Nr.833/ Prot

Vlorë, më 16/ 06/ 2020

VENDIM

Nr...11...,datë 16. 06. 2020

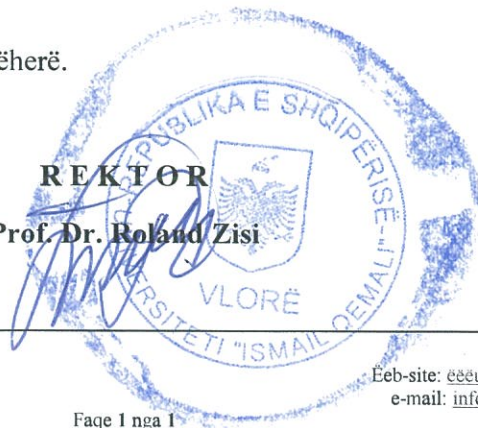## MBI MIRATIMIN E KËRKESAVE SIPAS AXHENDËS SË GRUPIT TË VLERËSIMIT TË JASHTËM INSTTUCIONAL

Në mbështetje të nenit **40** të Ligjit nr. 80/2015 "Për Arsimin e Lartë dhe kërkimin Shkencor në Institucionet e Arsimit të Lartë në Republikën e Shqipërisë, Rektorati në mbledhjen e datës 11. 06. 2020

VENDOSI:

1. Të miratojë kërkesat e paraqitura nga ana e grupit të vlerësimit të jashtëm institucional sipas shkresës nr. 83/7 prot, datë 11. 06. 2020 për venien në dispozicion të elementeve të mëposhtme:

   a) Ambientin e bibliotekës qëndrore me kapacitet pritës 25 persona duke ruajtur distancimin fizik për shak të COVID-19.

   b) Prezencën e logjistikës së nevojshme parandaluese të COVID-19 si maska, dezinfektues, dorashka dhe termometër.

   c) Mundësimin pranë ambienteve të bibliotekës qëndrore me internet të palimituar në pajisje komjuterike, si dhe akses në printer, fotokopje dhe skaner për grupin e vlerësimit të jashtëm gjatë dy ditëve të vizitës.

   d) Ofrimin e ujit, kafes dhe caj për grupin e vlerësimit të jashtëm gjatë dy ditëve të vizitës.

   e) Krijimin e një këndi ngrënieje në ambientet e bibliotekës qëndrore si dhe ofrimi i një drake të lehtë pune për vlerësuesit e jashtëm gjatë dy ditëve të vizitës.

2. Ngarkohet për zbatimin e këtij vendimi Admninistratori i Universitetit "Ismail Qemali", Vlorë

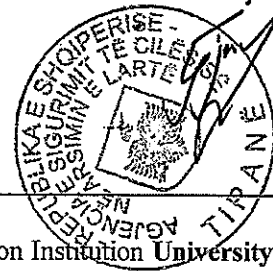3. Ky vendim hyn në fuqi menjëherë.

REKTOR
Prof. Dr. Roland Zisi

The agenda of the site visit of Review Team at the Higher Education Institution University of Vlora.

Dates: **June 22ⁿᵈ – 23ʳᵈ, 2020**

Time	Day 1 June 22ⁿᵈ, 2020	Participants
10:30	Review Team arrives at the University.	*The Team meeting room has to be set out as a board room (large rectangular table set-up) with sufficient seating at the table for 20 individuals.*
10:30 – 11:00	Review Team settle into the team meeting room. Meeting with Institutional Coordinator.	Institutional Coordinator, Review Team, Review Manager
11:00 – 11:30	**Meeting 1:** Review Team meet with the Rector.	RT, RM, Rector
11:30 – 11:45	Review Team meet to discuss outcome of meeting with the Rector.	RT, RM
11:45 – 12:45	**Meeting 2:** Review Team meet with members of the Academic Senate (excluding the Rector).	RT, RM Maximum 12 individuals. • *Two members from each faculty; to include both nominated and elected members;* • *To be ensured that those chosen represent a wide range of interests roles.*
12:45 – 13:45	Review Team meet to discuss outcome of meeting with Academic Senate. - **Working lunch available in the team meeting room.**	RT, RM

13:45 – 14:45	**Meeting 3:** Review Team meet with senior staff of the University.	RT, RM Maximum 10 individuals. • *All members of the Rectorate;* • *Head of Internal Quality Assurance and Institutional Development office;* • *Other senior staff as may be appropriate.*
14:45 – 15:00	Review Team meet to discuss outcome of meeting with senior staff.	RT, RM

15:00 – 16:00	**Meeting 4:** Review Team meet with a sample of First Cycle students.	RT, RM
		Maximum 10 students.
		   - at least 3 from 1st Year
		   - at least 3 from 2nd Year
		   - at least 3 from 3rd Year
		
		• *Should be present representatives from each main teaching department;*
		• *The group should include at least 3 students who are student representatives – on a student council or similar;*
		• *Should be included students with special needs (important!).*

16:00 – 16:15	Review Team meet to discuss outcome of meeting with the First Cycle students.	RT, RM

16:15 – 17:15	**Meeting 5:** Review Team meet with a sample of Second and Third Cycle students.	RT, RM
		Maximum 10 students.
		   - at least 3 from Professional Master
		   - at least 3 from Scientific Master
		   - at least 3 third cycle students
		
		• *Should be present representatives from each main teaching department;*
		• *The group should include at least 3 students who are student representatives – on a student council or similar;*
		• *Should be included students with special needs (important!).*

17:15 – 17:30	Review Team meet to discuss outcome of meeting with the Second and Third Cycle students.	RT, RM

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Time		Participants
17:30– 18:30	**Meeting 6:** Review Team meet with a sample of external partners and alumni.	RT, RM Maximum 16 individuals. To be included: • *Alumni of the University (not university staff);* • *Employers of graduate learning;* • *Teaching and research partner organization;* • *Market research contributors;* • *Local or regional partners providing placement of or study opportunities.*
18:30 – 19:00	Review Team meet to discuss outcome of meeting with external partners and alumni.	RT, RM

Time	Day 2 June 23rd·, 2020	Participants
08:30	Review Team arrives at the University.	RT, RM
08:30– 09:00	Review Team meet to exchange notes on the outcome of their overnight reading and reflection.	RT, RM
09:00 – 09:30	**Meeting 7:** Review Team meet with the Institutional Coordinator to clarify any matters arising.	RT, RM, IC
09:30 – 10:30	**Meeting 8:** University tour. • *typical large lecture room* • *typical smaller classroom* • *typical teaching laboratory* • *University library* • *faculty or department library* • *typical student information technology facilities* • *typical social facilities*	RT, RM, IC

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10:30 – 11:30	**Meeting 9:** Review Team meet with Administration Board and senior staff.	RT, RM Maximum 15 individuals. To be included: • *Members of the Administration Board, included MASR member;* • *Deans;* • *Heads of Departments.* • *At least each faculty should be represented*
11:30 – 11:45	Review Team meet to discuss outcome of meeting with Administration Board and senior staff.	RT, RM
11:45 – 12:45	**Meeting 10:** Review Team meet with a sample of teaching staff.	RT, RM Maximum 25 individuals. • *Each main teaching department should be included;* • *At least 3-part time individuals;* • *At least 4 individuals with less than 18 months' service at the institution;* • *Excluding members of Academic Senate, Board of Administration or any other institutional-level committee;* • *No Deans, Heads of Departments.*
12:45 – 13:00	Review Team meet to discuss outcome of meeting with teaching staff.	RT, RM
13:00 – 13:45	**Meeting 11:** Review Team meet with a sample of research-active staff, from each faculty and research centres.	RT, RM Maximum 10 individuals. Group to include: • *Head or senior member of Scientific Research Center of the Faculty of Technical and Natural Sciences* • *Head or senior member of Center for Albanologic and Balkan Studies* • *Head or senior member of Research Center of the Faculty of Economy* • *Head or senior member of Research Center of Public*

16:30 – 17:00	**Meeting 15:** Review Team meet to discuss their findings and initial judgements. • this meeting will be chaired by the **Lead Reviewer**; • each reviewer will lead the discussion of their lead evaluation area; • the discussion will aim to identify features of identified good practice; any identified weaknesses; any recommendations for action by the University; any affirmations of courses of action that the University has identified; • reviewers will then discuss and agree a potential judgement for each evaluation area; • reviewers will then discuss and agree a summary judgement for the University • discuss and agree the summary points to be shared with University senior staff.	RT, RM
17:00	Reviewers depart for Tirana.	

Notes:

1. *The Review Team will require to be based in a boardroom-type office throughout the visit.*
2. *All the necessary measures should be taken to secure the social distancing within the office and during all the meetings.*
3. *The Review Team will require unrestricted access to a computer with internet access and printing, copying and scanning facilities, preferably in their base room.*
4. *The Review Team may require other meetings or information in order to accomplish the external evaluation process.*
5. *It is important that the institutional representatives meet with the Review Team only once.*
6. *The Institutional Coordinator is asked to ensure that the **maximum number of attendees at each meeting is adhered to strictly**.*
7. *It would be appreciated greatly if the Review Team could have access to coffee and tea making facilities and drinking water throughout the visit.*
8. *The Review Team will take a light working lunch in their base room during the two-day visit.*

		Health
		• *Doctoral research supervisors;* • *Staff responsible for international and/or co-operative research programmes;* • *Central staff responsible for academic publications and grant applications.*
13:45 – 14:45	Review Team meet to discuss outcome of meeting with research-active staff. • *Working lunch available in the team meeting room.*	RT, RM
14:45 – 15:30	**Meeting 12:** Review Team meet with Administrative Staff, responsible for student support and services.	RT, RM Maximum 12 individuals. Group to include: • *Head of Library;* • *Head of IT;* • *Careers and Counselling Office;* • *Admissions;* • *Support staff based in faculties and departments.*
15:30 – 15:45	Review Team meet to discuss outcome of meeting with Administrative Staff.	RT, RM
15:45 – 16:15	**Meeting 13:** Review Team meet with Self-evaluation Team.	RT, RM, SET
16:15 – 16:30	**Meeting 14:** Review Team meet with the Institutional Coordinator to clarify any matters arising, and the Rector to summarize the major lines of enquiry and related matters pursued during the review.	RT, RM, IC, Rector