under the proposal of the Council of Department.</p> <p>Criterion 5: Students have access to personal examination scores. The principle of confidentiality is observed and the examination scores are made known to the student in question.</p>
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Standard II.3 - Study programs are subject to continuous improvement in order to improve their quality.

Criterion 1: Lecturers are regularly evaluated by the institution structures that apply qualitative implementation of study programs.

Criterion 2: Students are involved in the evaluation of lecturers and study programs implementation.

Criterion 3: Examination and competitions results are published.

Criterion 4: The study programs are improved by taking into account the evaluation outputs by the academic staff and students.

Criterion 5: Study programs quality is evaluated also by statistics of the graduates employment in the relevant study program.

Criterion 1: In order to make an academic evaluation and development of quality, the Academic Evaluation Council is set up close to the SHLPB, the operation and powers of which are specified in the relevant regulation. One of the competences of the Academic Evaluation Council is the development of evaluation strategies and plans for the academic staff. By the end of the academic year, all lecturers are evaluated and the outcome is delivered in a sealed envelope.

Criterion 2: Students are involved in the evaluation of lecturers and study programs implementation. By the end of every academic term, students provide their opinion about the lecturer and the subject content through surveys. The students' survey is another tool that considers their opinion about the Institution. The template is attached.

Criterion 3: During the academic year 2011-2012, the examination results were presented to the students individually, to observe the ethical principle of everyone's confidentiality. Starting from January 1st, 2013 the computerized system is going to operate and students can receive their results by their system accounts.

Criterion 4: The study programs are improved by taking into account the evaluation outputs by the academic staff and students. Based on every output of the students' surveys, the subject content is evaluated at Department level and sent for consent to the Faculty Council to be afterwards approved by the Senate.

Criterion 5: "Hëna e Plotë" (Bedër) has not had any graduates from the programs provided, but prior to their opening the Institution conducted a market survey on the programs to be provided.

Standard II.4 - The institution applies a clear policy to improve the quality of teaching.

Criterion 1: The institution has a supportive structure that promotes continuous improvement of teaching

Criterion 2: The institution has supportive mechanisms for experimentation in teaching.

Criterion 3: The institution trains the academic staff in the field of research to help improve teaching further.

Criterion 4: The academic staff is trained continuously to improve teaching.

Criterion 5: The institution is responsible for the quality of teaching.

Criterion 6: The institution makes available the necessary infrastructure to achieve the study programs.

Criterion 1: In the frame of continuous improvement of the teaching process, Department Boards propose to the Faculty Council amendments of the curricula. Once approved they are sent to the Academic Senate for approval.

Criterion 2: Since "Hëna e Plotë" (Bedër) HEI pays special attention to the practice and experimentation of academic theories, it has signed agreements of cooperation with different institutions where students can perform their necessary internships and experiments in the respective domains.

Criterion 3: "Hëna e Plotë" (Bedër) HEI trains the academic staff in the field of research to help improve teaching further. In this framework, several trainings and the first international conference on "Challenges and development of quality in the higher education" are organized.

Criterion 4: The "Hëna e Plotë" (Bedër) HEI academic staff is trained continuously to improve teaching. Under the auspices of the Rectorate Office, trainings are held periodically to improve teaching.

Criterion 5: "Hëna e Plotë" (Bedër) HEI is responsible for the quality of teaching. This process is periodically checked by the internal Institutional structures, namely by the Council of Academic Evaluation and Development of Quality.

Criterion 6: "Hëna e Plotë" (Bedër) HEI makes available the necessary infrastructure to achieve the study programs.

Criterion 7: The academic staffs, the teaching and research supportive staff and the administrative staff are committed to improve teaching and apply study programs.	Criterion 7: The academic staffs, the teaching and research supportive staff and the administrative staff are committed to improve teaching and apply study programs through the Council of Academic Evaluation.
Conclusions of EEG “Hëna e Plotë” (Bedër) HEI generally fulfills the required criteria.	

THE TEACHING PROCESS

Description

Terms of reference: Organization, types of teaching, workload and quality of fulfillment, knowledge testing, teaching methodologies, teaching technologies, internal teaching evaluation, students’ mobilization in the institution activity components schooling standing, average duration of studies, passing-grade rate and other related issues, teaching methods and methodologies, internal evaluation of teaching.

Organization of teaching

The teaching process consists of lectures, projects; work in the study room, laboratory and workshop assignments, internships, field work, seminars, graduation thesis and other similar papers foreseen in the study program.

Teaching workload

The distribution of the teaching workload is compliant with the guidelines from the Ministry of Education and Science, enforcing the Law on Higher Education in the Republic of Albania, no. 9741, dated 21.05.2007, amended and the respective guidelines of MES.

Hëna e Plotë (Bedër) HEI pays particular attention to the selection of the academic staff, aiming at matching their interest with the provided programs. In order to meet the standards foreseen in the Albanian law on the number of academic staff per department, Hëna e Plotë (Bedër) HEI has recruited part-time staff engaged in several areas that are going to be covered with full-time staff in the future. In this regard, differently from the academic year 2011-2012, in the academic year 2012-2013 the share of programs covered by the full-time staff has significantly increased.

Quality of teaching

Based on the curricula, the Department introduces each member of the academic staff to the basic syllabus template the institution uses, which comprises details of the subject development. The lecturer proposes the content or potential changes in the syllabus with details of every subject such as: the goal of the subject, its objectives, mandatory bibliography, recommended bibliography, etc. The file with the characteristics of every subject is examined at department level and once certified that it complies with the faculty and department model, it gets approved.

It is mandatory that each lecturer prepares “the subject file” which comprises all materials and lecturers explained during the semester, a sample copy of the tests, a copy of the best and worst tests, etc.

The Department analyzes the survey data carried out with students on enhancing the curricula and the academic staff.

Average duration of studies

The normal duration of the Bachelor’s studies is six semesters. The maximum duration is the double of the normal duration.

The education process consists of lectures, projects; work in the study room, laboratory and workshop assignments, internships, field work, seminars, graduation thesis and other similar papers foreseen in the study program.

Except when differently decided and except the preparation classes, the duration of a subject, applied projects, laboratories and similar activities is one semester.⁵

Assessment

Abiding by the principles of the lecturer's freedom and autonomy, Hëna e Plotë (Bedër) HEI determines the ways and forms of testing and leaves the option to the lecturer. In the framework, the ways of testing are determined in the respective syllabus content for every subject that are attached to this report.

Mainly, the final grade in every subject is intended to consist of several items such as mid-term exams, participation in class, assignments or projects, final test, etc., each consisting of a prior defined weight.

The ways of testing and evaluation formulae of students in every subject are presented in the plan of each subject. At the beginning of every semester lecturers inform students on the way and formula chosen to assess their knowledge during the semester and at the end.

In general, the final tests carry the largest percentage of the final grade. The tests are drafted by the official lecturer according to a template defined by the institution.

For the sake of impartiality of evaluation, the test of study programs of the Faculty is a written, excreted.

Measurable indicators

- Student's workload, separated by the forms of teaching

Study Program <i>Bachelor in Law</i>		Master of Science in Law; major criminal law	Master of Science in Law: major international law
Type of teaching	Total Hour in Class	Total Hour in Class	Total Hour in Class
1. Lecture	1744	748	748
2. Seminar	144	224	224
3. Exercise	0	0	0
4. Laboratory	0	0	0
5. Field Practice	42	0	0
6. Professional Practice	0	0	0
7. Etc	0	47	47
Total	1930	1019	1019

Bachelor in Communication Sciences		Msc in Communication; major in journalism	Msc në in Communication; major in public relations
Type of teaching	Total Hour in Class	Total Hour in Class	Total Hour in Class
1. Lecture	1616	720	720
2. Seminar	272	240	240
3. Exercise	0	0	0
4. Laboratory	0	0	0
5. Field Practice	0	0	0
6. Professional Practice	48	300	300
7. Etc	0	0	0
Total	1936	1260	1260

Bachelor in Islamic Science		Msc in Basic Islamic Sciences	Msc in Modern Islamic Sciences	Msc in Spiritual Care Sciences
Type of teaching	Total Hour in Class	Total Hour in Class	Total Hour in Class	Type of teaching
1. Lecture	2048	720	720	720
2. Seminar	0	0	0	0
3. Exercise	0	0	0	0
4. Laboratory	0	0	0	0
5. Course Practice	0	0	0	0

⁵ Annex 28: Article 11.

6.	Professional Practice	0	0	0	0
7.	Etc	0	450	450	450
	Total	2048	1170	1170	1170

Bachelor in English Language and Literature		PMin Teaching English to Upper Secondary Education	Msc in English Language and Literature	MSc in Translation and Education	
Type of teaching	Total Hour in Class	Total Hour in Class	Total Hour in Class	Type of teaching	
1.	Lecture	1856	640	832	576
2.	Seminar	0	0	80	32
3.	Exercise	0	0	0	0
4.	Laboratory	32	0	0	256
5.	Course Practice	16	0	0	0
6.	Professional Practice	0	160	0	256
7.	Etc	0	0	0	0
	Total	1904	800	912	1120

Bachelor in Preschool and Primary Education		Bachelor in Counseling Psychology and Pedagogy	Msc in Management in Education, Curriculum Planning and Development	MSc in Counseling Psychology and Pedagogy	
Type of teaching	Total Hour in Class	Total Hour in Class	Total Hour in Class	Type of teaching	
1.	Lecture	1680	1680	720	672
2.	Seminar	288	256	240	608
3.	Exercise	0	0	0	0
4.	Laboratory	0	0	0	0
5.	Course Practice	0	0	0	0
6.	Professional Practice	96	48	0	80
7.	Etc	48	48	300	320
	Total	2112	2032	1260	1680

Bachelor in Turkish Language and Literature		Master of Science in Turkish Language and Literature	PMin Teaching Turkish to Upper Secondary Education	
Type of teaching	Total Hour in Class	Total Hour in Class	Total Hour in Class	
1.	Lecture	1728	320	480
2.	Seminar	192	240	320
3.	Exercise	0	0	0
4.	Laboratory	0	0	0
5.	Field Practice	0	0	0
6.	Professional Practice	0	0	160
7.	Etc	72	28	20
	Total	1992	588	980

Tabela 3: Ngarkesa e përgjithshme në auditor për format e mësimdhënies

Evaluation based on standards

Standards/Criteria	Evaluation according to standards/ criteria
Standard I.11 - Study programs provide practical application of knowledge and skills acquired by students in theoretical courses.	

<p>Criterion 1: Study programs are organized in such a way as to enable application in practice of the skills acquired in theoretical courses.</p> <p>Criterion 2: Application of the evaluation system in the European credits (ECTS) is effective.</p> <p>Criterion 3: The study programs also include preparation and presentation of students' research projects, under the studies regulation (diploma thesis, dissertation).</p> <p>Criterion 4: The institution applies supportive policies for students' participation in cultural and educational activities organized by the Institution.</p>	<p>Criterion 1: Study programs are organized in such a way as to enable application in practice of the skills acquired in theoretical courses in the departments meeting this specificity. In these programs, the internship is a component of the curricula approved by MES. Besides, the departments provide extracurricular programs to develop practical skills. Such activities are specified at length in the "Activities Report", 2011-2012.⁶</p> <p>Criterion 2: Application of the evaluation system in the European credits (ECTS) is effective. To enable the student's potential mobility to Universities outside Europe, the "Hëna e Plotë" (Bedër) HEI provides the American credits system besides ECTS. The afore-mentioned evaluations are approved by MES when the academic programs were licensed. The credits in question are reflected in the each syllabus.</p> <p>Criterion 3: The study programs also include preparation and presentation of students' research projects, explicitly specified in the Articles 15 and 25 of Bachelor Studies and Exam Regulation.</p> <p>Criterion 4: Considering the relation between research and teaching, in the Masters' Degree, students are continuously encouraged to undertake researches that were published as articles and participate in different conferences. In this framework, in 2011-2012, "Hëna e Plotë" (Bedër) HEI organized two student conferences on "Media and Politics" held by the Department of Communication Sciences and "Human Rights in the 21st century" held by the Department of Law. They were published in the activities report 2011-2012. During these conferences the "Hëna e Plotë" (Bedër) HEI students presented 26 papers.⁷</p>
Standard I.12 - Study programs aim at preparing students for employment.	
<p>Criterion 1: Study programs provide special, truly professional modules and knowledge from socio-economic areas.</p> <p>Criterion 2: Study programs include knowledge about entrepreneurship, professional practices, internships, etc.</p> <p>Criterion 3: Study programs in medical, technical, agricultural, natural sciences include sufficient modules and time for practical, professional training (laboratory work, laboratory modules or projects, internships etc.).</p>	<p>Criterion 1: Based on the Bologna Charter's natural division of subjects in the Bachelor curriculum, the first cycle study programs provide students with special, truly professional modules and the know-how from socio-economic areas.</p> <p>Criterion 2: "Hëna e Plotë" (Bedër) HEI pays particular attention to internships. In this context, during summer, students are encouraged and provided with practices as internships. During the academic year 2011-2012, 25 students have completed the summer internships in Albania and 31 students overseas. In order to facilitate the internships of students, during the academic 2011-12, "Hëna e Plotë" (Bedër) HEI has signed four agreements of cooperation with private sector companies three in Turkey and one in Germany.</p> <p>Criterion 3: "Hëna e Plotë" (Bedër) HEI does not provide programs similar to the ones mentioned in this criterion.</p>
Standard II.4 - The institution applies a clear policy to improve the quality of teaching.	
<p>Criterion 1: The institution has a supportive structure promoting continuous improvement of teaching.</p>	<p>Criterion 1: The Board of Academic Evaluation and Quality Development is the responsible body for monitoring and coordinating the actions taken in the frame of academic and administrative management and evaluation; for developing quality; making strategic planning, institutional evaluation, external evaluation, periodic audits and period of improvements in "Hëna e Plotë" (Bedër) HEI.</p> <p>The Board of Academic Evaluation and Quality Development is composed</p>

⁶ Annex 14 – Activity Report, Academic Year 2011-2012.

⁷ Annex 14 – Activity Report, Academic Year 2011-2012.

<p>Criterion 2: The institution has supportive mechanisms for experimentation in teaching.</p> <p>Criterion 5: The institution is responsible for the quality of teaching.</p> <p>Criterion 7: The academic staffs, the teaching and research supportive staff and the administrative staff are committed to improve teaching and apply study programs.</p>	<p>of 3 autonomous Committees approved by the Senate to perform the task assigned by the latter, where the Internal Quality Ensuring Committee (IQEC) is set up to make the periodic evaluation of the efficiency of teaching, research-development activities and administrative and financial activities of the institution. Internal Quality Ensuring Committee has operative autonomy and access to all the data of the institution.</p> <p>IQEC makes the standards established by bodies that will guarantee the “certificate of quality”, as an essential element of its organization and functioning. It takes account of the provisions and obligations arising from the Bologna Charter and the legislation in force.</p> <p>Criterion 2: Programs provided by “Hëna e Plotë” (Bedër) HEI are not technical to require experimentation laboratories. To meet the programs requirements, the foreign languages laboratory, the media center and IT center are set up.</p> <p>Criterion 5: “Hëna e Plotë” (Bedër) HEI is responsible for the quality of teaching. This process is checked periodically by the institutional internal structures, namely by the Council of Academic Evaluation and Development of Quality.</p> <p>Criterion 7: The academic staffs, the teaching and research supportive staff and the administrative staff are committed to improve teaching and apply study programs through the Council of Academic Evaluation.</p>
<p>Standard III.5 - The institution provides the basic and supportive literature for students.</p>	
<p>Criterion 1: The institution provides sufficient quality textbooks and supplementary literature.</p> <p>Criterion 2: The institution has a library providing literature for students.</p>	<p>Criterion 1: The course syllabi are a clear indicator of the quality textbooks. The syllabi in questions are provided with sufficient supplementary literature to facilitate teaching.</p> <p>Criterion 2: The “Hëna e Plotë” (Bedër) HEI library, available to students every day of the week provides a wide range of books - 35 000 entries- selected based on the study programs provided in “Hëna e Plotë” (Bedër) HEI.</p>

STUDENTS

Description

Terms of reference: student admission procedures, the quality of admitted students, the number of admitted and graduated students in years, the average duration of studies, the percentage of passing students and relevant problems, statistics, employment of graduates, communication with alumni, information of students.

Student admission requirements and selection procedures

The Albanian and foreign citizens that fulfill the following conditions are admitted for registration in the study programs of the first cycle “Bachelor”:

- 1) to prove by means of official documents the completion of high school and the results of national exam (Matura Shteterore) in Albania, or abroad (adjusted in accordance with the criteria specified by the Ministry of Education and Science).
- 2) to fulfill other conditions for admission provided in the internal regulation of the Institution.
- 3) Accept to pay the monthly or annual tuition fee.

The number of admissions is based on the actual capacities of the Faculty for a normal teaching process within the standards required by the Ministry of Education and Science.

The Albanian and foreign citizens that fulfill the following conditions are admitted for registration in the study programs of the second cycle “Master of Sciences” and “Professional Master”:

1. to prove by means of official documents the completion of first cycle program “Bachelor” in Albania, or overseas (adjusted in accordance with the criteria specified by the Ministry of Education and Science).
2. to fulfill other conditions for admission provided in the internal regulation of the Institution.
3. to accept to pay the monthly or annual tuition fee.

The number of admissions is based on the actual capacities of the Faculty for a normal teaching process within the standards required by the Ministry of Education and Science.

The Scientific Board selects the candidates in the Bachelor and Master programs. It is composed of:

- a) Director of the Selection and Admission Office
- b) Head of Department the student is applying to
- c) Dean of Students
- d) Chancellor

Students’ transfer in intermediary years from other local or international, public or private higher education institutions/universities to the “Hëna e Plotë” (Bedër) Higher Education Institution and vice-versa is allowed to and from the relevant study programs upon equivalence of exams according to the relevant cycle of studies.

Registration of students for the academic years 2011-2012 / 2012-2013 and the analysis

The academic year 2011-2012 corresponds to the opening of “Hëna e Plotë” (Bedër) HEI. During these academic year, 181 students were registered, out of which 133 were registered in the Bachelor program and 48 in the Master program.

In the academic year 2012-2013, 307 students are registered, out of which 209 are registered in the Bachelor program and 98 in the Master program.

Registration of students by department in the Bachelor and Master program

The following table provides an overview of the registration of students for the academic years 2011-2012 and 2012-2013, specifying their number in every program of study.

The total number of students registered in the “Hëna e Plotë” (Bedër) Higher Education Institution is 487.

According to this chart, the most preferred departments for the academic year 2011-2012 were the Department of Islamic Sciences and Department of Turkish Language and Literature, with respectively 28 students each; while the Department of Law is less preferred, consisting of 23 students.

In the academic year 2012-2013, Counseling Psychology and Pedagogy is the most preferred program consisting of 41 students; while Preschool and primary education program consists of the smallest number.

In the Master program, the most preferred departments in the academic year 2011-2012 were the Department of Islamic Sciences and Department of Communication Sciences, while the Department of Law is the least preferred consisting of 9 students.

In the academic year 2012-2013, the most preferred department of the Master program is the Department of Turkish Language and Literature consisting of 43 students (MSc and MP) and the least preferred one is the Department of Law, consisting of 5 students.

Table 4: Student number for each study program- Academic year 2011-2012 and 2012-2013.

The number of students in every program of study					
Program of study	Bachelor Program		Master Program		Total
	2011-12	2012-13	2011-12	2012-13	

Law	23	22	9	5	59
Communication Sciences	27	26	16	8	77
Islamic Sciences	28	37	23	12	100
Preschool and primary education	-	19	-	-	19
Counseling Psychology and Pedagogy	-	41	-	24	65
English Language and Literature	27	30	-	6	63
Turkish Language and Literature	28	33	-	43	104
Total	133	208	48	98	487

The chart above indicates that in the two academic years, the number of students registered in the Bachelor programs is larger than in the Master program.

Registration of Students by nationality

“Hëna e Plotë” (Bedër) Higher Education Institution has a substantial number of foreign students. The following table and chart provide a broad picture of the number of foreign students and their preferred program.

Tabela: Numri i studentëve të huaj për çdo program studimi – Viti Akademik 2011-2012 dhe 2012-2013.

The number of foreign students in every program of study					
Program of study	Bachelor		Master		Total
	2011-12	2012-13	2011-12	2012-13	
Law	2	3	-	0	5
Communication Sciences	0	3	1	0	4
Islamic Sciences	10	23	13	10	56
Preschool and primary education	-	7	-	-	7
Counseling Psychology and Pedagogy	-	28	-	24	52
English Language and Literature	22	12	-	1	35
Turkish Language and Literature	27	20	-	38	85
Total	61	96	14	73	244

The above chart indicates a substantial number of foreign students that have chosen to study in “Hëna e Plotë” (Bedër) Higher Education Institution and compared to last year, the number has increased. Foreign students that have chosen to study in “Hëna e Plotë” (Bedër) Higher Education Institution come from Turkey, Kosovo, Macedonia, Montenegro, Serbia (Presheva), Bosnia, Moldova, Germany, Turkmenistan, Tajikistan, Indonesia, Mongolia and Russia.

Të dhënat statistikore në lidhje me mesataren e studentëve

Të dhënat statistikore në vijim, paraqesin një pasqyrë të mesatares së shkollës së mesme të studentëve, të regjistruar në Shkollën e Lartë “Hëna e Plotë” (Bedër).

Statistics on the students’ GPA

The following statistics indicate the students’ high school GPA based on which they registered in “Hëna e Plotë” (Bedër) Higher Education Institution.

High school GPA		
Program of study	High school GPA 2011-2012	High school GPA 2012-2013

Law	8.39	8.49
Communication Sciences	7.4	8.46
Islamic Sciences	8.7	8.11
Preschool and primary education	-	7.11
Counseling Psychology and Pedagogy	-	7.32
English Language and Literature	7	7.69
Turkish Language and Literature	6.2	6.87
Total	7.54	7.72

Table 18: Comparison between the high school GPA in the academic year 2011 – 2012 and 2012-2013

Deregistered Students

In the following table is provided information on the number of the deregistered students for 2011 – 2012 academic Year.

Number of deregistered students

Number of deregistered students		
Departments	Date of deregistration	Number of deregistered students
Communication Sciences (MSH)	13.03.2012	1
Communication Sciences (BA)	05.12.2011	1
Islamic Sciences (BA)	06.12.2011	1
	13.03.2012	1
	12.09.2012	1
	17.09.2012	1
	24.09.2012	1
	22.10.2012	1
Law (BA)	20.09.2012	1
English Language and Literature (BA)	13.01.2012	1
	18.01.2012	1
	09.10.2012	1
	21.12.2012	1
Turkish Language and Literature(BA)	23.01.2012	1
	29.05.2012	1
	10.10.2012	1
Total		16

Table 19: Number of Deregistered Students

The total number of students and the passing rate in years

	Study programs provided in HEI	The total number of students	General passing rate ⁸	The GPA for the total number of students
I ⁹	BSc in Law	23	23	8.7

⁸ Passing rate in the HEI "Hëna e Plotë" (Bedër) is evaluated based on the "Regulation of Bachelor studies and exams" providing that each student will be assessed in accordance with the achieved in the end of the IV semester.

	BSc in Islamic Sciences	28	28	7.4
	BSc in Communication Sciences	27	27	8
	BSc in English Language and Literature	27	27	7.8
	BSc in Turkish Language and Literature	29	29	6.74
II	MSc in Law (Majors in: Criminal Law)	9	9	9.5
	MSc in Law (Majors in: International Law)	2	2	9
	MSc in Modern Islamic Sciences	10	10	8.8
	MSc in Basic Islamic Sciences	12	12	9
	MSc in Spiritual Sciences	1	1	9.5
	MSc in Communication Sciences (Major in Journalism.)	7	7	8.6
	MSc in Communication Sciences (Major in Public Relations)	9	9	8.9

Vlerësimi sipas standardeve

III - STUDENTS: FROM REGISTRATION TO EMPLOYMENT	
Standard III.1 - The institution applies a correct policy for admission of new students.	
<p>Criterion 1: The institution develops midterm development projects in compliance with the student admission policies.</p> <p>Criterion 2: The institution informs future students (secondary school graduates) of the study programs by the career counseling office.</p> <p>Criterion 3: The institution welcomes and applies specific policies to attract and integrate new students.</p> <p>Criterion 4: The institutions keep contacts with the Regional Education Directorates and Education Offices.</p> <p>Criterion 5: The institution establishes separate structures for the reception, information and admission of new students.</p> <p>Criterion 6: The institution applies a policy of welcoming foreign students interested in attending the study programs provided.</p> <p>Criterion 7: The institution publishes reception time for students in order to</p>	<p>Criterion 1: The midterm development projects and policies comply with the student admission policies. This fact is also made clear in the limited number of students admitted in every study program, in compliance with better conditions and opportunities for every student.</p> <p>Criterion 2: The Institution applies supportive policies in the students' progress. Hence, the Dean of Students is set up and one of its functions consists of student psychological counseling.</p> <p>Every department has assigned a person responsible of career counseling, gathered under the coordination of the Dean of Students.</p> <p>A particular group of students works under the tutorship of an academic adviser who helps in the learning process.</p> <p>Criterion 3: "Hëna e Plotë" (Bedër) HEI applies specific policies to attract and integrate quality students. This is certified by the admission GPAs in the Department of Law in the last two years: the GPA was of 8.5 and 8.45; in the Department of in Communication Sciences it was 7.4 and 8, 46 and in the Department of Islamic Sciences it was 8.7 and 8.11, etc. "Hëna e Plotë" (Bedër) HEI also provides the necessary services through the Dean of Students.</p> <p>Criterion 4: "Hëna e Plotë" (Bedër) HEI keeps contacts with the Regional Education Directorates and Education Offices. In this framework, during the 2011-2012 academic years joint teacher evaluation projects were organized such as the Teacher of the Year; or visits in several Institutions in the capital and towns.</p> <p>Criterion 5: The reception, information and admission of new students is coordinated by the Selection and Admission Office.</p> <p>Criterion 6: The institution applies a policy of welcoming foreign students interested in attending the study programs provided. There is also a special office under the responsibility of the Students' Dean to providing services to foreign students only. Its tasks are stipulated in the Administrative Organization Regulation.</p> <p>Criterion 7: The institution publishes the office hour for students in order to meet students' needs.</p>

<p>meet students' needs.</p> <p>Criterion 8: Numerical ratio of academic staff / student is such as to ensure education quality and institution objectives. For study programs that include laboratory work, teaching practices and specific occupations (arts, sports, etc.) such ratio is 1 to 8, whereas for other programs and studies, this ratio is 1 to 20. For research programs that include practical lab-work (in fields of study such as medicine, nursing, engineering, teaching, etc.), Education The institution provides 1 instructor / laboratory assistant for 60 students (1 supporting staff per 3 lecturers).</p>	<p>Criterion 8: To attain a good-outcome teaching process, “Hëna e Plotë” (Bedër) HEI pays particular attention to the numerical ratio of academic staff / student to ensure education quality and achievement of the institution objectives. The ratio is 1 (one) academic staff per 5.03 students.</p>
<p>Standard III.2 - The institution applies a policy of student information and guarantees communication with the academic staff.</p>	
<p>Criterion 1: The institution has a structure of student information and counseling.</p> <p>Criterion 2: The institution owns external communication means.</p> <p>Criterion 3: The institution owns internal communication means.</p> <p>Criterion 4: The institution staff has an internal e-mail address.</p> <p>Criterion 5: The institution keeps a personal file of each student.</p> <p>Criterion 6: The institution keeps the address (including electronic address) and phone number of each student.</p>	<p>Criterion 1: The institution applies a supportive policy for students through the guiding activities and tutorials. Every specific group of students is under the tutorship of an academic adviser, who helps in the learning process. This is stipulated in Article 6 of the Bachelor Studies and Tests Regulation. In addition, the Registrar’s Office posts notices on the notice boards. In the mean time, the Registrar’s Office notifies particular students by electronic mail.</p> <p>Criterion 2: External communication in “Hëna e Plotë” (Bedër) HEI is achieved through the Protocol and Correspondence Office.</p> <p>Criterion 3: Internal communication in “Hëna e Plotë” (Bedër) HEI is achieved through the secretaries set up close to the basic and key “Hëna e Plotë” (Bedër) HEI units.</p> <p>Criterion 4: The institution staff has an internal email address. The IT Department supplies each member with an e-mail address such as: <i>first letter of the name.surname@Bedër.edu.al</i>.</p> <p>Criterion 5: In the frame of meeting the requirements set by the Ministry of Education and Science, at the moment of registration, “Hëna e Plotë” (Bedër) HEI completes each student’s personal file. For the Bachelor Degree students it consists of an application and registration form, the original high school diploma, a list of grades; passport of ID card photocopied version, a forensic certificate, 4 photos, a money order form. For the Masters’ Degree students, the file consists of an application for, a registration form, a notarized copy of the Bachelor Degree, the original or copied list of grades, a forensic certificate, 4 photos, a money order form. The files are stored in the Registrar’s Office.</p> <p>Criterion 6: “Hëna e Plotë” (Bedër) HEI keeps the residence address, the electronic address and phone number of each student from the registration form. The IT office equips all registered students with an institutional address.</p>
<p>Standard III.3 - The institution applies a policy of orientation and mentoring for students.</p>	
<p>Criterion 1: The institution has a framework for guiding and advising students.</p>	<p>Criterion 1: The institution applies a supportive policy of the students’ orientation and progress. Hence, the Dean of Students is set up and student counseling is one of its responsibilities.</p> <p>Every department has assigned a person responsible of career counseling, gathered under the coordination of the Dean of Students.</p> <p>A particular group of students works under the tutorship of an academic</p>

<p>Criterion 2: The institution engages in information and orientation of students.</p> <p>Criterion 3: The study programs enable the students' progressive adaptation with the study program.</p> <p>Criterion 4: The institution makes available to students information materials or brochures.</p> <p>Criterion 5: The institution guides the students wishing to change the study programs and documents the process.</p> <p>Criterion 6: The structure of students' orientation and mentoring supports them in all cycles of studies provided by the institution.</p>	<p>adviser who helps in the learning process.</p> <p>Criterion 2: The institution applies a supportive policy of students' orientation and progress. Hence, the Dean of Students is set up and student counseling and orientation is one of its responsibilities.</p> <p>Criterion 3: The study programs in "Hëna e Plotë" (Bedër) HEI are developed based on the requirements of the Bologna Charter, to enable the students' progressive adaptation with the program of study. The ratio between the general professional and the technical training are defined based on these requirements.</p> <p>Criterion 4: "Hëna e Plotë" (Bedër) HEI informs students periodically on every important institutional development. Information is published on the webpage and availability of information materials or brochures. The latter may be handled or posted in the shared settings accessible to students.</p> <p>Criterion 5: "Hëna e Plotë" (Bedër) HEI guides the students wishing to change the study programs and documents the process through the appointed academic advisers and secretaries.</p> <p>Criterion 6: Students' needs are supported in all cycles of studies provided by the institution through the "Hëna e Plotë" (Bedër) HEI academic and career advisers.</p>
<p>Standard III.4 - The institution applies supportive policies for special social categories.</p>	
<p>Criterion 1: The institution applies a supportive policy for students with disabilities.</p> <p>Criterion 2: The institution applies a supportive policy for the Roma and Balkan Egyptians students.</p> <p>Criterion 3: The institution applies a supportive policy for students engaging in high level sport activities.</p> <p>Criterion 4: The institution applies a supportive policy for students wishing to pursue part-time studies.</p>	<p>Criterion 1: "Hëna e Plotë" (Bedër) HEI, even though is performing its activities in rented premises, has initially asked for the necessary ground and means as part of its supportive policies for students with disabilities. At the entrance of the main building it is possible to have a ramp instead of stairs so that this category can use the auxiliary means, whereas, the elevator facilitates the internal mobility.</p> <p>Criterion 2: "Hëna e Plotë" (Bedër) HEI applies a supportive policy for all students with no discrimination on the grounds of race, color, nationality, religion, etc. The Roma and Balkan Egyptians students are offered equal opportunities with other students and in certain instances; the scholarship awarding structures may provide them a scholarship.</p> <p>Criterion 3: "Hëna e Plotë" (Bedër) HEI supports all students displaying skills and winning awards in different areas. Engagement in high level sport activities is supported and encouraged by the Institution.</p> <p>Criterion 4: "Hëna e Plotë" (Bedër) HEI does not provide part-time studies.</p>
<p>Standard III.5 - The institution provides students with basic and support literature.</p>	
<p>Criterion 1: The institution has a documentation storage structure.</p> <p>Criterion 2: The institution improves the library literature continuously.</p> <p>Criterion 5: The institution provides for funds in purchasing specialized literature</p>	<p>Criterion 1: Every administrative office in "Hëna e Plotë" (Bedër) HEI meets the standards ISO 9001:2008 on documentation management. The offices are equipped with the necessary means to archive the documents that are transferred to the central archive office at the end of each year.</p> <p>Criterion 2: The "Hëna e Plotë" (Bedër) HEI library, available to students every day of the week provides a wide range of books - 35 000 entries- selected based on the study programs provided in "Hëna e Plotë" (Bedër) HEI. During the first year only it improved continuously as part of a project to build a library of at least 100.000 entries.</p> <p>Criterion 5: "Hëna e Plotë" (Bedër) HEI provides for funds in purchasing specialized literature in the area of research and every</p>

<p>in the area of research.</p> <p>Criterion 6: The institution provides multidisciplinary literature through the library.</p> <p>Criterion 7: The library working time is posted in the institution premises.</p> <p>Criterion 8: The student has a registration card and provision of literature.</p> <p>Criterion 9: Library provides electronic materials.</p>	<p>department is provided with a certain fund to improve the library with recent publications of the domain.</p> <p>Criterion 6: “Hëna e Plotë” (Bedër) HEI provides multidisciplinary literature through the library. “Hëna e Plotë” (Bedër) HEI library, available to students every day of the week provides a wide range of books - 35 000 entries- selected based on the study programs and similar domains.</p> <p>Criterion 7: The library working time is posted in the institution premises. Is is posted at the entrance too.</p> <p>Criterion 8: In the academic year 2012-2013, “Hëna e Plotë” (Bedër) HEI shall provide the library computerized system. Hence, the requests for books and students’ registration will be electronic.</p> <p>Criterion 9: Library provides electronic materials through the subscription to the online library Jstore.</p>
<p>Standard III.6 - The institution provides support to Bachelor students through the university services to facilitate their performance.</p>	
<p>Criterion 1: The institution provides orientation and tutorials for students.</p> <p>Criterion 2: The institution assists and guides students in finding literature.</p> <p>Criterion 3: The institution provides courses at its premises to help students in difficulty.</p>	<p>Criterion 1: The institution applies supportive policies for students through orientation and tutorial activities. A particular group of students is under the tutorship of an academic adviser who helps in the learning process. This is stipulated in Article 6 of the Bachelor Studies and Exam Regulation.</p> <p>Criterion 2: The necessary literature for specific subject is presented in the syllabus at the beginning of the term. The lecturers ask from the Department to make available several copies of the necessary literature in the library.</p> <p>Criterion 3: To assist students, “Hëna e Plotë” (Bedër) HEI appoints academic staff to provide supplementary classes known as office hours for students only in order to help students in difficulty.</p>
<p>Standard III.7 - The institution encourages students' participation in the institutional life.</p>	
<p>Criterion 1: Students are represented in governing bodies of Higher Education Institutions, teaching and research structures and services.</p> <p>Criterion 2: Students Senates give opinions and proposals on all problems of general interest of Higher Education Institutions such as the educational plans and research programs, study regulations, etc.</p> <p>Criterion 3: The institution supports Students Senate and finances their activities.</p>	<p>Criterion 1: “Hëna e Plotë” (Bedër) HEI students are represented in governing bodies, teaching and research structures and services by the Chairman of the Students Council. This is stipulated both in the “Hëna e Plotë” (Bedër) HEI Statute and in the Academic Organization Regulation.</p> <p>Criterion 2: The Students Council gives opinions and proposals on all problems of general interest of Higher Education Institutions such as the educational plans and research programs, study regulations, etc. Students are involved in the Senate and the Academic Evaluation and Quality Improvement Board through their representatives.</p> <p>Criterion 3: “Hëna e Plotë” (Bedër) HEI supports the Students Senate and clubs and finances their activities by the Dean of Students budget.</p>
<p>Standard III.8 - The institution applies a supportive policy to ensure quality of student life.</p>	
<p>Criterion 1: The institution applies a policy to facilitate students’ lives.</p> <p>Criterion 2: The institution supports student's cultural life.</p>	<p>Criterion 1: The institution applies a policy to facilitate students’ lives. These services include health care. A doctor is available every week day in the premises; agreements are signed with various companies and institutions such as Univers Alb sh.a. (American Hospital), Meridian Foreign Languages Center etc</p> <p>Criterion 2: The institution supports student's cultural life through the students’ clubs and extracurricular activities. This fact was made clear in</p>

<p>Criterion 3: The institution supports students who engage in sport activities organized by its structures and other institutions.</p> <p>Criterion 4: The institution cooperates with health structures to apply preventive and curative policies to help students' health.</p>	<p>the activities report for 2011-2012. Holding students' clubs is foreseen in the regulation of administrative organization, the part describing the Dean of Students.</p> <p>Criterion 3: Although "Hëna e Plotë" (Bedër) HEI has not held any sport activities, the Dean of Students encourages them and will support them in various ways in the future.</p> <p>Criterion 4: The institution cooperates with health structures to apply preventive and curative policies to help students' health. There is an agreement with Univers Alb sh.a. (American Hospital).A physician also provides health care to students and staff.</p>
<p>Standard III.9 - The institution favors students' employment.</p>	
<p>Criterion 1: The institution has a structure possessing statistical data on employment of its graduates.</p> <p>Criterion 2: The institution provides assistance for integration in employment.</p> <p>Criterion 3: Academic, teaching and research, administrative staff are committed to implement this policy.</p> <p>Criterion 4: The institution applies favoring policies for the employment of its graduates.</p>	<p>Criterion 1: "Hëna e Plotë" (Bedër) HEI does not have any graduates, yet. In the frame of the Dean of Students office, the Alumni Office is to be set up, the responsibilities of which are described in the Regulation of Administrative Organization, the part describing the functions of the Dean of Students' office.</p> <p>Criterion 2: "Hëna e Plotë" (Bedër) HEI enables an easier transition to employment through the summer internships and agreements with different companies.</p> <p>Criterion 3: Academic, teaching and research assistants and administrative staff are committed to implement this policy through the Career Counseling Committee.</p> <p>Criterion 4: "Hëna e Plotë" (Bedër) HEI does not have any graduates, yet. "Hëna e Plotë" (Bedër) HEI stipulates favoring policies for the employment of its graduates.</p>
<p>Conclusions of EEG "Hëna e Plotë" (Bedër) HEI generally fulfills the defined criteria.</p>	

SCIENTIFIC RESEARCH POLICIES

Scientific research

Description part

Terms of reference: Research policies, publications over years, projects won over and completed, participation in various activities at home and overseas, participation in activities by the institution, cooperation with other institutions at the local, national and international level, linking up research to teaching, official outcomes of individual research activities or activities for institutions.

Measurable indicators:

- Data for research (verify the data according to Table 19)

Table 19

Research activities		The Number
1	The number of textbooks published from academic staff	2
2	The number of articles published in foreign scientific journals;	2
3	The number of articles published in scientific journals in the country;	1
4	The number of scientific conferences within the country, in which the papers have been presented: a. Number of presentations b. Number of posters	24 0
5	The number of scientific conferences outside the country, in which the various papers have been presented: a. Presentations b. Posters	7 0
6	The number of participation in international conferences with no presentation;	1
7	National projects: a. Number of projects supported by the local government; b. Number of projects with the support of the domestic and foreign organizations;	1 2

Relevant documentation, received in visits to the institution

Evaluation according to the Standards

CHAPTER II: SCIENTIFIC ACTIVITY

Standard I.1 - The Department, as Institution basic unit, highlights its strengths and weaknesses in scientific research field.

Criterion 1 The department is the basic teaching-research unit, which includes homogeneous research fields and groups respective academic disciplines;

Criterion 2 Department is organized in educational and research groups. Group may be only for research;

Criterion 3 Department promotes, coordinates and manages teaching activities, research or artistic activities, while respecting academic freedom of academic staff and its right to use available material and financial resources to realize the study program;

Criterion 4 Department is responsible for the progress of scientific research work of research groups;

Criterion 5 Department is supported financially in a transparent and open form by the institution and it is responsible for funding research groups;

Criterion 6 Based on work outcomes of research groups, department suggests continuation or termination of cooperation with them.

C1: The Departments of Islamic Sciences; Law; Communication Sciences; English Language & Literature; and Education Sciences are structured in accordance with international scientific standards and according to homogenous research fields.

C3: The Departments coordinate teaching and research in a way that respects the academic freedom of the staff.

C5: HEI Beder provides resources to each Department in a transparent manner.

C6: The Departments evaluate the research outcome on an annual basis.

Standard I.2 - Institution encourages development, dynamism and scientific research.

<p>Criterion 1 Institution supports new scientific research groups and projects;</p> <p>Criterion 2 Institution ensures cooperation with other research structures;</p> <p>Criterion 3 Institution provides interaction between different structures and institutions.</p>	<p>C1: HEI Beder actively encourages and supports academic staff to form or join in research groups in the different areas covered by the institution.</p> <p>C2: The institution has concluded numerous cooperation agreements with other research institutions (also at the international level).</p> <p>C3: The institution has set up an International Relations Office and entrusted it with the coordination with partner institutions in Albania and abroad.</p>
<p>Standard I.3 - Institution concentrates on scientific research internationalization.</p>	
<p>Criterion 1 Institution is committed to the collection and dissemination of information to its laboratories;</p> <p>Criterion 2 Institution is committed to respond to European bids in the scientific research field;</p> <p>Criterion 3 Institution organizes international conferences or activities in the research field;</p> <p>Criterion 4 Institution participates in international conferences or activities in the research field through academic staff;</p> <p>Criterion 5 Institution signs partnership agreements with foreign institutions of higher education;</p> <p>Criterion 6 Institution organizes ceremonial meetings about his achievements in the research field;</p> <p>Criterion 7 Scientific research papers of Institution's academic staff are published in international scientific journals.</p>	<p>C2: HEI Beder has made it a priority to join European research networks and participate in specific projects at the European level.</p> <p>C3: HEI Beder has organized several important international conferences in the short period since its establishment:</p> <ol style="list-style-type: none"> 1. International Conference “The Spiritual Quest in Humanities” (11-13 May 2012); 2. Int. Young Researchers Conference “Human Rights in the 21st Century” (18-19 May 2012); 3. Int. Conference “Common Aspects of the Turkish and Albanian Culture” (25-26 May 2012); 4. Int. Conferences on “Challenges and Quality Development in Higher Education” (22-23 June 2012).

	<p>C4: The institution gives priority to the participation of staff in international conference or research activities and allocates funds for this purpose.</p> <p>C5: The institution has signed partnership agreements with several foreign institutions for higher education such as: Pamukkale University; Yildiz Teknik University; Suleyman Sah University; Fatih University; Gediz University; 19 May University; Atatürk University (in Turkey); and International Burc University (in Bosnia-Herzegovina).</p> <p>C6: HEI Beder regularly organizes international research conferences where the staff are encouraged to present their work. These conferences are also publicized in the Albanian media.</p> <p>C7: In the first two years of its existence, the institution has made a considerable effort to assist academic staff to publish their research internationally. Because of the nature of scientific publishing, this is to be seen in a medium term (not short term) perspective.</p>
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Standard I.4 - Institution determines priority areas of scientific research.

<p>Criterion 1 Research departments and groups determine Institution priorities in scientific research;</p> <p>Criterion 2 Institution pursues a policy of support for innovations / inventions;</p> <p>Criterion 3 Institution encourages scientific debate in priority areas of scientific research.</p>	<p>C1: The Departments determine the research priorities of HEI Beder for every academic year, which have to be approved by the Senate.</p> <p>C3: Through workshops and international research conferences, the institution encourages scholarly debates in the institution's</p>
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	specific research areas.
Standard I.5 - Institution applies scientific research priorities.	
<p>Criterion 1 Institution provides means for implementing priorities set by it;</p> <p>Criterion 2 Institution recruits academic staff qualified in scientific research for the strategy of Institution development;</p> <p>Criterion 3 Institution implements priority policies developed in the research field.</p>	<p>C1: The management of Beder HEI is making great efforts to allocate funds for priority areas such as a new Media and Information Technology Center.</p> <p>C2: The management of Beder HEI has convincingly explained the institution's efforts to recruit staff for all the research areas. This can only be achieved under a medium-term perspective.</p>
Standard I.6 - Institution provides continuity in the scientific research field.	
<p>Criterion 1 Scientific research priorities are the focus of institutional objectives;</p> <p>Criterion 2 Institution pursues a clear activity of scientific research development in relation to its capacity;</p> <p>Criterion 3 Institution pursues a policy of cooperation with national scientific bodies;</p> <p>Criterion 4 Institution provides effective integration of students taking doctorate in scientific research groups;</p> <p>Criterion 5 Institution pursues a policy of young researchers' involvement in research projects;</p> <p>Criterion 6 Institution is committed to designing and implementing regional and national science policies;</p> <p>Criterion 7 Institution pursues a policy of integration for foreign researchers;</p> <p>Criterion 8 Institution pursues a favorable policy for mobility of academic staff engaged in scientific research;</p> <p>Criterion 9 In order to promote quality increase and internationalization of studies, Institution invites foreign academic staff for research and teaching activities for limited periods of time.</p>	<p>C1: The management of Beder HEI has outlined the institution's research priorities in the institution's Strategic Plan.</p> <p>C3: The institution has demonstrated that it is committed to intensive cooperation with national research institutions. This is documented in the cooperation agreement with Epoka University and in national conferences and workshops jointly organized, e.g., with the University of Tirana, Aleksander Moisiu University, and the University of Prishtina (Kosovo).</p> <p>C4: The institution does not yet have a PhD program. Nonetheless, it invited PhD candidates to its research conferences in the academic year 2011-2012.</p> <p>C5: The institution actively encourages young researchers to take part in its research projects. Beder HEI held 2 specific conferences in that regard: Student Conference on "Media and Politics" (21</p>

	<p>February 2012) and Young Researchers Conference in Law “Human Rights in the 21st Century” (18-19 May 2012).</p> <p>C6: The institution has explained that it is committed to implement the national and regional science policies in cooperation with the Ministry of Education and Science of Albania.</p> <p>C7: Beder HEI has made great efforts to recruit foreign researchers and to integrate them into its research and teaching activities. In particular, the institution hired lecturers from Turkey, the United States, the United Kingdom, Germany, Spain, Kosovo (academic year 2011-2012).</p> <p>C8: Beder HEI supports the mobility of its academic staff and allocates funds for this purpose on the basis of C9: HEI has not yet special staff for this purpose.</p>
<p>Standard I.7 - Institution publishes outcomes in research field.</p>	
<p>Criterion 1 Institution pursues a supporting policy for organization of international seminars and scientific symposia;</p> <p>Criterion 2 Institution pursues a supporting policy for publication of outcomes in scientific research field;</p> <p>Criterion 3 Institution pursues a policy for research culture promotion in a regional and national level.</p>	<p>C1: In the past academic year, Beder HEI has been very active in the organization of international conference and research meetings. (See list under Standard I.3!)</p> <p>C2: So far, the institution has printed the articles of its researchers in the proceedings of its conferences. It is to be expected that in the future more articles will be published in the 2 scientific journals which Beder HEI has recently launched: (1) Beder Journal of Humanities; (2) Beder University Journal of Educational Sciences.</p>

	<p>C3: Through the annual conference series “International Conference on Humanities” and other international research meetings Beder HEI demonstrates its commitment to the promotion of research within the global community of scholars.</p>
<p>Standard I.8 - Institution pursues a policy of evaluation and transfer of outcomes in research field.</p>	
<p>Criterion 1 Institution establishes a unit that evaluates the progress of scientific research outcomes; Criterion 2 Institution pursues a policy for promotion of outcomes in scientific research field; Criterion 3 Institution pursues a policy for protection of intellectual property, and good practice in research-publishing activity; Criterion 4 Institution encourages young researchers to undertake personal initiatives in scientific research field; Criterion 5 Institution collaborates with local and foreign business and economic and social factors; Criterion 6 Institution has scientific publishing activities; Criterion 7 Institution is informed about scientific research activity of its academic staff.</p>	<p>C1: The institution has established a board for the periodical evaluation of research. C3: Beder HEI is committed to the protection of intellectual property and has undertaken to instruct students about the illegality and immorality of plagiarism. C4: The institution has created a positive environment for young researchers. It offers them incentives for research, sponsors young researchers’ conferences and supports their international activities. C5: Beder HEI has entered into cooperation, and concluded special agreements, with several private sector companies. C6: The institution has begun to publish (a) the proceedings of its conferences (so far, 4 volumes have been announced) and (b) to issue 2 scientific journals (Beder Journal of Humanities / Beder University Journal of Educational Sciences). The first volume of the second journal has already been published. C7: The institutes compiles all the date related to the</p>

	staff's scientific research on an annual basis and has established a system of rewards in that regard.
<p>Conclusions of EEG</p> <p>Beder HEI generally fulfills the requirements according to the criteria of Chapter II (research activity). In the short period of time since its establishment, the institution has had a remarkable research output and has made serious efforts to engage in global scholarly discourses in the field of humanities. Of special significance are the steps taken towards internationalization of research and the creative approach in terms of the organization of international conferences and the choice of conference topics. The institution has also been successful in integration theory and practice. However, in regard to (a) participation in research networks and (2) publication of research at the international level, there is still room for improvement. The institution will also have to set up its library in such a way (a) that it covers the main research areas of the institution and (b) all its holdings are catalogued according to international standards.</p>	

National and international cooperation and relations with the public

Description part

Terms of reference: Contact with the local, national and international environment, staff mobility at each of afore-mentioned levels, communication with former graduated students, participation in national and international programs, links with the business community and the labor market.

Measurable indicators:

- Data for national and international cooperation (verify the data according to Table 20)

	Individual scientific activities and / or institution level, in the framework of international cooperation in the past five years	The number
1	The number of the members of staff who participate in qualification cooperation and specialization programs.	5
2	The number of members of staff who have been engaged as an invited/teaching guest to teaching, seminars, in cooperation a. In universities and other academic institutions of the country; b. In universities and other foreign academic institutions	2 1
3	Number of foreigners visitors to HEI, for purposes of teaching, research, and cooperation;	2
4	The number of training courses organized for other parties outside the Higher Education Institutions (long life learning qualification).	2
5	The number of members of academic staff who are members in professional organizations; a. Country b. International	8 1
6	The number of international prizes	0
7	The number of students involved in research	58

- Communication and cooperation with the business community and the labor market (verify the data according to Table 21)

Table 21

Cooperation with Institutions and Organizations	Kind of collaboration
Government Institutions	
Professional Organizations /NGOs	
World Media Group (Frankfurt, Germany)	Vocational training, internships (students)
Today's Zaman Newspaper (Istanbul, Turkey)	Vocational training, internships (students)
Samanyolu Broadcasting Group (Istanbul, Turkey)	Vocational training, internships (students)
Meridian Language Center (Tirana)	Vocational training, internships (students), research projects
International Law Students Association	Participation in seminars and conferences
Bussines, Labour market	
Albtelecom	Vocational training, internships (students), information exchange re. use of technology in teaching methods

- Relevant documentation, received in visits to the institution

Evaluation according to the Standards

III – PARTNERSHIP	
Standard III.2 - Institution pursues an open strategy of collaboration and partnership in a regional, national and international level.	
<p>Criterion 1 Institution collaborates with regional partners in the framework of cooperation strategy implementation;</p> <p>Criterion 2 Institution organizes and formalizes agreements with counterpart institutions of higher education.</p>	<p>C1: Beder HEI has signed cooperation agreements with Meridian Language Center (Tirana) and Albtelekom (Tirana).</p> <p>C2: Beder HEI has concluded partnership agreements with institutions of higher education such as: Epoka University (Tirana), International Burc University (Sarajevo, Bosnia and Herzegovina), Pamukkale University (Denizli, Turkey), Yildiz University (Istanbul, Turkey), Suleyman Sah University (Istanbul,</p>

	Turkey), Fatih University (Istanbul, Turkey), Gediz University (Izmir, Turkey), 19 May University (Samsun, Turkey), Ataturk University (Erzurum, Turkey).
Standard III.3 - Institution pursues a cooperation strategy of with other supporting institutions.	
<p>Criterion 1 Institution collaborates with other instances to provide services to students;</p> <p>Criterion 2 Institution collaborates with other instances to meet its needs for realization of study programs.</p>	<p>C2: The cooperation has signed cooperation agreements with media corporations particularly in the field of communication studies (e.g. World Media Group, Frankfurt; Samanyolu TV, Istanbul; Today's Zaman Newspaper, Istanbul).</p>
Standard III.4 - Institution pursues a favoring policy for mobility of academic personnel and students in an international level.	
<p>Criterion 1 Institution participates in international activities;</p> <p>Criterion 2 Institution pursues a favoring policy for mobility of academic staff and students;</p> <p>Criterion 3 Institution pursues an integration policy for foreign students;</p> <p>Criterion 4 Institution pursues an integration policy for foreign invited academic staff and researchers.</p>	<p>C1: During the academic year 2011-2012 academic staff have participated in 12 academic events abroad.</p> <p>C2: Beder HEI actively supports its staff and students in the participation in international conferences; in joint research projects; and in student internships abroad. The institution provides budgetary support for these activities.</p> <p>C3: Approx. 25% of the total number of students at Beder HEI are from foreign countries (14 different countries during the academic year 2011/2012).</p> <p>C4: Beder HEI has recruited 31 foreign lecturers from 6 different countries (Turkey, USA, United Kingdom, Germany, Spain, Kosovo) and has made great efforts at to integrate them into the research and study programs.</p>

Conclusions of EEG

Beder HEI generally fulfills the requirements according to the criteria of Chapter III (partnership). Although in the early stages of its operations, the institution has been able to enter into cooperation agreements with an impressive number of research and professional institutions at the national and international level.

SWOT analysis on the activity of the Institution of Higher Education

Strengths

1. Clear strategic priorities and a clear profile as a regional center of research and learning in the humanities.
2. Strong interdisciplinary component and integration of theory and practice.
3. A unique program of Islamic Studies.
4. Strategic commitment to inter-religious and inter-cultural dialogue. Research priorities of Beder HEI are uniquely suited for this important national and regional role of the institution.
5. Highly motivated students and a supportive environment in terms of excellence in studies.
6. Good system of admission of students on the basis of clearly defined criteria (documenting a commitment to quality).
7. Impressive achievements in terms of internationalization of studies and research (conclusion of numerous cooperation agreements in a short period of time).
8. Excellent use of digital technology and establishment of a Media Center which will be of special importance not only for the Faculty of Communication, but for the dissemination of the institution's research results and its contribution to Albanian society.

Weaknesses

1. The library of Beder HEI is not yet functional because the books are not yet catalogued.
2. The web site of Beder HEI is not yet fully functional. (Important areas, esp. related to research, are not yet covered, and vital information is missing.)
3. Research and publishing: more publications are required in international scientific journals. (N.B.: The institution is still in the early phase of its operation.)

Opportunities

1. Beder HEI has the unique opportunity to become a major center of learning in the field of inter-religious and inter-ethnic relations in the Balkans..
2. Considerable improvement of facilities for research and studies in the medium term through the building of a new campus.
3. Providing opportunities for students from Albania and from the region to gain more international experience (theoretical as well as practical) and to benefit from the institution's excellent contacts with corporations and institutions of higher learning abroad.

Threats

1. Lack of national academic staff and of staff at professorial level in specific areas and faculties.
2. Lack of doctoral programs. (N.B.: Because the institution is relatively new, the establishment of PhD programs will still require more time.)
3. Competition from other private HEIs.

Recommendations

1. The institution should give priority to the development of the library (cataloguing of all books according to international standards, creation of an online catalogue, acquisition of books for all research areas of the institutions, allocation of sufficient space and technical equipment to facilitate research and students). More staff members should be assigned to scientific library tasks.
2. The institution should also make a special effort to strengthen scientific research in co-operation with established research institutions.
3. The institution should make special efforts to recruit more staff at the professorial level (to overcome the present shortage). This will also be important for Beder HEI to be able to offer third cycle programs in the medium term.

External Evaluation Group:

1. Prof. Dr. Valentina Duka

2. Prof. Dr. Hans Köchler

