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	REGULATION ON THE ORGANIZATION AND FUNCTIONS OF THE COUNCIL OF PROFESSORS OF EPOKA UNIVERSITY			
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Chapter I

Composition and organization of the Council of Professors.

Article 1


The Councils of Professors are established on faculty base. Their organization and functioning is based on the Constitution of the Republic of Albania, the Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended, the Decision of the Council of Ministers no. 467, dated 18.07.2007 "On the definition of criteria and procedures for scientific and pedagogical qualifications of academic staff", as amended, the Decision of the Council of Ministers no. 864, dated 05.12.2007, "On the opening of the doctoral studies programs in public institutions of higher education and determining the conditions to be fulfilled by the students for obtaining scientific title " Doctor ", as amended, as well as on the Statute of Epoka University and all other legal acts that provide or require the involvement of the Council of Professors.

Article 2

The Council of Professors (CP) consists of all the full-time professors of the faculty. The list of the members of the CP is drafted and corrected in accordance with possible changes by the Dean of the Faculty concerned. The minimum number of members of the CP should be seven, from whom five should have the "Professor" title.

At most two members of the CP can have the "Assoc. Prof." title and they should be employed full-time in the said faculty or in other faculties of the University being close to the promotion with the "Professor" title. If the number of professors at the faculty is less than five, to reach this number in the CP, at most two professors can be invited by other faculties, inside the university or other universities in or outside the country.

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The proposal for candidates, who are invited to become members of CP, is made by the respective Faculty Board and approved by the Rector of Epoka University.

Article 3

The Council of Professors is chaired by the Head of the CP. The Head of the CP is elected by secret ballot by the members. CP management is done in rotational manner for one academic year. The candidacies for Head of CP are proposed by one or more members. If there is only one nomination, ballots must create the possibility to express the vote against the nominee. The procedures of electing the Head of the CP are organized and directed by the Head in office. The Head of the Councils of Professors is elected by the members providing 50% +1 of the vote.

Article 4

CP meets in the shortest time possible, whenever its commitment is required in accordance with the legislation in force. Meetings of the CP are convened, organized and directed by the Head of CP. The CP meeting may also be called at the request of one third of its members. The meeting of CP is held when at least 2 / 3 of its members are present and takes decisions by simple majority of members present at the meeting. Decisions should be approved by the Dean.


Article 5

Powers of the Council of Professors

The powers of the CP are:

1. Give opinions on the application of candidates who have applied to gain the scientific title “Doctor”.
2. CP approves the proposal of the department for the opening, closing or reorganization of PhD studies.

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3. CP monitors the activity and advises departments concerned in the organization and management of PhD study programs.
4. Based on the assessment of the relevant departments the CP approves or not a PhD dissertation.
5. CP together with the department approves the candidates who gain the right to pursue the PhD study programs.
6. CP organizes and conducts the post PhD scientific training and qualification.
7. CP proposes the promotions for the title "Docent¹", "Assoc. Prof." and "Professor." by the request of the departments concerned.
8. CP mainly based on the assessment of the relevant department as well on its judgment for teaching and research activities of the candidate may propose to the Dean, the awarding of title "Docent" to the candidate.
9. CP based on the proposal of the department, establishes the Evaluation Committee for the title "Assoc. Prof".
10. Gives opinions on the files of persons who have applied for the title " Assoc. Professor" and then forwards them for further proceedings to the Rector's Office.
11. CP formalizes the decision of the Evaluation Committee on granting or not the title.
12. CP verifies the candidates file for the title "Professor" if it is complete or not and then forwards it to the Senate together with the department's proposal on the composition the Evaluation Committee.


Chapter II

Functions and procedures for gaining academic titles

Article 5

¹ Equivalent to the academic title "Assist. Professor"

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The CP cooperates with the Deans of the relevant faculties, for organizing and managing of the training and qualification of the academic staff of the faculty.

Article 6

The CP organizes the procedures for the gaining of "Associate Professor" and "Professor" academic titles, in accordance with the Law no. 9741, dated 21.05.2007 "On Higher Education in the Republic of Albania", as amended, and the Decision of the Council of Ministers no. 467, dated 18.7.2007, "On determining the criteria and procedures for scientific and pedagogical qualifications of the academic staff", as amended.

Article 7


The registration of the files of candidates for academic titles is done by the Vice-Dean responsible for scientific activities. The latter, after the registration of the date of delivery and content of the file of the candidate, along with an accompanying correspondence, forwards it to the Head of the CP file.

Article 8

For evaluating the academic requirements for the "Associate Professor" title, the CP pursues the following procedure;

- a. After taking the file, the Head of CP assigns two members to study and prepare a preliminary report for the contents of the file of the candidates. The report is presented at the nearest meeting of CP.
- b. Within one month from the date of receipt of the file, the CP verifies whether it meets all the requirements stipulated in Decision of the Council of Ministers no. 467, dated 18.7.2007, "On determining the criteria and procedures for scientific and pedagogical qualifications of academic staff", as amended, and establishes an Evaluation Commission, in accordance with criteria stipulated by this decision.

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- c. The Evaluation Committee evaluates the meeting of the criteria for the gaining of the "Assoc Professor" title through the documentation in the files and through the assessment of pedagogy and teaching skills of the candidate by attending at least three hours of regular lectures of him to students. After this, the Evaluation Committee organizes an open session where the candidate is invited to refer about his scientific results in the main field of his studies.
- d. The Evaluation Committee prepares the assessment report on the submitted files and the pedagogical and teaching skills of the candidate and forwards it to the CP, along with the recommendation to grant or not the title. The CP, after discussion, by secret ballot takes the final decision and together with the relevant documentation forwards it to the Faculty Dean.
- e. After verifying the contents of the file and its evaluation procedure, the Faculty Dean transmits the documentation and the said proposal to the Rector's Office which transmits the application to one of the institutions and related faculties eligible to grant the "Associate Professor" title as stipulated in the Decision of the Council of Ministers no. 467, dated 18.7.2007, "On determining the criteria and procedures for scientific and pedagogical qualifications of academic staff", as amended.
- f. After the candidate is awarded the "Associate Professor" title, the Dean of Faculty organizes an inaugural open lecture where the diploma is conferred to the candidate.

Article 9

For evaluating the academic requirements for the "Professor" title, the CP pursues the following procedure;

- a. After taking the file, the Head of CP assigns two members to study and prepare a preliminary report for the content of the file of candidates. The report is presented at the nearest meeting of CP.

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- b. Within one month from the date of receipt of the file, the CP verifies whether it meets all the requirements stipulated in Decision of the Council of Ministers no. 467, dated 18.7.2007, "On determining the criteria and procedures for scientific and pedagogical qualifications of academic staff", as amended, and establishes an Evaluation Commission, in accordance with criteria stipulated by this decision.
- c. The Evaluation Committee evaluates the meeting of the criteria for the gaining of the "Professor" title through the documentation in the files and through the assessment of pedagogy and teaching skills of the candidate by attending at least three hours of regular lectures of him to students. After this, the Evaluation Committee organizes an open session where the candidate is invited to refer about his scientific results in the main field of his studies.
- d. The Evaluation Committee prepares the assessment report on the submitted files and the pedagogical and teaching skills of the candidate and forwards it to the CP, along with the recommendation to grant or not the title. The CP, after discussion, by secret ballot takes the final decision and together with the relevant documentation forwards it to the Faculty Dean.
- e. After verifying the contents of the file and its evaluation procedure, the Faculty Dean transmits the documentation and the said proposal to the Rector's Office which transmits the application to one of the institutions and related faculties eligible to grant the "Professor" title as stipulated in the Decision of the Council of Ministers no. 467, dated 18.7.2007, "On determining the criteria and procedures for scientific and pedagogical qualifications of academic staff", as amended.
- f. After the candidate is awarded the "Professor" title, the Dean of Faculty organizes an inaugural open lecture where the diploma is conferred to the candidate.


Chapter 3

Functions and procedures for organizing the third cycle studies

Article 10

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The CP cooperates with the Dean and the concerned Faculty Council for organizing and directing doctoral studies programs.

Article 11

The functions of the CP regarding the organization and functioning of the doctoral programs of study include, but are not limited to;

- a. Approves proposals on the opening, closing, or reorganization of PhD studies programs and forwards them to the Epoka University Senate for approval.
- b. Determines the modalities for the selection of the candidates who gain the right to pursue PhD studies program.
- c. Determine the modalities for allowing candidates in the PhD dissertation defense, including verification of meeting the criteria established by Decision of the Council of Ministers no. 864, dated 05.12.2007, as amended.
- d. Approves the plan of the research activities that can be performed at their workplace, for PhD students who are employed or involved in research activities in other public or private institutions.
- e. Assesses the scientific content of the PhD dissertation and recommends possible additions that may be done to it before submission to the PhD defense committee.

Chapter 4

Other provisions

Article 12

This regulation is enters into force after the approval by the Higher Board.

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