

INTERNAL EVALUATION REPORT

Integrated Second Cycle Study Program in Architecture

Tiranë, March 2018

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I. INTRODUCTION

Epoka University is an international higher education institution located in Tirana, the capital of Albania. The University commenced academic activities during the 2007-2008 academic year, in compliance with the provisions of the Albanian higher education legislation.

In 2012, based on the Decision of the Council of Ministers of the Republic of Albania No. 553, dated 22.08.2012, the legal status of the institution was changed from “Institution of Higher Education (“Shkollë e Lartë” in Albanian) to “University”.

All institutional strategies of Epoka University are built on the “Education, Research and Contribution to Society” triangle. To promote further R&D, as well as contribution to society, Epoka University has signed several cooperation agreements with international and national institutions. Among our distinguished partners are the Albania Investment Council, American-Albanian Business Association, Tirana Municipality, British Council Albania, Yunus Center, Dhaka, and others.

Epoka University comprises three faculties: the Faculty of Architecture and Engineering, composed of the Department of Architecture, the Department of Civil Engineering, and the Department of Computer Engineering; the Faculty of Economics and Administrative Sciences composed of the Department of Banking and Finance, the Department of Business Administration, and the Department of Economics; the Faculty of Law and Social Sciences composed of the Department of Law, the Department of Political Science and International Relations, and the Center for European Studies. For detailed information, please follow the link: <http://epoka.edu.al/>

Epoka University offers education in three study cycles, respectively Bachelor’s, Master’s, and PhD, with 10 Bachelor, 9 Master of Science, 7 Professional Master, 2 Integrated Second Cycle, and 6 PhD study programs. The language of instruction in all study programs is English, except for the Bachelor in Banking and Finance study program, which is offered in Albanian as well.

Epoka University fully complies with the requirements of the Bologna Process, such as offering study programs in the three cycles of studies, adoption of both the ECTS credits system and from the American credit-hour system, as well as the provision of the diploma supplement for all of its graduates.

In 2017, Epoka University successfully completed the institutional accreditation process under the authority of the Albanian Agency for Quality Assurance in Higher Education.

Epoka University possesses a highly qualified full-time academic staff, 23% of whom are foreign. The foreign staff comes from the UK, Turkey, Russia, Azerbaijan, US, Macedonia, Greece, Kosovo and Pakistan. During the 2017-2018 academic year, the student/lecturer ratio was 19:1, illustrating the particular emphasis placed by Epoka University on high-quality teaching and the student-oriented approach of its activities. Three percent of the student community comes from foreign countries, such as Kosovo, Macedonia, Montenegro, Turkey, United States, Cameron, Azerbaijan, Yemen and Bangladesh.

“Internationalization” represents a strategic objective of Epoka University. In this context, Epoka University is one of the most active universities in Albania in student and staff exchange programs with foreign universities. Furthermore, Epoka University cooperates with EU universities through the Erasmus+ Program; in the perspective of research and projects aiming to support actions in the field of Education, Training, Youth and Sports, and also in terms of staff and student exchange. Epoka University is the first of the very few private higher education institutions in Albania to have benefited from the TEMPUS program, financed by the European Union. Epoka University is currently a partner

institution for three Erasmus+ KA 2 Capacity Building projects and one Horizon 2020 project, which is the first such project in Albania. For detailed information, please visit our¹ Research and Projects Office.

Epoka University is also an associate member of the European Universities Association (EUA), a signatory of the Magna Charta Universitatum, the United Nations Supported-initiative Principles of Responsible Management Education, and Yunus Center, Dhaka.

Epoka University Library offers different access to its students through its Digital Library with regard to all the program studies offered by Epoka. At the same time, the library is subscribed to several electronic resources such as Science Direct, JSTOR, IOPscience, SCOPUS, Taylor and Francis, etc.

In addition, the Epoka University campus is situated in a green area outside the city of Tirana and provides venues with comfortable physical and IT infrastructure, which offer high-quality services and facilities to students, staff and other stakeholders, covering three computer labs, one electronic and one civil engineering lab at Campus.

At the same time, Epoka University bolsters an excellent employability rate of its graduates, standing at around 90% and employed in the local and international labor market. Besides infrastructure and well-structured facilities, Epoka University offers internships, networking, career fairs, and employment opportunities for its students and graduates in collaboration with sectors and industry under the Career Planning and Alumni Office.

In 2018, UniRank rated Epoka University as the Top University in Albania.

The Integrated Second Cycle Study Program in Architecture of the Epoka University is offered by the Department of Architecture. The Department of Architecture is an integral part of the Faculty of Architecture and Engineering.

In accordance with the Higher Education Legislation in force, the PICD in Architecture with a normal academic duration of four academic years (240 ECTS) was licensed the Decision of the Council of Ministers of the Republic of Albania No. 281, dated 12.03.2008. At the same time, pursuant to Ordinance of the Minister of Education and Science No. 260, dated 07.06.2011, the process of institutional and Bachelor study programs accreditation offered by the “EPOKA” University was successfully completed, including the Bachelor study program in “Architecture”.

In order to align the study programs with the Bologna system and to promote student mobility within and outside the country, the Senate of “EPOKA” University through Decision No. 1, dated 02.03.2011, decided to reorganize the first cycle Bachelor study program in “Architecture” from a study program with a normal duration of four-year academic studies (240 ECTS) into an integrated second cycle study programs with a normal duration of studies of five (5) academic years (300 ECTS), pursuant to Law No. 10307, dated 22.07.2010 “On some amendments and additions to the Law no. 9741, dated 21.05.2007 “On Higher Education in the Republic of Albania”, amended. In this context, pursuant to Ordinance of the Minister of Education and Science No. 517, dated 17.10.2011, the Bachelor program in “Architecture” with a normal duration of four years of academic studies (240 ECTS), was reorganized into the Integrated second cycle study program in Architecture (PICD ARCH), with a normal duration of studies of five (5) academic years (300 ECTS).

¹ <http://projects.epoka.edu.al/home.html>

The Department of Architecture offers undergraduate and graduate programs in Architecture. The Second Level Integrated Diploma in Architecture program is based on a five-year study leading to the Master's degree with emphasis on architectural design studios, which are the specific form of education. At the graduate level the Master of Architecture (for the students that come from the 4 years study program) and PhD in Architecture programs are opened.

The Department prepares students for critical engagement with practice and ensures readiness for professional responsibilities. The curriculum is design-centered. Comprehensiveness is ensured through introductory coursework in the subject areas and substantial breadth and depth in the advanced courses. The integration of subjects is aided by the design process skills courses and practiced in studio. The department encourage students to acquire the purist sense of 'style' because architecture is an expression of the values, aspirations and character of the society that produces it. The department's goal is to advance the profession of architecture by combining artistic talent, technical proficiency, and social engagement in pursuit of excellence. All the programs are interdisciplinary and taught in English.

II. INTERNAL EVALUATION GROUP (IEG)

Composition of the IEG²:

- | | |
|-------------------------------------|-------------------------|
| 1. Dr. Odeta Manahasa | -head |
| 2. Assoc. Prof. Dr. Sokol Dervishi | -member |
| 3. Assist. Prof. Dr. Anna Yunitsyna | -member |
| 4. Dr. Edmond Manahasa | -member |
| 5. M. Sc. Egin Zeka | -member |
| 6. M. Sc. Artemis Hasa | -member |
| 7. M. Sc. Ina Dervishi | -member |
| 8. Mr. Laert Hoxha | - student |
| 9. Ms. Ajsela Tafili | -department coordinator |

ANALYSIS FOR THE FULFILLMENT OF THE RECOMMENDATIONS OF THE ACCREDITATION BOARD IN THE FIRST ACCREDITATION

Recommendations of Accreditation Board

- a) To better harmonize the implemented American system with the European one in the context of the Bologna Process
- b) To expand the Library with literature which is richer and has a greater number of copies
- c) To better encourage the individual work by students during the conduct of the teaching process by giving priority to specific hours of seminars, oral presentations, various essays, individual and team projects etc.
- d) To have a clearer specialization of academic personnel in certain areas in order to increase the level of teaching
- e) To better coordinate the duration of stay of visiting professors to not create teaching overload which creates difficulties for students

Fulfillment of Recommendations by Institution

- a) For the Recommendation ...a, Institution has harmonized PICD ARCH with the Bologna process by offering:

²The Internal Evaluation Group (IEG) was established under the responsibility of the head of base unit (Department), No 2, 17/11/2017, after taking the opinion of the relevant decision-making body. The internal institutional assessment group has been approved then by Decision No. 1, dated 20.12.2017 of the Decanate of the Faculty of Architecture and Engineering.

The selection of IEG members should take into account their professional competencies, impartiality, research and evaluation skills, diversity of opinion, and ability to work together in a team. The IEG, as a rule, consists of 3-5 members of the unit. The IEG is established only for the purposes of evaluation (ad hoc group). It sets out an organizational structure (leader, secretary, etc.) and a distribution of tasks. The IEG must also include student representatives.

i. The Design Studio Course: running from the first up to the fifth year of the studios, this course follows a learner-centered pedagogy based on a one-to-one communication between the student and the instructor and knowledge sharing among the students. Students learn not only the necessary design knowledge and skills but are responsible for managing their own learning process. This is achieved by individual and team projects. The aim is to make learners know how to learn, suitable for life-long learning.

ii. Internships which are mandatory to be fulfilled by the students, are giving a glimpse on how professional architects work.

iii. Erasmus+ and exchange programs offer learning mobility opportunities for both students and staff, by sharing experiences, collaborating and expanding the professional network.

iv. Elective courses offered by the internal and external staff aim at adopting the design thinking approach by making students apply the 4Cs: critical thinking, creativity, communication and collaboration.

b) For the Recommendation b, the Institution has increased the number of books in the Library. The Library has been expanded and updated continuously depending on the needs and requests of academic staff and students. At the beginning of each academic year, the departments prepare lists of books which are necessary to be in library. Furthermore, the university has access to electronic libraries which have efficiently increased the quality of lecturing as well have provided a diversity of sources for lectures. (http://lib.epoka.edu.al/cgi-bin/koha/opac-search.pl?q=Architecture&branch_group_limit=)

c) For the Recommendation c, the Institution has oriented the students during the studies to perform different types of learning activities depending on the specificity of subjects. During the studio courses (design studios, environmental control studio and studio of restoration and conservation) students receive the preparatory task, which is developed usually in groups and further on they proceed with the individual project. The consultations on the project are given individually. The set of theoretical courses includes the thematic lectures followed by various types of activities. These activities include seminars, individual and group presentations, discussions, and the individual activities, such as critical reading and reviewing of the selected scientific works, project development and presentation, and essays on the specific topics. The practice-based courses are combined by the set of lectures explaining the specific issues and the mandatory class works and home works, which are completed by students individually. During the practice hours students receive individual consultations from the lecturers.

d) For the Recommendation.d, the Department of Architecture has a multi-disciplinary curriculum in the fields of architecture, planning and design that is covered mainly by the full-time academic staff and supported by part-time lecturers. The staff is well qualified in different disciplines such as: theory of architecture, architectural design, urban planning and design, landscape planning, building technology etc. The list below shows the main fields of specialization of the academic staff in department of Architecture:

i. Architecture

- a. Theory of Architecture
- b. Architectural design
- c. History of Art and Architecture
- d. Restoration and Conservation
- e. Housing design

ii. Building technology

- a. Building construction
- b. Building physics

- c. Environmental control
- d. Building materials

iii. Urban Planning and Landscape Architecture

- Urban Planning
- Urban Design
- Landscape design

e) For the Recommendation.e, the Institution has eliminated the need to invite visiting processors to teach courses in the curriculum by employing part-time academic staff and supporting the continuous specialization of the full time staff. The courses are taught on a weekly basis by the full time and part time professors without creating overload for students.

STUDY PROGRAM/S, ITS MANAGEMENT, IN SERVICE TO THE MISSION OF THE UNIT

1. Mission/Objectives of the of the study program.

Descriptive part

Terms of reference: Goals and objectives of the study program, teaching and scientific research, short-, mid- and long-term strategies, follow-up and adaptation of objectives and goals over the time, general data on the study program (history, status, number of employees over the years, number of students over the years, study programs for all cycles of study, position of the study program in the national and international context).

Mission of the Department of Architecture

The Department of Architecture at Epoka University prepares students for critical engagement with practice and ensures readiness for professional responsibilities. Our Department's vision is to offer a leading Architecture program in Albania and the Balkan region. We teach sustained evaluation of principles, traditions, and requirements of building in all its aspects. Our goal is to advance the profession of architecture by combining artistic talent, technical proficiency, and social engagement in pursuit of excellence. Our programs seek to multiply insights and abilities of students, including sensitivity to the aesthetic and social responsibilities of environmental design; the cultivation of a broad, humanistic world view; commitment to research; respect of innovation; an advanced understanding of the culture of practice; and sophisticated graphic skills and technical vocabulary. The education of students in sustainability is a major focus of the curriculum. Our programs are interdisciplinary and taught in English.

Strengths of our Programs:

- Unique blend of courses in architecture design and theory, building science and technology, and urban planning and design;
- Taught in English;
- Interdisciplinary and international;
- Exposure to a research environment;
- Professional internships;
- Exchange programs abroad;
- Possibility to pursue doctoral (Ph.D.) studies at Epoka University or abroad;
- State-of-the-art design software and studio environment.

Context

The rapidly changing computer aided technology used in the architectural education and in this framework the usage of the related software properly and its implementation within the educational curricula is one of the main challenges of the program. Another important challenging issue is the ability to conduct research and development projects through the limited financial sources. Moreover another goal is changing architecture service market and increasing number of graduates.

Vision: Where the Department wants to be by 2022?

The institutional vision of the Department of Architecture is to become:

1. A leading institution at the national and international architectural arena;
2. An association that develops the architectural consciousness in the society;
3. Facilitator and contributor to the improvement of quality of life;
4. A reference and preferred institution in terms of academic activities and achievement

Sources

The members of Department of Architecture have received training from distinguished universities of Austria, Italy, Germany, Turkey, the Czech Republic, and Russia, etc. They are in constant interaction with colleagues and institutions in many countries of the world, through exchange programs, workshops, and joint projects. Four of the full-time and one of the part-time members possess the scientific degree “Doctor”/ “PhD”, and 5 full-time members are in the process of completion of their doctoral degrees. The Department provides all necessary learning environments, such as architectural studios, classrooms, library, auditoriums and computer laboratory. The building in which the Department of Architecture is located is designed using the last architectural trends and tendencies and provides the inspiring and creative environment for students.

History of Achievements from the last period (Since the establishment of Epoka)

Since 2008 the applicant pool for the Department of Architecture has grown by over 50%, and the entering class has become stronger and more diverse. In 2014 we increased the target size of the freshman class from 30 to 60 students. There is an ever-present need to expose our students to contemporary issues and to prepare them for a complex and global environment. In a comparison to other top-tier programs, Epoka University is a leader in its adoption of new pedagogical tools and in its focus on “hands-on, minds-on” learning. One of the objectives of Architecture Department is to contribute not only to its students’ achievements and academic research but also to the broader local society by organizing seminars, exhibitions, and competitions and by issuing certificates to participants in such activities. The two International Conferences on Architecture and Urban Design (ICAUD and 2-ICAUD) were organized by the Department of Architecture of Epoka University in 2012 and 2014 in Tirana, Albania. The International Design Competition for Final Year High School Students (IDCHSS) has been organized each year since 2011. The Department organizes Open Forums by inviting the famous architects and artists from Albania and abroad. Students of architecture regularly participate in international exchange programs, attend the international architecture summer schools, and participate in national and international professional competitions. Each year department organizes studio site trips

and excursions. ArkiSpace is the Epoka architecture students' club, which has organized a number of activities, such as installations, expositions, student actions and performances.

Study Programs offered by the department of Architecture:

- An integrated second cycle study program in Architecture (PICD ARCH), which is a five-year program (Bachelor + Master). The first three years of the program (the undergraduate level) focus on architectural design studios. In the last two years (graduate level), students can be focused by taking courses from three emphases (1) Architecture Design (2) Building Technology or (3) Urban Planning and Design. Master of Science (MSc) in Architecture degrees are awarded to graduates [*Master Shkencor*].
- A Master of Science in Architecture program (MSc ARCH). This is a 2-years study program.
- A three-year PhD program in Architecture (PhD ARCH).

Evaluation according to the Standards

Standards/criterion	Evaluation for the Criterion according to standards
Standard I.1 - Institution offers study programs in accordance with its mission and purpose.	

Criterion 3	Study programs are designed in accordance with the mission and purpose of the institution	The curricula of Integrated second cycle study program in Architecture is in accordance with the mission and purpose of the program. The students develop a critical vision through studio juries and theory courses. Design and graphical skills are deepened during design process in studio courses. The varying innovative aspects of architecture are researched not only in master thesis, but also reinforced within the varying compulsory and elective courses offered by the department and in the English language. Please find further details in the Annex 1.1 the “Ten Year Achievement” survey.
Criterion 4	Study programs are designed in accordance with labor market needs;	Considering the labor needs, the program prepares professionals based on three specialization modules: 1. Architects (architectural design module) whose main focus area is to design in building scale.
Criterion 5	Study programs are designed in accordance with economic development of the country;	2. Urban designers (urban planning and design) whose professional target is the urban scale design and city planning units in the municipalities. 3. Architectural technologists (building and construction technology) who can manage the process from conception through to completion, typically focusing on the technical aspects of a building project.
Criterion 6	Study programs reflect the will of Institution to maintain nation values.	The fact that Albania is a developing country firstly is associated with constant need of architects to manage especially the growing construction sector and secondly for urban planners in managing the high informal settlements rate and urban designers to be employed in the “Rebirth of the Cities” projects in Albania. In this context, the department of architecture provides professional competencies which suits to the civil and professional ethics, which are very sensitive to the national values. This will is represented by participating in different architectural national competitions and being awarded with prices. (Case of Osum River Island Competitions-1st Prize, Case of Ministry of Culture Kinostudio Competition-3rd Prize)
Standard I.2 - Study programs are consistent with institution’s development strategy.		
Criterion 1		Department of Architecture is consistent with Epoka University’s development strategy. Epoka University has two main objectives, namely the improvement both of teaching and of scientific

	Study programs are geared to institution's development strategy;	research. The teaching materials and the laboratories (Digital Visualization Lab and Building Materials Lab) used for courses in PICD ARCH are equipped with contemporary devices and software. Through Erasmus Plus Mobility program students per one (1) semester conducted their researches in Polytechnic University of Bari, Gdansk University in Poland and METU University in Turkey. Such activities make possible the achievement of the goals mentioned in the institutional strategy.
Standard I.3 - Study programs are offered in accordance with laws and bylaws in force.		
Criterion 1	The content of study programs is in accordance with criteria defined by laws and regulations in force;	Epoka University is a private higher education institution established based on the Decision No. 281, dated 12.03.2008, of the Council of Ministers of the Republic of Albania. At the same time, based on the provisions of the Albanian higher education legislation, pursuant to the Ordinance No. 260, dated 07.06.2011, of the Minister of Education and Science of the Republic of Albania, Epoka University has been granted institutional accreditation as well as EPOKA University has obtained periodical institutional accreditation based on the Decision No. 92, dated 20.10.2017 of the Accreditation Board. Integrated second cycle study program in Architecture is a study program which is consistent with the qualification level 7 achieved and determined by Albanian Qualification Framework in the Law No. 10247 dated 21.03.2010
Criterion 2	Study program naming is consistent with qualifications level achieved and determined by Albanian Qualification Framework.	
Standard I.11 - Institution drafts a development plan for study programs, teaching and learning results.		
Criterion 1	Institution prepares a strategic plan in Institution level for the development and improvement of study programs;	The department of Architecture prepared a strategic plan for the years 2013-2017. The Institution has also prepared a new strategic plan for the 2018-2022 period. The institutional vision of Department of Architecture is to become: A leading institution at the national and international architectural arena; An association that develops the architectural consciousness in the society; Facilitator and contributor to the improvement of quality of life; A reference and preferred institution in terms of academic activities and achievement.
Criterion 2		At the same time, the Strategic Plan of the Department of Architecture has set 4 Priority-Area Themes:

	<p>Institution prepares a strategic plan in Institution level to improve teaching and learning results.</p>	<p>Theme 1: Provide high quality environment for teaching and learning. Theme 2: Recruit, educate and graduate a high-quality and diverse undergraduate student body. Theme 3: Recruit, educate and graduate a high-quality and diverse master student body. Theme 4: Recruit, educate and graduate a high-quality and diverse PhD student body.</p> <p>The detailed descriptions, specific goals and measurable indicators toward achieving the abovementioned Priority-Area Themes are given in Annex 1.3, which is the strategic plan of the Department of Architecture.</p> <p>The members of the Department of Architecture have received training in from distinguished developed countries' universities including in Austria, Italy, Germany, Turkey, the Czech Republic, Russia, etc. The institution is to follow the same recruiting strategy ensuring high level and international experience academic staff. Departmental staff are in constant interaction with colleagues and institutions in many countries of the world, through exchange programs, workshops, and joint projects provide the inspiring and creative environment for students.</p> <p>In the context of rapidly changing computer aided technology used in the architectural education and in this framework the usage of the related software properly and its implementation within the educational curricula is one of the main challenges of the program. In order to achieve this improvement, the department has increased the number of elective courses which included computer aided technology like: ARCH 486 Digital Visualization and Presentation, ARCH 484 Computer Applications in Architecture, ARCH 502 -Computational Design-Theory and Applications</p>
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Conclusions of IEG:

The IEG concludes that the program fully meets the standards.

The Integrated second cycle study program in Architecture has been designed in accordance with labor market needs. Integrated second cycle study program in Architecture has been designed in accordance with the economic development of the country, taking in consideration firstly the fact that Albania is a

developing country and needs many new architects to manage especially the growing construction sector and secondly the need for urban planners in managing the high informal settlements rate and urban designers to be employed in the “Rebirth of the Cities” projects in Albania.

Integrated second cycle study program in Architecture is geared to the institution’s development strategy, consisting in improvement of teaching and scientific research. The content of the Integrated second cycle study program in Architecture is in accordance with criteria defined by laws and regulations in force.

The Integrated second cycle study program in Architecture is consistent with the qualification level 7 achieved and determined by Albanian Qualification Framework.

The Department of Architecture has prepared a strategic plan for years 2017-2022, in accordance with the strategic plan of Epoka University, for the development and improvement of study programs and also the improvement of teaching and learning results.

2. Academic Structure of the Faculty and Department

Descriptive part

Terms of reference: Academic structures of the main unit (Faculty), division into base units (Departments), data on the categories of personnel in the base units, division of the academic personnel into Full-time Academic Personnel (Effective Academic Personnel) (PAE) and Adjunct Academic Personnel (Academic Personnel with Contract (PAK), Administrative Personnel, coordination of teaching with other units.

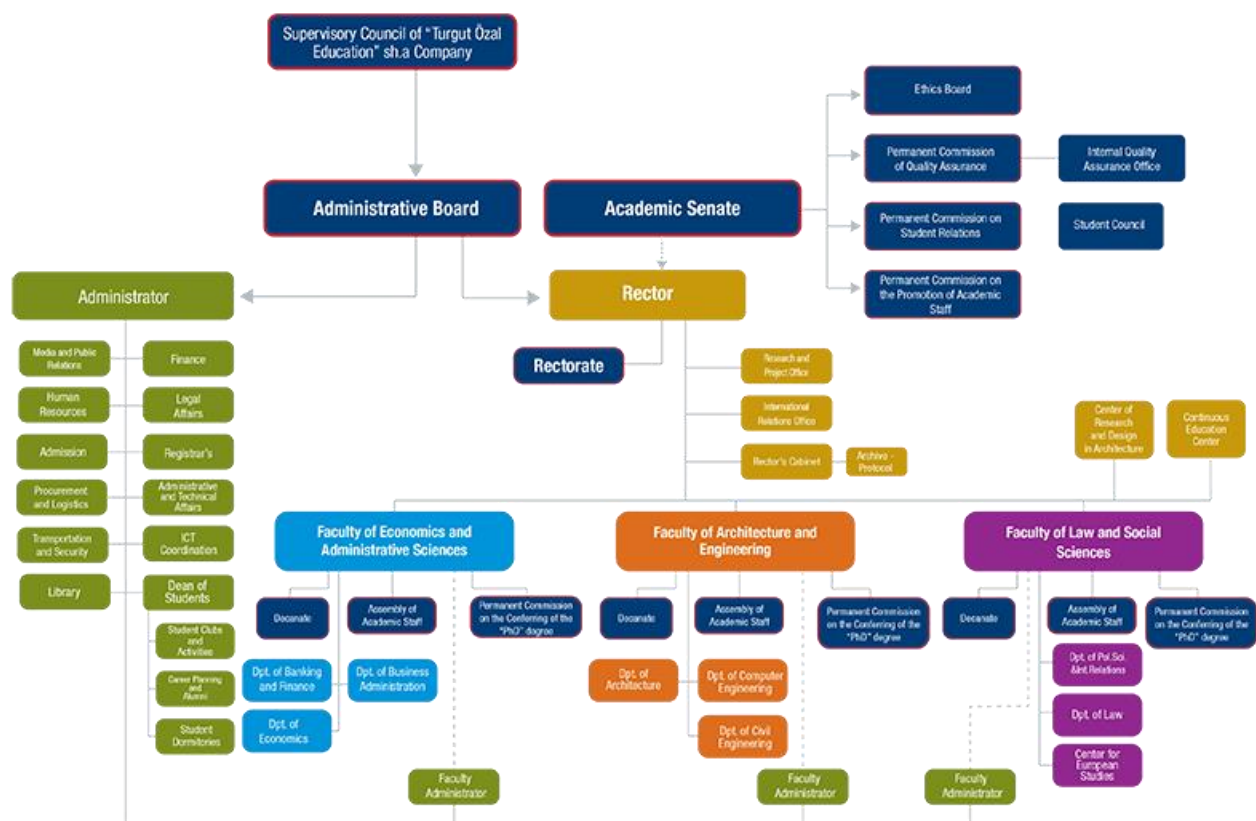


Figure 1 Organization scheme of Epoka University

The Faculty is the main unit of EPOKA University, coordinating teaching, scientific research and cultural development in related or overlapping teaching-research areas. The Faculty offers programs of different cycles. EPOKA University is composed of three faculties, which in turn are composed of at least three basic units (departments/ centers of scientific research). The leading academic authorities of the faculty are the Dean and the Director of the basic unit. The leading academic organ of the faculty is the Decanate. The leading administrative authority is the Faculty Administrator.

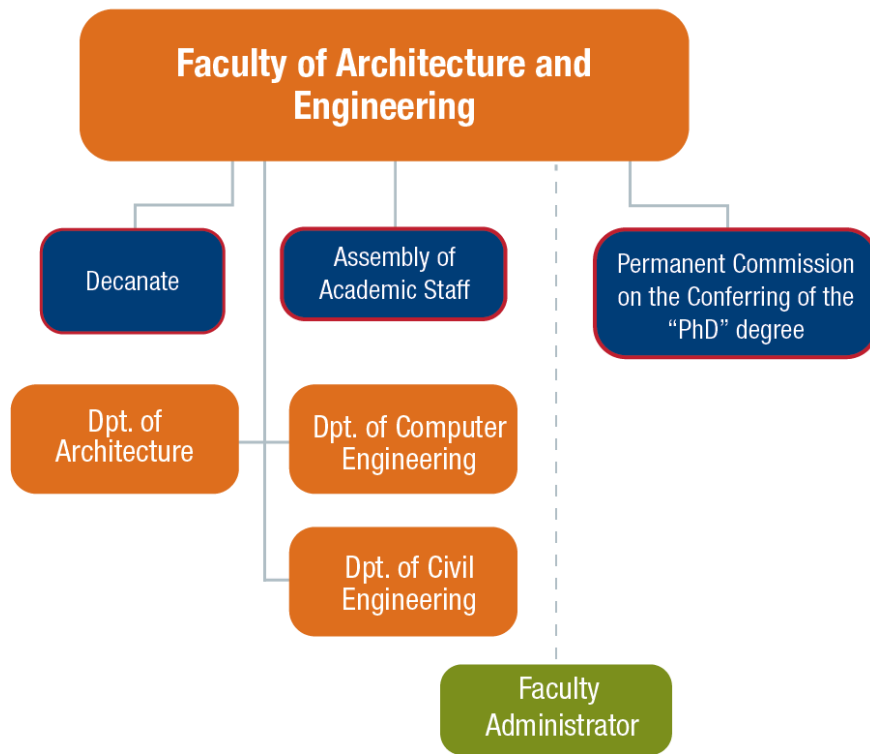


Figure 2 Organization scheme of Faculty

Dean

The Dean is the leading authority of each of the University's faculties, who represents and acts on behalf of the Faculty. The Dean is part of academic the staff under the category "Professor" or "Associate Professor".

Assoc. Prof. Dr. Sokol Dervishi is the Dean of the Faculty of Architecture and Engineering

The Dean has the following functions:

- a. Leads and represents the Faculty;
- b. Is a member of the Academic Senate;
- c. Exercises control over the lawfulness of governing authorities within the faculty.

The Dean also exercises the following competences:

- Proposes the name of the Deputy Dean for approval to the Rector and appoints him/her after approval by the Academic Senate;
- Proposes to the Academic Senate the heads of the basic units of the respective faculty
- Appoints head/s of module and inter-module teaching groups upon the proposal of the head of the basic unit;
- Oversees the progress of teaching and scientific process in basic units in close collaboration and cooperation with heads of units;
- Approves commissions of formation exams and diploma theses of respective study programs and any other commissions in support of implementation of tasks and functions of the faculty;
- According to the needs of faculty and its development, proposes to Rector vacancies and changes with regard to human resources for the preparation of the recruitment process;
- Establishes ad-hoc recruitment commissions in the respective faculty;
- Manages the recruitment process in the respective faculty in accordance with the Rector's plan for this process;
- Proposes each academic year to Rector for approval the list of students registered to pursue their studies in programs under respective faculty;
- Proposes to the Rector the list of students to be expelled in cases provided for in Faculty Regulation;
- Submits to Rector the annual report on teaching, scientific research and financial situation of faculty after it has been discussed and approved in the Decanate;
- Organizes the admissions exams for new students and oversees proper functioning of the admissions committee;
- Approves internal regulations of units in the respective faculty;
- Approves chairpersons and members of commissions responsible for entrance and formation exams, diploma theses, thesis topics, project proposals and scientific research plans of respective members of research centers and basic units academic staff after reviewing in the Decanate upon the proposal of head of basic unit;
- Announces the results of admissions exams;
- The Dean exercises his/her competences by means of orders and instructions
- In cases of gross or serious violations of the law and bylaws, on the part of head of basic unit or member of the Ethics Board, proposes to the Rector his dismissal. The Rector provides his/her approval within a month. If the Rector does not reply, the head of the basic remains in office;

- The Dean appoints the head of one of scientific research unit, basic unit or head of cluster and intercluster courses to replace the governing authority until the appointment of the new one.
- The Dean performs other duties as specified in the legislation in force, the Statute of the University, or other acts.

³Decanate

1. The Decanate of Faculty is a collegial decision-making body that sets and schedules according to the proposals of departments, the use of human and material resources available to the Faculty.
2. EPOKA University’s Decanate is an executive collegial body of the respective main units.
3. The Decanate consists of:
 - a) Dean;
 - b) Deputy Dean;
 - c) Administrator of main unit;
 - d) Heads of Departments/ scientific research centers;
4. The Decanate is convened in his first meeting by the Dean.

Table 1 Members of Decanate

Faculty of Architecture and Engineering	Assoc. Prof. Dr. Sokol DERVISHI - Chair Assoc. Prof. Dr. Miriam NDINI - Member Assist. Prof. Dr. Arban UKA - Member Dr. Edmond MANAHASA - Member Ms. Morena MULHAXHIA – Member and Rapporteur
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The functions of the Decanate are as follows:

- Drafts the strategic plan of development of the main unit, based on the proposals of its basic units, as well as those of the Administrator;
- Drafts an annual program of activities, and follows its implementation after approval by the Academic Senate and the Rector;
- Proposes criteria for the distribution of the material and human resources of the main unit;

³DECANATE has become functional after the merger of the Board of Faculty with the Administrative Board of Faculty.

- Approves the admission criteria of students for each study program, based on department's proposals, in accordance with the legal provisions in force;
- Co-ordinates the activities of the basic units;
- Designs and proposes the annual draft budget of the main unit;
- Presents recommendations for projects, programs of study, research and structural changes necessary for their implementation;
- Decides about the activities of teaching, research and publications of the main unit, and defines the principles, plans, programs, textbooks to be used by the students and the academic calendar in relation to these activities;
- Proposes to the Academic Senate the creation of new study programs;
- Proposes to the Rectorate the opening, closing or changing of the basic units or other constituent units;
- Proposes to the Academic Senate the areas designated for doctoral studies within the main unit;
- Gives proposals about the learning process and examinations, which are submitted for approval to the Academic Senate;
- Periodically reviews the regulations of study programs and submits them to the Academic Senate for approval;
- Based on the proposals of basic units, approves the list of courses offered each semester along with instructors and appropriate teaching load, and follows the execution of the teaching load by the academic staff of the main unit;
- Based on the proposals of basic units, approves the syllabus and research plan of each member of the academic staff of the main unit;
- Based on the proposals of basic units, approves the members and chairmen of committees of the entrance examination, formation examination and diploma defence;
- Based on the proposals of basic units, approves the content of the entrance examination, formation examination and the topics of the diploma thesis;
- Based on the proposal of the relevant department, takes the decision on making changes in the curriculum and proposes to the Academic Senate the approval of these changes;
- Implements all decisions adopted by the Academic Senate.

Council of Professors

The Council of Professors (CP) is composed of members with extensive experience in their fields. The list of members of the Council of Professors is drafted and corrected in accordance with possible changes by the Dean of the Faculty. According to his assessment, department heads who are in process of obtaining the title "Professor" may be members.

The minimum number of the members should be seven. In case the number of professors of the Faculty is less than seven, professors of fields close to other faculties within "Epoka" University, guest professors or professors with contract of Faculty or members, with the title "Associate Professor", or whom are in the process of applying for the title "Professor" may be invited to join the Council of Professors. The proposal for candidates invited to become members of the Council of Professors is made by the Council of the respective Faculty and is approved by the Rector of the University "Epoka". The Council of Professors is chaired by the Chairperson of the CP. The chairman is elected by secret ballot of the members.

Table 1 **Members of Council of Professors**

Faculty of Architecture and Engineering	Assoc. Prof. Dr. Sokol DERVISHI - Chair
	Prof. Dr. Bekir KARLIK - Member
	Prof. Dr. Betim ÇIÇO - Member
	Prof. Dr. Përparim HOXHA - Member
	Prof. Dr. Orion ZAVALANI - Member
	Prof. Dr. Niko POJANI - Member
	Assoc. Prof. Dr. Mirjam NDINI - Member
	Ms. Morena MULHAXHIA - Rapporteur

The functions of the Council of Professors are as follows:

1. Evaluation of the application of the candidates that have applied to defend the doctorate.
2. Approval of the department's proposal for the opening, closing or reorganization of doctoral study programs.

3. Observation of relevant departments in the process of organizing and conducting doctoral study programs.
4. Based on the evaluation of the respective departments, the Council of Professors approves or disregards the dissertation.
5. The Council of Professors together with the department approves the winning candidate of the doctoral study program.
6. The CP organizes and conducts the post-PhD scientific training and qualification.
7. The CP proposes the promotions for the title "Docent1", "Assoc. Prof." and "Professor." by the request of the departments concerned.
8. The CP may further submit to the Dean nomination of candidates for the title "Docent" on the basis of its own assessment of the relevant department as well on its judgment for teaching and research activities of the candidate.
9. Gives its opinions on the files of persons who have applied for the title "Prof. Assoc." and forwards it to the Rectorate for further proceedings.
10. Gives its opinions on the files of the persons who applied for the title "Professor" and forwards them for further procedure to the Rectorate.

Department of Architecture

Epoka University comprises three faculties: the Faculty of Architecture and Engineering, the Faculty of Economics and Administrative Sciences and the Faculty of Law and Social Sciences. The Faculty of Architecture and Engineering is composed by the departments of Architecture, Civil Engineering, and Computer Engineering. The Department of Architecture offers three study programs:

- PICD ARCH – integrated second cycle study program in Architecture, which is a five-year Second Level Integrated Diploma (Master + Bachelor) in Architecture program
- MSc ARCH – two years Master of Science in Architecture program
- PhD ARCH – Doctoral program in Architecture

Epoka University Integrated second cycle study program in in Architecture (PICD ARCH Program) is the second level study program offered by the Department of Architecture. PICD ARCH prepares students for critical engagement with theory and practice and ensures readiness for professional responsibilities. The program duration is 5 academic years or 10 semesters. Students are required to complete 44 courses (270 ECTS in total or 30 ECTS per semester) during the first nine semesters and work on the Master Thesis (30 ECTS) during the last semester, which makes in total 300 ECTS.

During the academic year 2017-2018 there are 23 lecturers engaged into the program, of whom 9 are full-time academic staff of the Department of Architecture, 6 are the full-time staff from other departments and faculties of Epoka University and 8 are part-time lecturers. Four out of nine academic staff of Department of Architecture hold the Doctor degree or higher.

- ☑ Number of academic personnel for each base unit: Full-time Academic Personnel (PAE) and Adjunct Academic Personnel (PAK), academic titles/scientific degrees (see Table 3)

The data for the 2012-2017 academic years are given in the Annex 2.1.

Table 2 Number of academic personnel for each base unit: Full-time Academic Personnel (PAE) and Adjunct Academic Personnel (PAK), academic titles/scientific degrees

Epoka University	Faculty of Architecture and Engineering							
	Number of PAE		Number of PAK		Number of Administrative Personnel (PA)		Total	
	In Total	Title/Degree	In Total	Title/Degree	In Total	Title/Degree	In Total	Title/Degree
Department of Architecture	15	9	8	2	4	0	27	11
Department of Civil Engineering	12	7	8	7	5	0	25	14
Department of Computer Engineering	12	7	8	7	5	0	25	14
Total	39	25	24	16	14	0	67	39

Table 3 Number of academic personnel for each base unit: Full-time Academic Personnel (PAE) and Adjunct Academic Personnel (PAK), academic titles/scientific degrees

Epoka University	Faculty of Architecture and Engineering							
	Number of PAE		Number of PAK		Number of Administrative Personnel (PA)		Total	
	In Total	Title/Degree	In Total	Title/Degree	In Total	Title/Degree	In Total	Title/Degree
Department of	9	4	8	2	4	0	17	6

Architecture								
Total	9	4	8	2	4	0	17	6

Table 4 Quality of managing, teaching and administrative personnel for Department of Architecture

Faculty of Architecture and Engineering			Department of Architecture				
Full-time Personnel (Name Surname)	Academic	Duty in Dpt.	Title /Degree	Adjunct Academic Personnel (Name Surname)	Title /Degree	Institution where s/he is employed full-time	
1	Edmond Manahasa	Head of Department	Dr.	1	Frida Pashako	Dr.	Bashkia Tiranë
2	Sokol Dervishi	Professor	Assoc. Prof. Dr.	2	Albana Halili	Dr.	Aleksander Moisiu University
3	Anna Yunitsyna	Lecturer	Dr.	3	Dorian Tytymçe		Eurocol sh.p.k
4	Odeta Manahasa	Lecturer	Dr.	4	Ernest Shtëpani		Ministry of Energy and Infrastructure
5	Artan Hysa	Assistant Lecturer	M.Sc.	5	Jurtin Hajro		The common sense studio
6	Egin Zeka	Assistant Lecturer	M.Sc.	6	Piro Vaso		-
7	Desantila Hysa	Assistant Lecturer	M.Sc.	7	Erilda Sulaj		ZRRP
8	Artemis Hasa	Assistant Lecturer	M.Sc.	8	Teuta Kodra		Accademia sh.p.k
9	Ina Osmani	Assistant Lecturer	M.Sc.				
Administrative personnel							
Name Surname		Position					
Ajsela Tafili		Department Coordinator					
Denis Stena		Coordinator of the Registrar's Office					
Haxhere Mera		Specialist at the Registrar's Office					

Arineta Xhembulla	Specialist at the Registrar's Office
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- Scientific Committee of the study program and the Coordinator/s of the study program

The Faculty of Architecture and Engineering decision No. 5 dated 07.06.2017 approved changes in the constituent structure of the Scientific Committee. In September 2017, after changes of the academic staff positions, Dr Edmond Manahasa became Head of Department of Architecture, and by default became part of the Scientific Committee.

Table 5 Scientific Committee of the study program and the Coordinator/s of the study program

Name Surname	Title/Degree	Position of the Scientific Committee member
Sokol Dervishi	Assoc. Prof. Dr	Head
Anna Yunitsyna	Assist. Prof. Dr	Member
Odetta Manahasa	PhD	Member
Edmond Manahasa	PhD	Member

Table 6 Scientific Committee of the study program and the Coordinator/s of the study program before June 2017

Name Surname	Title/Degree	Position of the Scientific Committee member
Sokol Dervishi	Assoc. Prof. Dr	Head
Anna Yunitsyna	Assist. Prof. Dr	Member
Erion Luga	PhD	Member

- Respective documentation.

In order to be employed at Epoka University, each staff shall submit the following documents at the Human Resources Office:

- **Full-time academic staff**

1. Work booklet
2. Social Insurances booklet
3. Notarized copy of her/his last achieved diploma/degree/title

4. Diploma recognition of her/his diploma/degree/title from the Ministry of Education, Sports and Youth if her/his diploma/degree/title is taken outside the Republic of Albania.
5. CV
6. Copy of her/his Passport/ID Card
7. Health certificate
8. Medical report
9. Bank account number

- **Adjunct academic staff**

1. Notarized copy of her/his last achieved diploma/degree/title
2. Diploma recognition of her/his diploma/degree/title from the Ministry of Education, Sports and Youth if her/his diploma/degree/title is taken outside the Republic of Albania
3. CV
4. Copy of her/his passport/ID Card
5. Health certificate
6. Medical report
7. Bank account number
8. Engagement letter from her/his HEI if she/he is employed as full-time staff at one of the HEIs in Albania

Gross salary attestation from her/his full-time job

Evaluation according to the Standards

Standards/criterion	Evaluation for the Criterion according to standards
Standard II.2 - Institution is organized in accordance with laws and bylaws in force, to accomplish its mission.	
Criterion 1	Institution is organized in order to fulfil its mission; Epoka University is organized in compliance with legal and sub - legal acts in force in in order to fulfil his mission.
Criterion 3	Faculty is organized in basic units. Each college has at least three basic units, from which two are departments; The Faculty of Architecture and Engineering is organized in 3 (three) departments: Department of Architecture; Department of Civil Engineering; Department of Computer Engineering.
Criterion 4	Faculty or Institute of Research and Development consists of 3 basic units at least with The Faculty of Architecture and Engineering is organized in 3 (three) departments which operate as basic units with clear objectives and mission.

Criterion 5	well-defined objectives and mission; Department should be composed of 7 effective members at least as academic staff, 3 of whom at least should have the scientific degree “Doctor.”	Each department as basic unit is composed of 7 (seven) effective members as academic staff, 3 (three) of whom have the scientific degree Doctor. This is shown in table 5 (five).
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Standard II.3 - Institution units are engaged directly and devotedly for study programs implementation.

Criterion 1	Basic and main units are aware of responsibilities they have to realize the study programs;	As it is shown in the Statute of Epoka University (2016) (Annex 2.4) the Faculty and departments are aware of their responsibilities and they have clear objectives in order to optimize the teaching process.
Criterion 2	Basic and main units are involved in necessary academic staff recruitment and evaluation process.	Based on the Regulation “On Employment and Performance Assessment of the Academic Staff”, (for the regulation refer to Annex 2.2); Faculty and departments are involved in the staff recruitment process. Please refer to Annex 2.3 for the procedure of recruitment of new academic staff and staff guide (Annex 8.4). The University has been supporting the academic staff to increase their professional and academic development.

Conclusions of IEG:

The IEG concludes that the program fully meets the standards.

After evaluating the report, the Internal Evaluation Group members have declared that the Institution is organized in compliance with legal and sub - legal acts in force in in order to fulfil his mission.

The Faculty of Architecture and Engineering is organized in 3 (three) departments which operate as basic units with clear objectives and mission. Each department as basic unit is composed of 7 (seven) effective members as academic staff, 3 (three) of whom have the scientific degree Doctor. Faculty and departments are aware of their responsibilities in order to increase the teaching process. Faculty and departments are involved in the staff recruitment process. The University has been supporting the academic staff to increase their professional and academic development.

3. Academic and administrative (support) personnel

Descriptive part

Terms of reference: Data on the qualification of Academic Personnel, PAE/PAK ratio, Academic Personnel/Administrative Personnel/Student ratios, needs for Academic/Administrative Personnel, the distribution of load for the Academic Personnel, relations with other structures outside the employment time, criteria on the recruitment of Academic Personnel, employment contracts and other labor relations, the collection and use of information on the personnel, etc.

The teaching staff for the Integrated second cycle study program in Architecture is composed of 15 full-time lecturers, 8 part-time lecturers and 1 department coordinator.

- The PAE/PAK ratio in this program is $15/8=1.87$
- The ratio of academic personnel/administrative personnel is $23/4=5.75$
- The ratio of academic personnel/students is $23/195=0.12$
- The ratio of administrative personnel/student is $4/195=0.02$
Full-time academic personnel teach 76% of teaching hours, while part-time academic personnel teaching 24% of hours in the program.

This report is based on the number of students that are currently enrolled at the program.

Staff Recruitment Procedure, Full-Time and Adjunct Academic Staff

1. Personnel inquiry by the Department/Faculty;
2. Preparation of the job vacancy announcement by the Human Resources Office and publication on the web;
3. Eligible candidates must submit an online or hard copy file containing their CV, last achieved degree/title, full version of published articles and other certificates or qualifications;
4. Applications are assessed in advance by a jury composed of three members appointed by the Decanate of the concerned Faculty, which assesses the appropriateness of applications to the vacant position and prepares a report for each candidate;
5. The Decanate evaluates the jury reports and sends its decision to the Rectorate;
6. The Rectorate sends a written proposal to the University's Administrative Board and the University's Administrative Board gives its final approval;
7. Upon the distribution of the decision of the University's Administrative Board to the Human Resources Office, the academic staff members submit the requested documents and then they are declared as a full-time/adjunct academic staff at the General Directorate of Taxes;
8. The Finance Office prepares the contract to be signed by the full-time/adjunct academic staff member and the Rector of Epoka University;
9. The Human Resources Office prepares the assignment letter and informs all the staff through e-mail on the new assignment.

Measurable indicators:

- Quality of managing, teaching and administrative personnel of the study program

The data for the 2012-2017 academic years is given in the Annex 2.1.

Table 7 Quality of managing, teaching and administrative personnel of the study program

Faculty of Architecture and Engineering			Department of Architecture				
Full-time Academic Personnel (Name Surname)		Duty in Dpt.	Title /Degree	Adjunct Academic Personnel (Name Surname)		Title /Degree	Institution where s/he is employed full-time
1	Edmond Manahasa	Head of Department	Dr.	1	Frida Pashako	Dr.	Bashkia Tiranë
2	Sokol Dervishi	Professor	Assoc. Prof. Dr.	2	Albana Halili	Dr.	Aleksander Moisiu University
3	Anna Yunitsyna	Lecturer	Dr.	3	Dorian Tytymçe		Eurocol sh.p.k
4	Odeta Manahasa	Lecturer	Dr.	4	Ernest Shtëpani		Ministry of Energy and Infrastructure
5	Erion Luga	Lecturer	Dr.	5	Jurtin Hajro		The common sense studio
6	Niuton Mulleti	Lecturer	Dr.	6	Piro Vaso		-
7	Enea Mustafaraj	Lecturer	Dr.	7	Erilda Sulaj		ZRPP
8	Enriketa Sogutlu	Lecturer	Dr.	8	Teuta Kodra		Accademia sh.p.k
9	Julinda Keçi	Lecturer	Dr.	9	Enkela Alimadhi		-
10	Artan Hysa	Assistant Lecturer	M.Sc.				
11	Egin Zeka	Assistant Lecturer	M.Sc.				
12	Desantila Hysa	Assistant Lecturer	M.Sc.				
13	Armando Demaj	Assistant Lecturer	M.Sc.				
14	Artemis Hasa	Assistant Lecturer	M.Sc.				
15	Ina Osmani	Assistant Lecturer	M.Sc.				
Administrative personnel							

Name Surname	Position
Ajsela Tafili	Department Coordinator
Denis Stena	Coordinator of the Registrar's Office
Haxhere Mera	Specialist at the Registrar's Office
Arineta Xhembulla	Specialist at the Registrar's Office

Data according to qualification and ratios between them

Table 8 Data according to qualification and ratios between them

Title	Department of Architecture		
	PAE	PAK	PAE/PAK ratio
Professors	0	0	0
Associate Professors	1	0	1/0
PhD	8	2	4
Lecturers in Process of PhD	6	6	1
Assistants with Master	0	0	0
Administrative Personnel	4	0	4/0

Table 9 Data according to age

Personnel according to titles/degrees	Number of Full-time Academic Personnel and Administrative Personnel for each age group:				
	(25-35)	(36-45)	(46-55)	(56-65)	(66-68)
Professors	0	0	0	0	0
Associate Professors	0	1	0	0	0
PhD	4	4	0	0	0
Lecturers in Process of PhD	5	1	0	0	0
Assistants with Master	0	0	0	0	0
Administrative Personnel	4	0	0	0	0

Table 10 Data according to age

Personnel according to titles/degrees	Number of Adjunct Academic Personnel for each age group:				
	(25-35)	(36-45)	(46-55)	(56-65)	(66-68)
Professors	0	0	0	0	0
Associate Professors	0	0	0	0	0
PhD	1	1	0	0	0
Lecturers in Process of PhD	1	1	0	0	0
Assistants with Master	5	0	0	0	1

- ☑ Employment contracts, information about responsibilities and rights

The duration of the working contract for the full-time academic personnel of Epoka University is one year, and the duration for the part-time staff is one semester. Within the working contract all the duties and rights of the employees are clearly stated. The rights and the responsibilities of the academic personnel are stated as well in the regulations of University.

Evaluation according to the Standards

Standards/criterion		Evaluation for the Criterion according to standards
Standard II.1 - Academic, assisting teaching-scientific and administrative staff are engaged to fulfil study programs objectives.		
Criterion 1	The academic, assisting teaching-scientific and administrative staff are engaged to fulfil objectives of study programs and to achieve them;	The academic and administrative staff of the Integrated second cycle study program in Architecture program are selected in order to fulfill the objectives of the study program. The academic staff has the specialization in the respective fields of science in order to perform the lectures and seminars, which are specific for the program. Please see Annex 3.2 for the Directive on the promotion of the scientific publications, and Annex 8.4 for the staff guide (pg. 45-46). The objective of PICD Program in Architecture is to prepare students for critical engagement with theory and practice and ensures readiness for professional responsibilities, which aligns with the mission and strategy of Epoka University.
Criterion 2	Academic, assisting teaching-scientific and administrative staff of Institution are engaged in accordance with institution development strategy.	
Standard II.4 - Academic staff is engaged in designing and implementing institution development policies.		
Criterion 1	Academic staff plays a key role in curriculum drafting and institutional decisions that belong to organization of study programs;	The academic personal of the program organized regular Department meetings in order to discuss the curriculum of the PICD program. During the Department meeting there are defined such issues as: course appointment, supervision of Master theses, selection of the pool of

<p>Criterion 2</p>	<p>Recruitment of new staff and allocation of teaching load is made in accordance with laws and bylaws in force.</p>	<p>elective courses according to the need of the program and curriculum changes.</p> <p>The calculation of teaching load is based on the Directive "On the Teaching Load" from 7.10.2016. Annex 2.5 The recruitment of the academic personnel is undertaken by the Human Resource Office according to the Labor Code of Albania.</p>
<p>Standard III.1 - Institution follows legal and transparent procedures for personnel recruitment and evaluation.</p>		
<p>Criterion 1</p>	<p>Institution follows legal and transparent proceedings for personnel recruitment in accordance with the statute and regulation;</p>	<p>For academic staff recruitment the further procedures are being followed: First, Departments and Faculties determine the needs for new staff. These needs are represented in different notifications by the Human Resources Office. The possible candidates submit their Curriculum Vitae in the English language, title/degree, qualifications and their published articles in the Human Resources Office (Annex 2.3). The Human Resources Office transmits these documents to the corresponding Faculty. The respective Dean of Faculty then chooses a commission of three academics to discuss the candidates. Candidates answer the questions of the commission and conduct different presentations based on demands of the commission. The report on the discussed candidates are transferred to the Dean, who makes the decisions for each of the candidates based on the commission's data mentioned above.</p> <p>If the decision for the employment of the candidate is made, this decision is transmitted to the Rectorate. The Rectorate, after discussing the decision, transmits it to Administration Board, which makes the final decision.</p> <p>After the final decision by the Administration Board of the University, the candidate fulfills the required documents demanded by Human Resources Office and signs his/her</p>

	<p>Criterion 2 Academic staff employed with fulltime in second cycle study programs and second cycle integrated study programs comprises at least 70% of academic staff engaged in implementation of respective study programs;</p> <p>Criterion 3 Institution follows legal and transparent procedures for personnel assessment;</p> <p>Criterion 4 Institution maintains a database of personnel recruitment reports, of announcements for jobs, etc..</p>	<p>contract after being declared in the tax authorities.</p> <p>The academic staff engaged in the “PICD in Architecture” consists of eleven full-time members and eight part-time members. Academic staff employed full-time cover 76% of the total teaching hours of this program.</p> <p>All the steps of the personnel recruitment are established by the Human Resources Office. The application of the candidate is evaluated primarily at the Department level and further at the level of Faculty and the Higher Board of University. Staff recruitment reports together with other documents by Human Resources Office are sent confidentially. The most common procedures for vacant positions at Epoka University is the sharing of these notifications in the section of Human Resources Office in the official webpage of Epoka University. There is also collaboration with Regional Department of National Employment Service in Tirana for these vacant positions at Epoka University.</p>
<p>Standard III.2 - Academic staff (with scientific degrees and academic titles) covers the Institution needs and have clearly defined responsibilities.</p>		
<p>Criterion 1</p> <p>Criterion 2</p>	<p>Program Manager has at least the title "Associate Professor" or the scientific degree "Doctor" ("PHD") awarded in western universities and academic experience in these universities;</p> <p>The head of course / module in study programs "Master of Science" has at least the scientific degree "Doctor";</p>	<p>The Head of Department of Architecture and E. Manahasa hold the academic degree of Doctor (PhD) graduated from university in OECD country (Istanbul Technical University)</p> <p>Each subject at the fourth and fifth years of the program is given by the lector holding the academic degree of Dr. or Assoc. Prof. Dr.</p> <p>Several subjects are supervised by the group of lectures, out of them at least one holds the PhD degree. In the first,</p>

<p>Criterion 3</p> <p>Criterion 4</p> <p>Criterion 5</p>	<p>The head and teachers of subject / module in study programs "Professional Master" have at least the scientific degree "Doctor" or, diploma "Professional Master" or "Master Science" and a professional experience of at least 5 years in the profession in which this study program is offered;</p> <p>Rector, Deputy Rector, director and deputy director of interuniversity center, Dean, Vice Dean, Director, Head of department, service supervisor, program supervisor are employed with full time in the institution offering the study program;</p> <p>Institution provides sufficient personnel for guidance and supervision of professional practices.</p>	<p>second and third years of the program some subjects are given by the lectures holding Master of Architecture degrees The Rector, Deputy Rector, director and deputy director of the inter-university center, Dean, Vice Dean, Director, Head of Department, service supervisor and program supervisor are employed as full-time academic staff.</p> <p>The ratio between the academic personnel and students is 1/8.7, which enables the satisfactory amount of time for the lecture preparation and performance and the graduating students' supervision.</p>
<p>Standard III.5 - Students who attend study programs of the second cycle "Master of Science" or integrated study programs of second cycle have a supervisor for the thesis.</p>		
<p>Criterion 1</p> <p>Criterion 2</p> <p>Criterion 3</p>	<p>Students who attend these study programs have a supervisor for the research work and thesis they prepare for diploma issue at the completion of this cycle of studies;</p> <p>Supervisor has at least the scientific degree "Doctor";</p> <p>Supervisor supervises no more than 5 (five) students simultaneously for themes of applied research character (such as those offered in study programs in the fields of natural sciences, medical science, etc..) and no more than 10 (ten) students simultaneously for themes offered in study programs in fields of social and human sciences.</p>	<p>The students enrolled in the PICD in Architecture program have an academic supervisor. Students have regular meetings with the supervisor to consult during the research phase and thesis writing phase.</p> <p>In the "PICD in Architecture" thesis supervisors have the Dr. or Assoc. Prof. Dr. Academic degrees.</p> <p>At current stage one supervisor is guiding from 1 to 5 students.</p>

Standard III.6 - Study-research field in which the supervisor is specialized is consistent with the study field in which the study program is provided and thesis is foreseen to be prepared.		
Criterion 1	Study-research field in which the supervisor is specialized is consistent with the study field in which the study program is provided.	The research fields of the supervisors of the PICD ARCH program are Architectural Theory and Design, History of Architecture, Landscape and Urban Design, Housing, Parametric modeling and design, Building Physics and Ecology, which are within the scope of PICD program
Criterion 2	Supervisor has advanced theoretical knowledge and specific research skills in the area in which the study program is provided and in which thesis is anticipated to be drafted.	The thesis supervisors have completed their doctoral degrees in the universities of Austria, Czech Republic, Italy and Turkey, and continue their research in order to publish in scientific magazines and participate regularly in scientific conferences.
Standard III.7 - Institution engages supporting teaching-scientific and administration staff to fulfil its mission.		
Criterion 1	Institution demonstrates an optimal commitment of supporting teaching-research staff for the realization of laboratory classes and maintenance of laboratories and school facilities;	Each lecture and seminar is assigned to the specific classroom for the required duration of the course. For the specific courses there are offered 3 computer laboratories and architectural studios.
Criterion 2	Institution demonstrates an optimal use of human resources for meeting objectives of study programs of second cycle.	The academic staff of the program are selected in order to fulfill all the requirements and objectives of the PICD program. The lecturers are specialized in various fields of knowledge related to architecture and hold doctoral academic degrees.
Standard III.8 - Academic staff carries out the teaching load defined in laws and bylaws in force.		
Criterion 1	Academic staff realizes teaching load as defined in laws and regulations in force;	The calculation of load is based on the Directive "On the Teaching Load" from 7.10.2016 (Annex 2.5).
Criterion 2	Teaching load carried out by academic staff in study programs of second cycle and integrated study programs of second cycle and their organization and management are evaluated in teaching classes.	The teaching load is calculated according to the number of lecture and seminar hours. The thesis supervision is not included in the teaching load calculation unless the supervisor has 8 or more Master students in the thesis phase.
Standard III.9 - Institution has a database for its personnel.		

Criterion 1	Institution has a detailed database for its academic staff members involved in the program and the person responsible for organizing the study program;	Staff recruitment reports together with their accompanying submitted supporting documents are maintained confidentially from Human Resource Office based on the data of Human Resource Office. The most common procedure for vacant positions at Epoka University is the sharing of these notifications on the section of Human Resources Office on the official webpage of Epoka University. There is also collaboration with the Regional Department of the National Employment Service in Tirana for these vacant positions at Epoka University.
Criterion 2	Institution possesses a complete list of teaching- scientific support staff, academic and administrative staff for each semester;	After the completion of the academic staff employment, the Human Resources Office shares all the information concerning the academic staff starting from personal data as date of birth, place of birth, education and also the different obligations of an academic staff in Epoka University, the residence permit of foreign staff and other necessary documents on the University's Interactive System (EIS). Annex 3.1 provides a sample of contract.
Criterion 3	Institution defines and publishes criteria and procedures for staff recruitment.	The list of opened academic positions and the criteria of application are published regularly on the website of the University before the beginning of each semester.

Conclusions of IEG:

The IEG, after reviewing of all the criteria, conclude that Epoka University fully meets the standards.

Epoka University has clearly established policy in selection of the academic personnel with appropriate specialization for the “PICD in Architecture” program. The curriculum of the program, the course appointment, teaching load and the needs of specific academic staff are regularly discussed in the Department of Architecture meetings. Currently 15 full-time academic staff members and 8 part-time staff members are engaged in the program. Seventy-six percent of the lesson hours are taught by the full-time academic staff. The ratio between students and professors is 8.5/1, which enables the possibility of the qualitative study in the field. The thesis supervisors can devote the sufficient time to the guidance of their students. Each course during the fourth and fifth academic years is performed by a PhD degree holder with the help of the assistant lecturers and administrative personnel. The CVs of the lectures, thesis research activities and the course engagement is published on the website of the Department of

Architecture. Each course has assigned classroom, auditorium, studio or computer laboratory at the premises of Epoka University. By the end of each academic year the Activity report is prepared by the Department of Architecture in order to evaluate the performance of the program.

The procedure of recruitment of the full-time and part-time academic personal is well established by the Human Resource office. The Department of Architecture prepares the request, where the qualification of the candidate is stated. The request is published online, and the evaluation of applicant is based on the presented documents as well as on the personal interview. The workload of the academic personal is defined according to the Labor Code of Albania. The teaching hours are calculated based on the Directive of the Higher Board. The university organizes regular training sessions for full-time and part-time academic staff members in order to introduce to them the latest decisions on the organization of the study process, the rights and duties of the employees, use of the electronic systems and similar issues.

The IEG, based on the information presented in Chapter 4, may conclude that there are sufficient academic and administrative personnel engaged in the program. The academic personal have completed their doctoral degrees in the field related to the program. The university provides sufficient space for the course performance, and the ratio between thesis supervisors and students enables good communication and potential for deep scientific research.

4. Infrastructure in service to study programs, logistics and other services towards the community

Descriptive part

Terms of reference: premises, infrastructure, information technologies, libraries, other services for students, residences.

EPOKA University is located on the Tirana-Rinas road, on the 12th kilometer. The campus extends over a total area of 67,000 m². The 2017-2018 academic year is being conducted regularly in the premises of two buildings with a total area of 14352 m².

Building E that is the first building is being used since 2010. This building has a modern infrastructure and a central heating-cooling system. The classrooms are equipped with video projectors and intelligent teaching boards that enable the learning process to develop normally.

In September 2013, the construction of building A, the “Cultural Social Object of Epoka University” was completed. In addition to classrooms, there are plenty of recreational facilities for students such as cafeteria, cafeteria, library, internet room, student council facilities and student clubs.



Figure 3 Master-Plan of the Campus.



Figure 4 Location of the campus on the Tirana-Rinas road



Figure 5 E-building

This building has a modern infrastructure and a central heating and cooling system. The classrooms are equipped with video projectors and smart boards that enable the normal conduct of the learning process.



Figure 6 Classroom E-building



Figure 7 Auditoriums E-building

On September 2013, the construction of A-Building the “Cultural Social Object of Epoka University” was completed. In addition to classes, there are plenty of recreational facilities for students such as cafeterias, libraries, internet cafés, facilities for the Student Council and student clubs, sports facilities, etc. Below are shown and current picture of the building.



Figure 8 A-building, Cultural Social Object of Epoka University



Figure 9 A-building, Cultural Social Object of Epoka University



Figure 10 Classes, A-building, Cultural Social Object of Epoka University

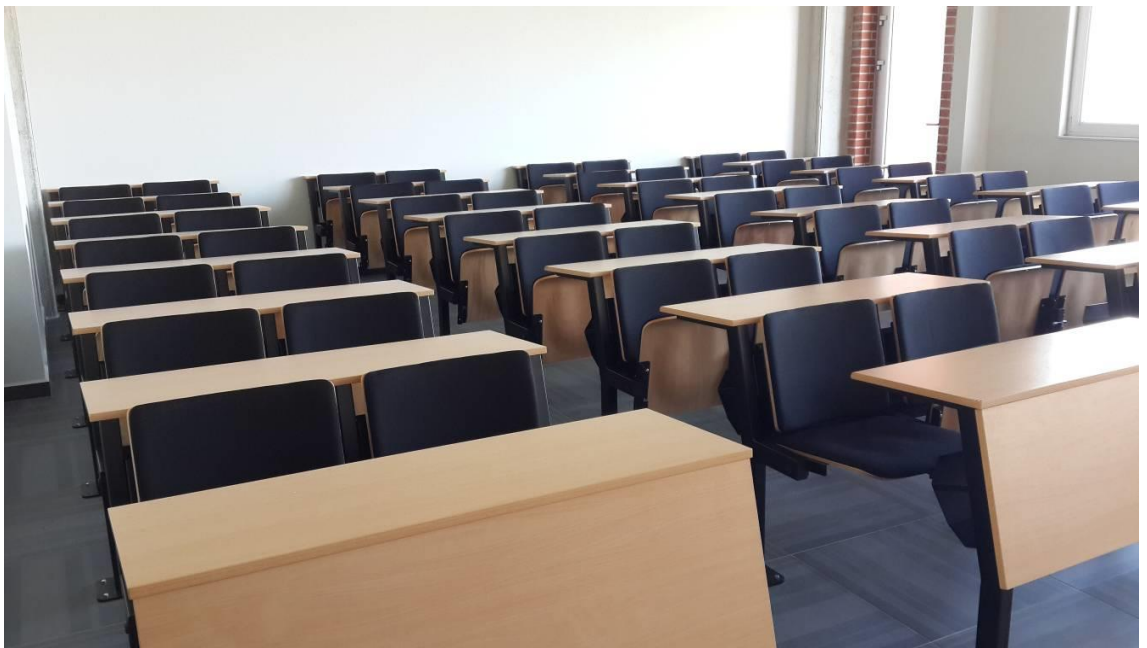


Figure 11-A-building, Cultural Social Object of Epoka University

Measurable indicators:**Table 11 Premises for the Faculty of Architecture and Engineering**

Premises for the Faculty of Architecture and Engineering	Quantity	Surface
Auditoria/Classrooms for lectures	5	752
Classrooms for seminars	17	1545
Premises for promotion activities	1	128
Classrooms for course/professional practice	2	258
Laboratories for courses	3	233
Informatics laboratories	2	174.6
Internet Room	2	151.8
Library Hall	1	322
Premises for photocopying, bookshop etc.	1	85.2
Student information office	2	71
Corridors/halls	25	2707.4
Sports premises	5	463
Premises for service to third parties	1	56
Restrooms (WC) for students	54	327.2
Restrooms (WC) for academic personnel	35	212.1
m²/per student ratio	40.2	
Premises for personnel:	Quantity	Surface
Offices for the Dean/Vice-Dean	5	285.5
Office for the Administrator	1	25.4
Offices for the Department Coordinators	2	60.6
Offices for departments/research centers	12	328.5
Offices for the academic personnel	40	620
Office for the Finance Office	2	37
Office for the Internal Quality Assurance Unit	1	50
Meeting rooms	2	75
Premises for service personnel	11	
Premises for the activities of the Student Council	1	30
Recreation premises such as cafeteria/fast-food/ restaurant	1	337
Total	234	9335.3
ratio m²/per person	23.7	

Administrative and Technical Affairs Office

During the 2017-2018 academic year, the EPOKA University Campus offers numerous facilities for instructional use, including 17 classrooms: (E-010, E-011, E-211, E-212, E-213, E-311, E-312, E-313, A 117, A118, A119, A120, A127, A128, A129, A130, A131), five auditoriums (E-012, E-110, E-214, E-314 and A-005) a conference room (E-B01), three computer laboratories (E-011, E-015, A-126), an electronic lab (E-010) and a civil engineering laboratory. The 3 computer laboratories all have internet access, and the University offers wireless internet throughout its buildings. The capacities used are given in the table below.

Table 12 Classes used during the 2017-2017 academic year.

No.	Name of the Class	Surface (m2)	Capacity
1	E B10	75	56
2	E B11	104	60
3	E 211	64	36
4	E 212	81.32	72
5	E 213	81.72	72
6	E 311	63.46	40
7	E 312	81.32	48
8	E 313	81.72	40
9	A 117	138.0	35
10	A 118	138.0	35
11	A 119	138.0	35
12	A 120	138.0	35
13	A 127	72.41	56
14	A 128	73.53	56
15	A 129	73.71	56
16	A 130	72.02	56
17	A 131	72.02	56
total	17	1548.23	836

Table 13 Auditoriums used during the 2017-2018 academic year

No.	Name of Auditorium	Surface (m2)	Capacity
1	E 012	131.54	66

2	E 110	130.82	136
3	E 214	154.32	150
4	E 314	154.32	134
5	A 005	145.2	65
total	5	716.2	551

Within these facilities, the PICD ARCH program made use of four main spaces, for the architecture seminars, two computer laboratories, one electronic laboratory, and the Civil Engineering laboratory during the 2017-2018 academic year.

The facilities are equipped with heating and cooling systems and video projectors. The construction materials and laboratory tools found in the Civil Engineering Laboratory are also being used in the teaching and research process.

The capacity of the laboratories used is given in the table below

Table 14 Laboratories used during the 2017-2018 academic year

Name	Laboratories	Surface (m2)	Capacity
E 011	Informatics Laboratory 2	96.64	42+1
E 015	Informatics Laboratory 1	77.93	40+1
A 126	Informatics Laboratory 3	75.12	42+1
E 012	Electronic Laboratory	132	20+1 (24)
I 001	Civil Engineering Laboratory	283	40

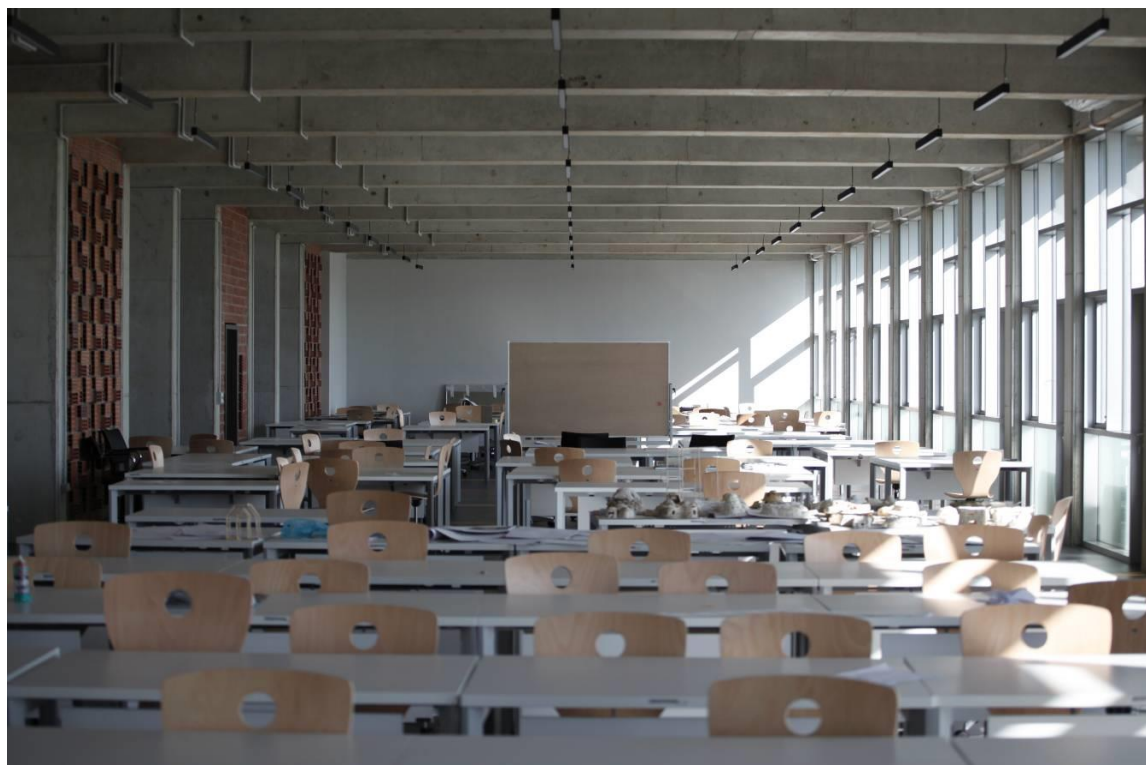


Figure 12 Architecture Studio



Figure 13 Informatics Laboratory 1



Figure 14 Informatics Laboratory 3



Figure 15 Informatics Laboratory 2



Figure 16 Electronics Laboratory



Figure 17 Electronics Laboratory



Figure 18 Civil Engineering Laboratory

The Civil Engineering Laboratory is used for study of various materials, especially concrete and the study of structural components in earthquake simulations.

The Civil Engineering Laboratory has an area of 283 m² and contains:

- The ground mechanics laboratory 29 m²
- Mechanical laboratory 83 m²
- Laboratory of Noisy experiment 30 m²
- Cutting with carrot 5 m²
- Granularity analysis of 5 m²
- Cement and concrete laboratory 45 m²

Epoka University has a conference hall with a surface of 128 m² and a capacity of 99 persons. The conference hall is used more for social, cultural and various national and international conferences. The hall is equipped with central heating and cooling system, video projector, sound system and two cabins for simultaneous translation. Also, a new conference hall is under construction in the premises of the “Cultural Social Object” building with a surface of about 400 m² and a capacity of 300 persons.



Figure 19 View from the Conference Hall 1



Figure 20 View from Conference Hall 2, under construction



Figure 21 View from the Eagle Meeting Room



Figure 22 View from the Diversity Meeting Room

Library

The library is located on the first floor of A-Building in the Rinas Campus, was founded to support the education and research activities of the university by providing and organizing the needed documents. With its 100-seat capacity, our library has 400 square meters area of use and is composed of entrance, book and reading hall. In the entrance, there is a check out desk. The periodicals, including the exhibition of new arrivals, are also shelved in this section. The reading hall is equipped for students to study and to do research.

Epoka University is a member of Balkan Libraries Union, which was founded on 29 July 2009 with the participation of 10 institutions from 6 Balkan countries.

Our library collection is enriched by purchases and donations. Every year each of departments fills a form with the specifications of the needed books and sends it the Rectorate for approval. For this information you may refer to the Annexe 4.2. The books to buy are chosen in accordance with the needs and requests of the students, administrative and academic staff. Under the Department of Library and Documentation, the library has a total of about 7,500 printed books.

Digital Databases

Our library works on the open shelf system enabling users to reach the books directly. The books in the open shelves are topically sorted in the book hall according to LC classification method. To find a book, users should follow these steps:

1. Through the catalogue search computers in the library; search author name, book name, and publisher, topic, or keyword areas.

- To get the book, go to the shelves with the classification and location numbers of the books appearing on the screen as a result of the search.

Example of LC number for the book:

"Exchange rates and international finance", Laurence S. Copeland / Financial Times, 2008

HG
3821
.C78
2008

The first part of the LC number "**HG**" represents the category of the book by its topic. In the LC system, the first letter **H** stands for **Social Science** class. Each subsequent letter indicates next level of sub categories of the main topic. In the given example **G** stands for **Finance**, **3821** indicates sub categories included between 3810-4000 (Foreign exchange, International finance, International monetary system), **C78** indicates the first letter of authors surname, **2008** indicates book publication year.

Regulations

Students of Associate Degree, Bachelor's Degree and Master Students and academic and administrative personnel are the members of the library. They can borrow library materials in accordance with the rules. Researchers coming from outside the university are not lent books, they are only allowed to use and copy the materials in the library. Readers in this group are requested to fill up the related form Lending Service.

Circulation Rules

Table 15 Circulation rules

Resource	Patron	Loan period(days)	Maximum number of check-outs(items)
Book	Pre-undergraduate/Undergraduate students	15	3
	Graduate students	15	5
	Staff	20	5
Bound Journal	Graduate students Staff	5	2
Visual/Audio Resources	Pre-undergraduate/Undergraduate students	3	3
	Graduate students		
	Staff		



Figure 23 View of the Library



Figure 24 ICTC Office Services

The Information and Communication Technologies Coordinating Office (ICTCO) provides informatics services needed in the University. It plans the informatics infrastructure of the University, provides its security and ensures the continuation of its functions. ICTCO works on the project for effective, legal and extensive usage of the informatics services for students and personnel.

The Information and Communication Technologies Coordinating Office (ICTCO) provides:

Teaching Services:

- **Turnitin** software helps users to understand and avoid plagiarism and develop their understanding of how to cite sources as part of an academic argument. ICTC office manages the users and train the staff about how to use Turnitin.
- **Learning Management System (LMS)** – A service based on Moodle offered for students and instructors in order to access, coordinate and organize course materials online. Students and instructors can login to LMS using the provided official email account.
- **Library Automation System (Koha)** - Koha is an open-source Integrated Library System in use today by hundreds of libraries worldwide. Koha is web based, so there is no software to install on desktop computers. Users can check the books online and reserve them via web. Its features are more than enough to manage the Epoka Library effectively and efficiently.
- **DSpace** – The institutional repository of Epoka University: DSpace is an open source repository software package typically used for creating open access repositories for scholarly and/or published digital content. The proceedings of the conferences which are organized by Epoka University can be accessed from this repository. Epoka University is the only university who has digital repository in Albania(<http://repositories.webometrics.info/en/Europe/Albania>). We also give services to other international journals to publish their publications(<http://dspace.epoka.edu.al/handle/1/1378>) in our digital repository.

Google Services:

- **Webmail (Google account)** – Epoka University is using Google Apps for Education services and all students and academic and administrative staff are provided with an email address under epoka.edu.al domain which is a Google account. Beside official communication which is done through this email address, this account can be used for authentication to other online systems offered by university.
- **Google Classroom** – A more interactive service offered by Google as part of Google Apps for education in order to access, coordinate and organize course materials on cloud. By using Google Classroom, course materials can be integrated with other Google services where assigned users can collaborate. Students and instructors can access this service using the provided account.

Education Information System (Curriculum) – a website containing information related to study programs, curriculum and course syllabus.

Smart Card: All students and staff are provided with Smart Card identification cards. The Smart Card is put as an e-ID application at three buildings, two PC labs, one Electronics Lab, and campus gate entry turnstiles and barriers. The e-wallet application is active for staff but has not started yet for students.

Help Desk: ICTCO is also responsible for the maintenance of personnel and PC Lab computers in respect to software and hardware. Its staff monitors the personal computers within the frame of distribution of duty and authority and brings the issues to a conclusion. At the same time, ICTCO plans servers and cabling services of the University. Staff can open ticket via help.epoka.edu.al for their ICTCO related problems and follow the process from here. You can share your opinions on every subject related to information technologies and informatics with help@epoka.edu.al and you can also write your complaints and suggestions for a better campus life.

Software Opportunities

Epoka University has a subscription of Microsoft Program which is called DreamSpark. It supports technical education by providing access to Microsoft software for learning, teaching and research purposes. Epoka family members can download software through www.dramspark.com website at no cost. Epoka University also provides Office 365 accounts to all staffs and students which includes all office applications for free.

Network

Wireless: Epoka University provides wireless internet connection to all Epoka members in the campus. As ICTCO, we ensure that the wireless signal is strong and covers everywhere in campus.

Wired: Besides wireless, there are three PC labs, one Civil Engineering lab, one Electronics lab, one PhD study room, and library where PCs serve students and staffs with wired internet. In the Epoka Library and one of the classroom, there are plug and use stations next to each table where students and staff can use for wired internet and electricity for their laptops.

Digital Signage: There are four TVs in the campus, they are used to inform Epoka members about latest news and announcements.

Epoka Interactive Systems (EIS)

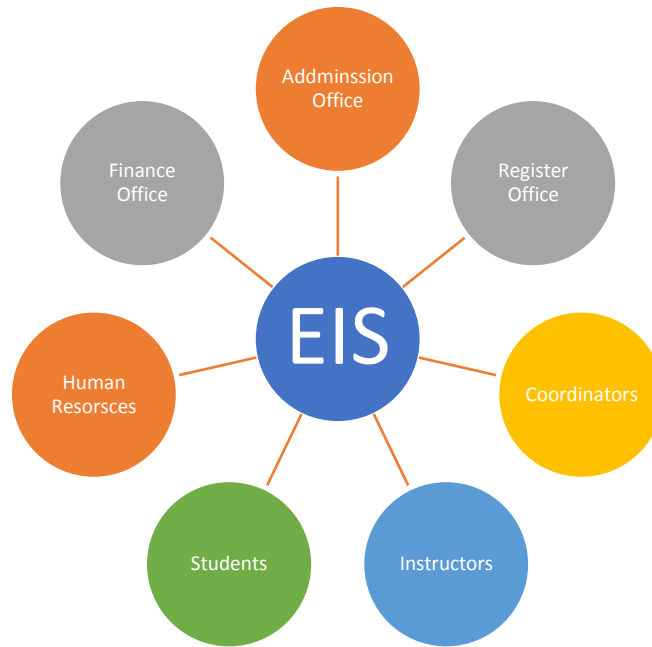


Figure 25 Epoka Interactive Systems (EIS)

Recognizing the needs of campus community, Epoka has made a strategic decision to replace its aging, cumbersome, and vendor-supported student, instructors, and staff systems with a modern, nimble and effective internally built system that includes admissions, enrollment, registration, financial aid, student, instructor, and staff accounts, and advising in one platform.

EIS is developed by ICTCO at Epoka University. From the user interface, EIS is an online interactive system where users can log in using the provided official email account. It is a modular system organized by roles and respective units at the university and the information is stored in a centralized database. All users have access to their personal information, can update general details and CV and they can manage job related tasks and activities according to their role and job position.

- **Students:** Students in their profile can access their personal information and information related to their study program. Course registration is done through the system and after that, students can view the ongoing academic activity of the registered courses during the semester. They can check attendance, exam dates, interim grades and final grades. Also, in the system, they can access the program curriculum, transcript, grade calculation, weekly schedule, requests and notifications. The EIS prompts students when they are in the “warning zone” for financial or academic issues. It empowers students to create course plans to ensure timely graduation.
- **Instructors:** Academic staff including full-time and part-time lecturers, can have access to their courses assigned in the current semester and can also view previously assigned courses. Lecturers can update the syllabus, complete student attendance, assign and finalize grades. Advisor lecturers can have access to

academic information of the students assigned for advisory and they can approve student course registration.

- **Coordinators:** The opening of courses according to course appointment in each semester is done by department coordinators and approved by faculty coordinators. Coordinators can monitor the academic activity of the lecturers under respective department.
- **Admissions and Registrar’s Office:** Admissions Office enters all pre-registered student information and assigns scholarships. After the student has completed the registration, all the related information entered by Admissions office, is managed by Registrar’s office.
- **Finance:** Finance office can manage and follow up all student financial information related to tuition fees and scholarship.
- **Human Resources:** Human resources office can manage all staff information data and assigns roles and job position for each staff.
- **Curriculum:** a website containing information related to study programs, curriculum and course syllabus.

All users have access to their personalized reports according to their roles and respective units. Faculties and units are liberated from tedious manual tasks. EIS supplies them with new and most updated information that will empower them to make informed decisions based on data.

EIS can be continuously updated with new modules according to the university needs. EIS can be accessed via: [https:// eis.epoka.edu.al](https://eis.epoka.edu.al) and users can log-in by their Epoka Mail account credentials.

Table 16 Table with PC, printers, projectors, video projectors, scanners

number of PC per doctoral students	120
number of PC furnished labs per students	4
number of PC for academic staff	87
number of PC for administration	53
number of printers for each one	15
number of photocopying machines for each one	15
number of head projectors	1
number of video-projectors	27
number of scanners	10

- ☑ **Respective Documentation on Planimetry of the building can be found in annex 4.1**

Evaluation according to the Standards

Standards/criterion		Evaluation for the Criterion according to standards
Standard II.5 - Institution provides the necessary infrastructure for implementation of second cycle study programs and integrated study programs of second cycle that it offers.		
Criterion 1	Institution has a permanent location, which means central administrative premises and facilities where teaching activity is conducted;	EPOKA University has a permanent location that has the central administrative environment and the environment where the teaching activity takes place. This can be noted also through the facility plan, as presented in this report. The university is the owner of the current facilities in use. EPOKA University provides effective management and continuous control over the achievement of standards and the implementation of educational policies designed for the realization of the study program it provides.
Criterion 2	These facilities are available to Institution for no less than 6 years;	
Criterion 3	If the study program is offered in more than one building, institution provides efficient management and continuous control for achievement of standards and implementation of educational policies designed for realization of study programs that it offers;	
Criterion 4	Institution provides sufficient capacities and facilities for implementation of professional practices foreseen for realization of study programs in the fields of health, veterinary, agriculture, technical sciences etc.	
Standard V. 1 - Institution makes its library available to students.		
Criterion 1	Institution provides quality textbooks and sufficient auxiliary and modern literature;	EPOKA University has made available to its students a considerable number of basic texts and auxiliary literature found in the university's library. This literature is contemporary and is much better reflected in the respective syllabuses of each subject. Based on the requirements of academic staff, this literature is expanded and placed in the service of students. The institution also has access to a number of online libraries to carry out the scientific research of PICD Arch students The library has a very rich collection of books in the respective branches. Books in the library are inventoried and allocated by fields and themes. Considered as an important tool in the progress of the academic process, the selected literature is sufficient to help the student to successfully complete the study program.
Criterion 2	The library has sufficient literature that helps the student to conduct	
Criterion 3	successfully the study program, the scientific research project and thesis;	
Criterion 4	The library has periodicals and electronic library, which contain necessary books or journals to conduct successfully the study program, the scientific research project and thesis;	
Criterion 5	Program managers have drawn up a detailed plan to increase library items in support of study program, scientific research project and thesis preparation by students, including the budget planned for this purpose;	

Library has service hours in accordance with timetable of study programs and needs of students.

Books are in different languages such as: Albanian, English and Turkish etc. The library collection is enriched by purchases and donations from various physical and legal persons. Purchased books are selected according to the needs and requirements of students and academic staff.

The library has periodicals and access to electronic databases that contain books or scientific journals that are needed for the successful completion of the study program, the research project and the thesis preparation.

Epoka University is subscribed to the Electronic Resources for Albania (ERA) database, which is administered by the Academy of Sciences of the Republic of Albania. Subscription to ERA enables University staff and students access to a wide range of scientific journals and other electronic resources such as BioOne, Cambridge Journals Online, JSTOR, Ebrary Academic Complete, EBSCO Academic Search Complete, Emerald Engineering eJournal Collection, Emerald Management eJournal Collection, IOPscience, Multi-Science Journals Collection, New England Journal of Medicine, OECD iLibrary, Oxford English Dictionary Online, Oxford Reference Online, Oxford Textbook of Medicine, ProQuest Central, Taylor & Francis Library, Web of Knowledge.

Program Officers draw up a detailed plan for adding library items to support the program, including the budget planned for it. The way the new material is secured is as follows:

1- Purchase of materials for library needs: For the purchase of new library materials, the library's request is made on the basis of the library's needs.
b- Users may apply for new materials by submitting the application form which must be approved by the respective unit manager and the Secretary-General.
c- The purchase procedure is initiated and followed by the Library Unit under the coordination of the ICTC Office.

		<p>2 - The library accepts various donations, the person who wishes to donate any material to the library deposits them with the library's responsible staff who, after assessing the importance of the donated material, places it in the appropriate library collection.</p> <p>The working hours of the library are announced at the premises of the institution. They are also at the entrance to the library, which is open to students:</p> <p>Monday - Friday: Time 08:30 - 12:30, 13:30 - 17:30.</p> <p>Saturday Time 09:00 - 13:00.</p>
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Standard V. 2 - Institution makes available to students sufficient labs and appropriate learning facilities.

Criterion 1	<p>Institution indicates that it has adequate number of: labs, classrooms, offices, studios and other facilities with electronic equipment and information technology to carry out the study programs;</p> <p>Equipment of teaching facilities is suitable for teaching in accordance with program objectives;</p> <p>Laboratories contain necessary equipment and tools to meet requirements of study programs and to conduct practices provided for by study program in accordance with program goals, and are maintained and improved continuously;</p> <p>Depending on offered study programs, institution has at least a laboratory for each group of lectures which foresee laboratory practices.</p>	<p>As shown in the infrastructure chapter, EPOKA University provides adequate space, such as laboratories, classrooms, offices, studios and other facilities with electronic equipment and information technology for the implementation of the program of studies. Classrooms and auditoriums are equipped with all the necessary infrastructure for an effective teaching process such as air conditioning, computer, projector, smart board, internet, orthopedic chair etc.</p> <p>Teaching facilities are suitable for teaching in accordance with the goals of the program. Epoka University has all classes with computer and video projector. Six of the classes are equipped with interactive boards. Also, 10 computers are provided in the library for research purposes. All teaching facilities are equipped with air conditioning and ample lighting.</p> <p>The programs offered by the Faculty of Architecture and Engineering are partially of technical nature, associated with labs and particular teaching studios. To ensure a more effective learning environment and to help students, the university has provided the needed software in the labs and classes for developing the adequate teaching spaces associated with the technical nature of the programs of this faculty.</p>
Criterion 2		
Criterion 3		
Criterion 4		

Conclusions of IEG:

The Internal Evaluation Group (IEG) after reviewing the data, concludes that Epoka University and Architecture Department fully meets the standards.

Epoka University has a permanent location which implies the central administrative environment and the environment where the learning activity is taking place, being the owner of the current areas in use. Epoka University provides quality teaching texts and sufficient and contemporary literature. The library has a rich fund of books in the respective branches, it possesses periodicals and access to electronic repositories. Program Officers draw up a detailed plan for adding library items to support the program, including the planned budget for it. The library has schedules of service matching schedules of study programs. Epoka University proves that it has in sufficient space such as labs, classrooms, offices, studios and other facilities with electronic equipment and information technology for the program needs. Laboratories contain the equipment and tools needed to meet the requirements of study programs. After the detailed discussion, was approved with the consensus that the requirements are in compliance with the defined criteria. IEG finds that the program in question meets the required criteria.

5. Financing and management of financial resources

Descriptive part

Terms of reference: Sources of funding, data over the years, expenditures, cost for student, financial control, management capacities.

As shown in Table 17, most of the institution's income comes from student payments. Table 17 shows Epoka's income from 2012 to 2018. The cost per student estimated by the institution as well as the expenditures is also found in the table 18 and 19.

The institution is audited annually by an audit firm.

Measurable indicators:**Table 17 Income and various financing of EPOKA University during the last six years (in ALL)**

Income from: (in ALL)	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Public funds:						
Central authorities						
Local authorities						
Total						
Non-public funds:						
Grants for research and contracts				5.825.533	6.329.204	31.801.666
Consulting, services						
Tuition and other student fees	217.589.330	225.594.600	267.196.734	314.762.455	347.599.756	405.492.395
Sponsorships						
Training services (continuous education)						
Donations, insurance activities, foundations etc						
Commercial activities (dining hall, cafeteria, bar, residences, etc.)				1.237.299	1.330.000	1.330.000
Total	217.589.330	225.594.600	267.196.734	321.825.287	355.258.960	438.624.061
GRAND TOTAL	217.589.330	225.594.600	267.196.734	321.825.287	355.258.960	438.624.061

Table 18 Expenditure of EPOKA University during the last six years according to the funding sources (in ALL)

	2012-2013			2013-2014			2014-2015			2015-2016			2016-2017			2017-2018		
	Salaries	Expenditures	Investment	Salaries	Expenditures	Investment	Salaries	Expenditures	Investment	Salaries	Expenditures	Investment	Salaries	Expenditures	Investment	Salaries	Expenditures	Investment
Expenditures (in ALL)																		
Public funds:																		
Central authorities																		
Local authorities																		
Total																		
Non-public funds:																		
Grants for research and contracts		30.856.000		36.229.200				38.224.200			27.986.924			34.140.036			53.200.000	
Consulting, services																		
Tuition and other student fees	93.216.774	79.490.376	72.086.000	100.355.150	80.806.810	72.884.000	105.668.500	85.194.480	72.884.000	135.797.123	60.390.512	25.930.744	146.687.562	66.433.500	28.523.845	155.610.000	71.221.500	30.590.000
Sponsorships																		

			30,590,000	30,590,000
		6,626,867	131,048,367	131,048,367
			155,610,000	155,610,000
			28,523,845	28,523,845
		6,025,831	106,599,367	106,599,367
			146,687,562	146,687,562
			25,930,744	25,930,744
		5,478,004	93,855,440	93,855,440
			135,797,123	135,797,123
			72,884,000	72,884,000
		13,965,000	137,383,680	137,383,680
			105,668,500	105,668,500
			72,884,000	72,884,000
			129,804,010	129,804,010
		12,768,000	100,355,150	100,355,150
			72,086,000	72,086,000
		11,970,000	122,316,376	122,316,376
			93,216,774	93,216,774
Training services (continuous education)	Donations, insurance activities, foundations etc	Commercial activities	Total	GRAND TOTAL

Table 19 Income and various financing of Integrated Second Cycle study program in Architecture during the last six years (in ALL)

Income from: (in ALL)	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Public funds:						
Central authorities						
Local authorities						
Total						
Non-public funds:						
Grants for research and contracts						
Consulting, services						
Tuition and other student fees	39.740.400	54.583.200	83.311.200	84.747.600	106.293.600	107.730.000
Sponsorships						
Training services (continuous education)						
Donations, insurance activities, foundations etc						
Commercial activities (dining hall, cafeteria, bar, residences, etc.)						
Total	39.740.400	54.583.200	83.311.200	84.747.600	106.293.600	107.730.000
GRAND TOTAL	39.740.400	54.583.200	83.311.200	84.747.600	106.293.600	107.730.000

Table 20 Expenditures of Integrated Second Cycle study program in Architecture during the last six years (in ALL)

	2012-2013			2013-2014			2014-2015			2015-2016			2016-2017			2017-2018		
	Salaries	Expenditures	Investment	Salaries	Expenditures	Investment	Salaries	Expenditures	Investment	Salaries	Expenditures	Investment	Salaries	Expenditures	Investment	Salaries	Expenditures	Investment
Expenditures (in ALL)																		
Public funds:																		
Central authorities																		
Local authorities																		
Total																		
Non-public funds:																		
Grants for research and contracts																		
Consulting, services																		
Tuition and other student fees	15.896.160	7.683.412	6.055.808	21.833.280	9.804.714	7.636.743	33.324.480	16.140.084	11.863.252	33.899.040	8.267.229	3.278.387	42.517.440	10.245.842	4.033.308	43.092.000	11.292.819	4.437.438
Sponsorships																		
Training services (continuous education)																		
Donations, insurance activities, foundations etc																		
Commercial activities																		

4.437.438	4.437.438
11.292.819	11.292.819
43.092.000	43.092.000
4.033.308	4.033.308
10.245.842	10.245.842
42.517.440	42.517.440
3.278.387	3.278.387
8.267.229	8.267.229
33.899.040	33.899.040
11.863.252	11.863.252
16.140.084	16.140.084
33.324.480	33.324.480
7.636.743	7.636.743
9.804.714	9.804.714
21.833.280	21.833.280
6.055.808	6.055.808
7.683.412	7.683.412
15.896.160	15.896.160
Total	GRAND TOTAL

As it is shown in the above tables, most of the institution's income comes from the student's tuition fees. Table 18 reflects the EPOKA University's income in Albanian Lek (ALL) over the past six years and Table 19 reflects expenditures of the EPOKA University during the last six years. "Grants for research and contracts" in Table 20 is comprised of the last three academic years' funds; the "Grants for research and contracts" of the 2015-2016 academic year includes funds from the two projects in the framework of the Erasmus+: "Strategic support on strengthening the quality assurance structures at the private higher education institutions in Albania" (QAinAL) and Knowledge FOr a Resilient soCiEty (K – FORCE). "Grants for research and contracts" of the 2016-2017 academic year includes funds from the same two projects in the framework of the Erasmus+: QAinAL and K – FORCE. Grants for research and contracts of the 2017-2018 academic year includes funds from QAinAL, K – FORCE, Development and Implementation of Multimedia and Digital TVcurricula Project(DIMTV) and PersonalisedAnd/orGeneralised Integrated Biomaterial Risk Assessment(PANBioRA) – a project of the Horizon2020.

Tables 20 and 21 reflect the incomes and expenses in the framework of the study program which includes the cost per student provided according to the ***Integrated Second Cycle study program in Architecture***.

Note:

- Calculation of the total income from the student's tuition fee: Number of students per study program X average income per student of the ***Integrated Second Cycle study program in Architecture***
- Calculation of the total expenses: Number of students per study program X average expenses per student of the ***Integrated Second Cycle study program in Architecture***
- Calculation of Salaries: The academic staff average work load percentage dedicated to the ***Integrated Second Cycle study program in Architecture***
- Calculation of Expenditures:

$$\left[\frac{\text{Epokas' Expenditures for each academic year}}{\text{Total number of students for each academic year}} \right] \times \text{Nr. of Std. for program for each ac. year}$$
- Calculation of Investment:

$$\left[\frac{\text{Epokas' Investments for each academic year}}{\text{Total number of students for each academic year}} \right] \times \text{Nr. of Std. for program for each ac. year}$$
- Euro Currency Exchange Rate: 133.00 ALL

Transparency and internal financial control, audit and results.

Turgut Ozal Education sh.a is annually audited from an external audit firm. Detailed audit Reports are available at the Finance Office at EPOKA University.

Financial managing capacities

Management and financial issues are coordinated by the General Directorate of the Turgut Ozal Education sh.a in cooperation with Finance Office at Epoka University.

Respective documentation

The said documentation is available at the Finance Office, EPOKA University.

Standards/criterion		Evaluation for the Criterion according to standards
Standard II.9 - Institution makes an annual (external and/or internal) audit about the financial situation.		
Criterion 1	Audit report presents the entire financial situation for the use of budget made available to implement second cycle study programs and second cycle integrated study programs;	Turgut Ozal Education sh.a conducts annual external audits regarding the financial situation and the detailed reports can be found at the General Directorate's office of Turgut Ozal Education sh.a. The report contains all the analysis of the data on the expenses and income of the company and the institutions included, all the entries related to income (grants, students' fees) and all the expenses for the services it offers directly or indirectly (by outsourcing companies).
Criterion 2	Audit report contains a clear picture of received foreign grants, and related services contracts for implementation of second cycle study programs and second cycle integrated study programs;	
Criterion 3	Audit report analyses the use efficiency of revenues from students' fees in order to increase the quality of studies in this cycle of studies.	

Standard VI.1 - Institution drafts a financial report on costs of study programs.

Criterion 1	Institution drafts a report that contains detailed financial data on costs for implementation of study programs, as operational costs, fixed costs of facilities and equipment, etc.;	The financial report is drafted by the General Directorate of Turgut Ozal Education sh.a. every year and is archived to this Directorate. By finalization of the drafted report, the data and analyses are communicated to Epoka University, as shown in the Tables 8-12. Epoka University operates under an independent budget.
Criterion 2	Institution shows that it has a financial sustainability during conduct of study programs and it has sufficient financial capacities to improve the financial situation and generation of revenues in the future.	Based on the official financial report of the Turgut Ozal Education sh.a., the company has a positive annual balance and financial stability which guarantees the progress of the institution.

Conclusions of IEG:

The Internal Evaluation Group concludes that the standards are fully met.

The institution reflects detailed information on financial costs for the realization of study program, as well operational costs and fixed costs of facilities and equipment. Epoka University has financial sustainability throughout the development of study programs and it has sufficient financial capacity to improve the financial situation and generate revenue in the future.

Every year, Turgut Ozal Education sh.a., of which Epoka University is a part, compiles a financial report containing a detailed financial statement of income and expenses. Referring to the official financial report of the Turgut Ozal Education sh.a., the company has a positive annual balance, which guarantees the performance of "Epoka" University. In addition, every year, Turgut Ozal Education sh.a. makes an external audit regarding the financial situation and this report is maintained at the General Directory of this Company. In the audit report all the data are presented on the expenditures and income of the Turgut Ozal Education sh.a. Within the report all revenue related items are specified: grants, student fees, etc. and all costs for services that it offers directly or indirectly (from outsourcing companies).

6. Internal Quality Assurance System

Descriptive part

Terms of reference: institutionalization of the internal quality assurance system, establishment of the Internal Quality Assurance Unit (IQAU), its functioning, self-evaluation and continuous improvement of quality, the results of external evaluation processes.

In accordance with the requirements of the Albanian legislation on higher education, the manual and guidelines of the Quality Assurance Agency in Higher Education of the Republic of Albania and the provisions of the Statute and the Basic Regulation of the University "Epoka", the institution has established the Internal Quality Assurance system (<http://aeqi.epoka.edu.al>).

The establishment and functioning of this system is regulated in detail through the Directive "On Academic Evaluation and Quality Improvement at Epoka University", enacted in by the Senate of Epoka University in 2009. This directive aims at the regulation of the education evaluation process, teaching, research and every service offered by Epoka University; development of the quality; establishment of the internal quality control system, its application, development and evaluation, the approval of the quality indicators in the context of the "external evaluation" and the conduct of the necessary preparations during this process.

The internal quality assurance system in Epoka University operates through Permanent Commission on Quality Assurance (PCQA), which in its work is supported by the Internal Quality Assurance Office. The PCQA is the new name of the internal quality assurance unit of Epoka University following the adoption of the new Statute of Epoka University in 2017. The Directive "On the Academic Evaluation and Quality Improvement at Epoka University" was amended as well reflecting the criteria as defined in the Guidelines on the establishment and functioning of the Internal Quality Assurance Systems in the Higher Education Institutions and the Handbook on Internal Quality Assurance in Higher Education Institutions, approved in October 2012 by the Quality Assurance Agency in Higher Education of the Republic of Albania.

PCQA was previously named The Academic Evaluation and Quality Improvement Board (AEQI Board). The PCQA with its new name is in operation since the composition and appointment of the members of the PCQA in the Senate meeting held in December 2017. Epoka University's quality assurance functions are also performed at departmental level, where peer-review plays a central role.

Table 21 Internal Quality Assurance unit of Epoka University

Name	Time of operation
Permanent Commission on Quality Assurance (PCQA)	2017-Present
Academic Evaluation and Quality Improvement Board (AEQI Board)	2009-2017
Internal Quality Assurance Office	2009-Present

The PCQA, with the support of the Internal Quality Assurance Office, conducts periodic evaluations of teaching and scientific research activities. One integral task is the administration of the student questionnaire at the end of each semester to evaluate the quality of teaching of the subjects of each

program offered by the Epoka University. In this context, the PCQA represents the central unit of the Internal Quality Assurance System at Epoka University. PCQA has the right to set up subcommittees or subgroups to deal with a specific activity within the rights and responsibilities of the PCQA. The Internal Quality Assurance Office functions as the support unit of the PCQA.

The specific duties of PCQA include the following (as set in the Article 35 of the Statute of Epoka University):

- The Permanent Commission of Quality Assurance is responsible for developing policies and procedures for internal quality assurance, acts which are approved by the Academic Senate.
- The Permanent Commission of Quality Assurance is responsible for developing standards for quality assurance in accordance with the Quality Code, approved by the Academic Senate.
- The Permanent Commission of Quality Assurance oversees the implementation of policies, procedures and standards for quality assurance in the university.
- The Permanent Commission of Quality Assurance is responsible for conducting the periodic evaluation of results of the educational activities and scientific research, monitoring and coordination of activities undertaken within the academic and administrative evaluation, to improve quality through evaluation reports, periodic inspection and monitoring of improvement of quality in the university.
- After each evaluation, the Permanent Commission of Quality Assurance reports to the Academic Senate the results and relevant proposals.
- The Permanent Commission of Quality Assurance is responsible for planning and coordinating of the implementation of the internal and external evaluation procedures of the University, as well as study programs, in accordance with the applicable legal framework, state quality standards, regulations, guidelines, University policies and procedures.
- The Permanent Commission of Quality Assurance enjoys an operative autonomy and access to the data of the institution. The Permanent Commission of Quality Assurance consists of at least eight members, including a chairman, a member of the full-time academic staff from any main unit with at least the scientific degree "Doctor" and without high-level managing duties, at least two members of the administrative staff, a representative of the graduates of the University, as well as an external specialist with a wealth of experience in quality assurance issues, whom are elected by the Academic Senate, for a period of two years, eligible for reappointment. The Deputy Chairman of the Student Council for quality assurance issues is also member of the Permanent Commission of Quality Assurance.
- In all cases, decisions are taken by simple majority and with the participation of at least half the members of the Commission. In case of equality of votes, the vote of the Chairperson is decisive.
- The functioning of the Permanent Commission of Quality Assurance is determined by special regulations.

Measurable indicators:

Table 22 Data for the members of the IQAU

	Members of IQAU	Duty held at IQAU	Term in office
1	Prof. Dr. Teoman Duman	Chairperson	Dec 2017 – current
2	Dr. Timothy Hagen	Member	Dec 2017 – current
3	Dr. Julian Hoxha	Member	Dec 2017 – current
4	Dr. Alba Kruja	Member	Dec 2017 – current
5	Dr. Odeta Manahasa	Member	Dec 2017 – current
6	Dr. Reina Shehi	Member	Dec 2017 – current
7	Mr. Altin Bora	Member	Dec 2017 – current
8	Mr. Loren Senja	Member	Dec 2017 – current
9	Mr. Arjan Shahini	External Member	Dec 2017 – current
10	Mr. Idaver Sherifi	Member (Alumni)	Dec 2017 – current
11	Ms. Qamile Zdrava	Member (Vice-President on quality assurance issues, Student Council)	Dec 2017 – current
	Ms. Flogerta Hasanaj	Internal Quality Assurance Officer/Coordinator of PCQA	Dec 2017 – current

Table 23 Former composition of IQAU (Academic Evaluation and Quality Improvement Board)

	Members of IQAU	Duty held at IQAU	Term in office
1	Dr. Islam Jusufi	Head	16.03.2016 – Dec 2017
2	Assist. Prof. Dr. Arban Uka	Deputy Head	16.03.2016 – Dec 2017
3	Dr. Reina Shehi	Member	16.03.2016 – Dec 2017
4	Mr. Altin Bora	Member-Rapporteur	11.01.2017 – Dec 2017
5	Mr. Loren Senja	Member	16.03.2016 – Dec 2017
6	Mr. Arjan Shahini	External Member	16.03.2016 – Dec 2017
7	Mr. Idaver Sherifi	Member (Alumni)	16.03.2016 – Dec 2017
8	Redion Spaho	Member (Head of Student Council)	19.01.2017 – Dec 2017

Quantitative data on the concrete work conducted by IQAU such as:

At the end of each academic semester, all students at Epoka University complete surveys to evaluate each of their courses and instructors. These surveys are administered through the Epoka Interactive System (EIS), an electronic information system. A copy of the survey is attached as Annex 6.1. The same can also be found in the following link at Epoka website: https://drive.google.com/open?id=0Bwl_QkbaNe5IeHFqRDVhZfVjNkk. The content of the surveys is standard and consists of student evaluations of 14 components related to the course, with response options ranging from 1 (lowest rating) to 4 (highest rating). Completing the survey is completely confidential and each student is required to fulfil the survey in order to be able to view in the EIS system the final grade obtained for the respective course.

Upon the completion of the survey, the electronic system shows the average evaluation for every course lecturer as an overall result and the result for each component of the survey, showing the rankings of the course lecturer at the Department and Faculty level.

The results of the surveys are forwarded to the Rector's Office by the Head of Department. The Rector, after examining the results of the surveys, forwards them to the PCQA, which performs data analysis for each course and lecturer and comes with recommendations to the Rector. Through the conduct of meetings, the Rector ensures that PCQA's recommendations regarding the improvement of the teaching are applied at the Faculty and Department levels.

At the same time, at the end of each academic semester, PCQA with the support of the Internal Quality Assurance Office, performs a quantitative and qualitative analyses of the student results and it comes with respective recommendations, with a special emphasis on the identification of issues and areas that require further improvement. It should be emphasized that at Epoka University, each student is subject to at least a mid-term exam (Mid-term) and the final exam for each course where the respective grade is given. At the same time, based on the syllabus approved by the respective department, the evaluation of assignments, semesterly projects or similar educational activities and active participation in courses can affect a student's final grade.

Besides student questionnaires, classroom visits by the respective Dean of Faculty or Head of Department are also used to assess and monitor the teaching performance of lecturers. Questionnaires used for this purpose are provided in Annex 6.4. The same can also be found in the following link at Epoka website: https://drive.google.com/open?id=0Bwl_QkbaNe5IZHAtd0VoSWkxSUK.

At the same time, it should be noted that Epoka University periodically and in accordance to the time table of accreditation and re-accreditation of the University and of its study programs, drafts self-evaluation reports, in accordance with the provision of the Albanian legislation on the higher education and in accordance to the instructions received by the Quality Assurance Agency in Higher Education of the Republic of Albania. Copies of these reports are available at the Rector's Office and publicly available at the following link: <http://aeqi.epoka.edu.al/home-internal-evaluation-reports-1479-1480.html>. Within these processes managed by ASCAL, the External Evaluation Groups are also established and for this purpose they have prepared the External Evaluation Reports, which have evaluated in very positive terms the quality of teaching, scientific research and services to the students and community conducted by Epoka University and have also submitted recommendations for further improvement in identified areas. Copies of these reports are available at the Rector's Office and publicly available at the following link: <http://aeqi.epoka.edu.al/home-external-evaluation-reports-1479-1481.html>.

To ensure the awareness of all academic and administrative staff of the importance of acquiring a quality culture by each unit of Epoka University, the PCQA and the Internal Quality Assurance Office conduct periodic informative and training seminars for the staff of the institution. These training seminars address various quality components, including the importance of quality assurance in general and of quality management systems in particular. It should be noted that in January 2010, Epoka University obtained the ISO 9001: 2008 certificate on Quality Management Systems. Currently, Epoka University has renewed the certificate, which according to the criteria of ISO is performed every three years. The last external audit in the framework of ISO has been conducted in March 2014. To supervise the correct implementation of all processes and procedures provided by ISO, Epoka University has established the Internal Audit Group, which by performing periodic audits, ensures the implementation of the processes and procedures of the institution. At the same time, in the context of ISO certification for Quality Management Systems, the PCQA with the support of the Internal Quality Assurance Office, conducts periodic controls and surveys with each academic and administrative unit of the University, as well as prepares the reports, which is shared with the Rector's Office and related units in order to fill the gaps identified and solve the problems observed in the respective units.

It is of importance also to highlight that the PCQA, with the support of the Internal Quality Assurance Office, is engaged in continuous improvement in teaching and research within Epoka University. The teaching and research are Epoka's primary activities. In this regard, support structures in place, consist of practices of use of various teaching and research improvement methodologies which aim at improving the capability to perform improved teaching and research functions. What is also important is the existing ability within Epoka to improve. This latter part represents the capacity for learning that occurs across Epoka. There is also an element of organizational learning within Epoka through inter-unit formal and informal improvement communities where the units and individuals learn from one another, test the validity of their teaching and research techniques and, if necessary, adjust their teaching and research techniques. With the high expectations from students and stakeholders, and conditions imposed on professors as well as competition among professors, improvement in teaching and research is integrated into the daily work of individuals in the system. One of the practices engaged by PCQA with the support of the Internal Quality Assurance Office has been organization of trainings for Epoka's academic staff on continuous teaching and research improvement. For this purpose, the PCQA organized "Teaching Training for Academic Staff" on 6 March 2017 and on 9 October 2017 organized "Research Training for Academic Staff". The results of the trainings can be found at the following link: <http://aeqi.epoka.edu.al/cat-activities-1411.html>.

As one of the responsibilities of the PCQA is to support the University and its units in strategic planning, for this purpose it has assisted the University departments in designing their respective strategic plans. In this regard, the departments with the support of PCQA have developed their own separate strategic plans. The University and departmental strategic plans can be found at the following link: <http://aeqi.epoka.edu.al/cat-strategic-plan-1409.html>.

Standards/criterion		Evaluation for the Criterion according to standards
Standard II.7 - Institution conducts an annual analysis to assess second cycle study programs and second cycle integrated programs.		
Criterion 1	Institution makes an annual analysis to assess the progress of second cycle study programs and second cycle integrated study programs;	Epoka University provides annual analyses assessing the progress of second cycle study programs and integrated second cycle study programs, which include data on academic aspects, data on student performance, such as passing rate and teaching data. These reports are part of the annual activity reports prepared by the University and by respective Departments. Related reports also include student surveys and internal evaluation reports. The PCQA, through its committees, periodically assesses the efficiency of the University's teaching, research and administrative activities. It assists the departments when proposing new curricula or amending the curricula.
Criterion 2	Institution develops policies aimed at improving second cycle study programs and second cycle integrated study programs;	As envisaged in the Strategic Plan of Epoka University, the institution develops policies aimed at improving second cycle study programs and second cycle integrated study programs. The specific policies and measures in this regard include consultations with the students and stakeholders within and outside the University, internal and external evaluation reports, projects managed under the framework of EU's Erasmus+ program. Annex 1.3 Link: http://arch.epoka.edu.al/cat-strategic-plan-2017-2022-1888.htm

Standard VIII.1 - Institution guarantees quality assurance in realization of study programs.		
Criterion 1	Institution has met institutional standards and is accredited in institutional level before applying for accreditation of study programs;	Epoka University has met institutional standards and has been accredited at the institutional level before applying for accreditation of the study program. The most recent institutional re-accreditation of Epoka University was conducted by ASCAL in 2017. The results confirmed that Epoka University fulfils the standards required.
Criterion 2	Institution uses appropriate instruments for quality assurance;	<p>Study programs are improved based on the results of their assessment by academic staff and students. Course content is re-evaluated by departments based on student survey results and any proposed corrections are sent for approval to the faculty, and for final approval to the Senate.</p> <p>The indirect evaluation methods have been implemented through a survey conducted with students, which includes special sections on: Question on the course content Question on the performance of course instructor Question on the service offered by Epoka University Conceptual Question Recommendations from students. Annex 6.1 Link: https://drive.google.com/open?id=0Bwl_QkbaNe5IeHFqRDVhZfVjNkk</p> <p>Direct methods are those included in the syllabi of the subject such as: Evaluation with points for the class participation of student; Evaluation with grade and points; Evaluation of the Assignments completed by students; Evaluation on the involvement of the students in extra-curricular activities; Annex 6.2</p>
Criterion 3	Institution establishes a policy and follows certain procedures for quality assurance and standards of their programs;	<p>Within the competence of PCQA is also the development of strategies and assessment plans for academic staff. As mentioned in the descriptive section, at the end of each academic year, an assessment is made for each member of the academic staff whose result is delivered through a closed envelope. Annex 6.3 https://drive.google.com/open?id=0Bwl_QkbaNe5IZHAtD0VoSWkxSUK</p>

Criterion 4	Institution uses formal mechanisms for periodic reviewing, approving and supervision of study programs;	The Senate is a collegial decision-making body of “Epoka” University. It defines development policies of the Institution, schedules, coordinates, directs and controls the activities of teaching and research and assesses their effectiveness, and decides on important problems of the educational and scientific institution. The Senate is chaired by the Rector and meets periodically. Proposals for changing the curricula are forwarded to the Senate, according to the vertical hierarchical principle: department-faculty- rector’s office. Before the curricula changes proposal come to the agenda of Senate, they are reviewed by PCQA.
Criterion 5	Institution aims at raising awareness of its staff and students, who pursue offered study programs, for quality importance and quality assurance in them;	The staff and students are regularly invited to be part of the internal evaluation groups for ensuring the quality of study programs. For this purpose, the PCQA also organizes trainings that aim to raise awareness on quality assurance.
Criterion 6	Institution designs and implements a strategy for constant quality improving. Strategy, policy and procedures are published.	Epoka University has developed and implemented a strategy for continuous improvement of quality as part of Strategic Plan of Epoka University and as part of the departmental strategic plans. The strategy, policies and procedures are published in the strategic plan of the institution and in the strategic plans of the departments. Annex 1.3 Link: http://arch.epoka.edu.al/cat-strategic-plan-2017-2022-1888.html

Standard I.10 - Institution uses evaluation methodologies, measuring and evaluation instruments for the progress of study programs.

Criterion 1	Institution uses evaluation methodologies, measuring and evaluation instruments for the progress of study programs;	The PCQA, through Internal Quality Assurance Office and through its commissions, periodically assesses the efficiency of the University's teaching, research and administrative activities. It organizes different workshops and training opportunities for the staff. Please refer to reports these activities at http://epoka.edu.al/mat/aeqi/report_teaching_training_for_academic_staff.pdf and http://epoka.edu.al/mat/aeqi/report-research-training-for-academic-staff-nov-2017.pdf and Annexes 6.4 and 6.5
Criterion 2	Institution includes this piece of information in the self-assessment it makes in order to achieve the internal quality assurance;	All the evaluation methods are also present and included in the Institutional self-evaluation report. Link: http://epoka.edu.al/mat/aeqi/Epoka-Institutional-SER.pdf
Criterion 3	Institution publishes the assessment results and results it aims to achieve;	Quality Assurance Office publishes in its website all the strategic plans, IERs and Annual Reports of the Institution. Study programs are improved based on the results of their assessment by academic staff and students. After the obtaining of the results by the students’ survey, based on the

Criterion 4

In order to conduct the assessment, Institution uses indirect or direct methods: Indirect:

- a. Survey: for students who follow study programs, for graduates in these programs in previous academic years or in different cycles of study;
- b. Surveys assessing didactics, curriculum, learning;
- c. Conceptual question;
- d. Interviews;
- e. Etc.

Direct:

- a. Outcomes achieved by students in standardized national/international tests (e.g. State exam for regulated professions);
- b. Hearings in auditorium;
- c. Outcomes achieved by students in exams assessed with grades / points;
- d. Outcomes achieved by students in preliminary and final tests, examinations for modules, professional practices;
- e. Outcomes achieved by students in assessment of tasks performed during the study program conduct (course assignments for analyzing

department, the re-evaluation of the course content is conducted, which is sent for approval to the Decanate, and for final approval to the Senate.

Link: <http://aeqi.epoka.edu.al/home-internal-evaluation-reports-1479-1480.html>

Students are involved in the evaluation of teachers and the implementation of study programs. At the end of each academic semester, through prepared surveys, students give their opinion about the course instructor and the course content.

Indirect evaluation methods have been implemented through a survey conducted with students, which includes special sections on:

- a) Question on the course content
- b) Question on the performance of course instructor
- c) Question on the service offered by Epoka University
- d) Conceptual Question
- e) Recommendations from students.

Direct methods are those included in the syllabi of the subject such as:

- f) Evaluation with points for the class participation of student;
- g) Evaluation with grade and points;
- h) Evaluation of the Assignments completed by students;
- i) Evaluation on the involvement of the students in extra-curricular activities.

	<p>conceptual understanding, presentations, exams, etc.);</p> <p>f. Observations in performance of exercises / practice;</p> <p>g. Outcomes achieved and quality of research result - thesis;</p> <p>h. Etc..</p>	
<p>Standard I.13 - Institution publishes regularly unbiased, objective, qualitative and quantitative information for internal evaluation.</p>		
<p>Criterion 1</p>	<p>Institution publishes regularly brochures, newsletters, etc., designed and published by Institution for internal evaluation;</p>	<p>Epoka University regularly publishes in the website the work done for internal evaluation where it demonstrates results of periodic surveys of staff and students. Please refer to the http://aeqi.epoka.edu.al/home.html</p>
<p>Criterion 2</p>	<p>Institution posts regularly video audio presentations, etc., on the website for internal evaluation.</p>	<p>Epoka University publishes in the website of the PCQA the analysis and reports of internal and external evaluations reports of all the study cycles. (http://aeqi.epoka.edu.al/)</p>
<p>Conclusions of IEG:</p> <p>IEG by consensus ascertains that the program meets the required standards.</p> <p>Based on detailed reviews and verifications, it is concluded that Epoka University makes an annual analysis to assess the progress of second cycle study programs and integrated second cycle study programs.</p> <p>Based on the Strategic Plan of the Epoka University, institution develops policies aimed at improving second cycle study programs and second cycle integrated study programs. The Institution has met institutional standards and has been accredited in institutional level before applying for accreditation of second cycle study programs. The most recent re-accreditation process was successfully completed in 2017. The Institution uses appropriate instruments for quality assurance, uses formal mechanisms for periodically reviewing, approving and supervising study programs, aims at raising awareness of its staff and students regarding the importance of quality, and designs and implements a strategy for constant quality improvement. The Institution uses evaluation methodologies, the required information is included in Institutional self-evaluation report, publishes the assessment results and results it aims to achieve. Students are involved in the evaluation of teachers and the implementation of study programs. In order to ensure a transparent internal evaluation, the institution publishes the analyses and reports of internal and external evaluations reports of all the study cycles on the website of the PCQA.</p>		

POLICIES OF STUDENT FORMATION

7. Study programs and its organization

Descriptive part

Terms of reference: mission and objective of the study program/s, content of the program, the organization of the academic year, semesters, the curriculum with all its elements (courses/modules, respective credits, the distribution of hours for each credit depending on the forms of study, teaching hours respectively in the auditorium/outside the auditorium divided according to the forms of teaching, literature and other supporting and auxiliary materials, etc.

The Integrated second cycle study program in Architecture is based on a five-year study leading to the PhD studies with emphasis on architectural design studios, which are the specific form of education. This program prepares students for critical engagement with practice and ensures readiness for professional responsibilities. The curriculum is design-centered. Comprehensiveness is ensured through introductory coursework in the subject areas and substantial breadth and depth in the advanced courses. The integration of subjects is aided by the design process skills courses and practice in studio. The program encourages students to acquire the purist sense of 'style' because architecture is an expression of the values, aspirations and character of the society that produces it. Furthermore, the program's goal is to advance the profession of architecture by combining artistic talent, technical proficiency, and social engagement in pursuit of excellence.

The architecture program approaches design with an understanding of contemporary issues and debates in architecture. The program is divided into three levels: foundation course (first year), intermediate level (second and third year) and degree level (fourth and fifth year). The students are expected to take all the courses assigned to them in the in the foundation and intermediate level, along with additional elective subjects in the degree level from a wide variety of subjects related to art, architecture, and design. The courses of the degree level focus on three offered modules: architectural design fields, the building technology field, and the urban planning and design field.

Assessment of studio courses is done through a jury of work at the end of each project. Supporting theory courses are evaluated through assignments given during the term and an exam at the end of each term.

An integrated program of study has been formulated that combines both theoretical and practical modules for the students of Architecture. The program considers all creative disciplines in the visual arts as having similar perceptual, theoretical and historical underpinnings. It develops the architectural design methodology in the design studio using technical skills of drawing, drafting, model making and

presentation. It also brings the contemporary issues and debates of architecture both nationally and internationally to the architecture design studio. Project planning, management and professional practice are offered as supporting courses. In the final year students are expected to apply their skills in an independent design thesis project.

The Integrated program includes 46 courses (3 main modules which are valid in the degree level respectively fourth and fifth year) including professional internships and the master's thesis.

The curriculum of the program is carefully designed to properly balance different educational activities. Thus, 16% of the activities are about the general formation discipline (courses classified as "A" courses), 10% of the program consists of the preparation of the diploma thesis; while 36% consists of activities in the characterizing discipline of the study. About 12% of activities are in elective disciplines, and the rest relate to integrative and other formation of knowledge.

Measurable indicators:

- Beginning year, goals and objectives of each study program
- Organization of each study program (years, semesters, weeks etc.). The:
 - 1st academic year has __856__ teaching hours in the auditorium and 644 hours of individual work by students
 - 2nd academic year has __704__ teaching hours in the auditorium and 796 hours of individual work by students
 - 3rd academic year has 684 teaching hours in the auditorium and 816 hours of individual work by students
 - 4th academic year has 576 teaching hours in the auditorium and 924 hours of individual work by students
 - 5th academic year has 216 teaching hours in the auditorium and 1244 hours of individual work by students
 - ECTS = 25 teaching hours of overall student work
 - One teaching hour = 60 minutes

In the end of the fifth year the students are granted the degree of Master of Science in Architecture (Annex 7.4 and Annex 7.5).

Table 24 Curriculum of the study program

Year I Courses/Modules		Semester	ECTS	Weekly hours	Teaching hours														Exams	
					Lecture			Seminar			Lab			Practice			Hours in auditorium	Independent work		Total
					ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work				
1	Basic Design	1	12	12	4	64	36	8	128	72	-	-	-	-	-	-	192	108	300	-
2	Graphic Communication I	1	4	4	2	32	18	2	32	18	-	-	-	-	-	-	64	36	100	2
3	Introduction to Architecture I	1	4	3	4	48	52	-	-	-	-	-	-	-	-	-	48	52	100	2
4	Basic Mathematics	1	4	3	2.7	32	35	1.3	16	17	-	-	-	-	-	-	48	52	100	2
5	Development of Reading and Writing Skills in English I	1	6	4	6	64	86	-	-	-	-	-	-	-	-	-	64	86	150	2
6	Introduction to Architectural Design	2	12	12	4	64	36	8	128	72	-	-	-	-	-	-	192	108	300	0
7	Graphic Communication II	2	4	4	2	32	18	2	32	18	-	-	-	-	-	-	64	36	100	2
8	Introduction to Architecture II	2	4	3	4	48	52	-	-	-	-	-	-	-	-	-	48	52	100	2
9	Building Construction Technology I	2	5	4	2	36	14	3	36	39	-	-	-	-	-	-	72	53	125	2
10	Development of Reading and Writing Skills in English II	2	5	4	5	64	61	-	-	-	-	-	-	-	-	-	64	61	125	2
1	Total		60	53	35.7	484	408	24.3	372	236							856	644	1500	16

Year II Courses/Modules		Semester	ECTS	Weekly hours	Teaching hours															Exams
					Lecture			Seminar			Lab			Practice			Hours in auditorium	Independent work	Total	
					ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work				
1	Architectural Design I	1	12	8	6	64	86	6	64	86	0	0	0	0	0	0	128	172	300	0
2	Building Construction Technology II	1	6	4	1.9	32	16	4.1	32	70-	-	-	-				64	86	150	2
3	Statics and Strength of Materials	1	4	3	3	48	54	-	-	-	-	-	-	-	-	-	48	52	100	2
4	Building Materials	1	4	3	4	48	52	-	-	-	-	-	-	-	-	-	48	52	100	2
5	History of Art and Architecture I	1	4	3	4	48	52										48	52	100	2
6	Architectural Design II	2	12	8	6	36	86	6	64	86	0	0	0	0	0	0	128	172	300	0
7	History of Art and Architecture II	2	4	3	4	48	52										48	52	100	2
8	Structure Analysis	2	4	3	4	48	52										48	52	100	2
9	Landscape Design	2	4	3	4	48	52										48	52	100	2
10	Environmental Design Studio	2	6	6	1.9	32	16	4.1	64	38							96	54	150	2
1	Total		60	44	38.8	356	416	14.2	224	280							704	796	1500	16

Year III Courses/Modules		Semester	ECTS	Weekly hours	Teaching hours														Exams	
					Lecture			Seminar			Lab			Practice			Hours in auditorium	Independent work		Total
					ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work				
1	Summer Practice at Arch Studio	1	2	0	0	0	0	0	0	0	-	-	-	2	-	50	-	50	50	-
2	Architectural Construction Project	1	10	8	4	64	36	6	64	86	-	-	-				128	122	250	0
3	Urban Design I	1	5	3	5	48	77	-	-	-	-	-	-	-	-	-	48	77	125	1
4	History of Art and Architecture III	1	4	3	4	48	52										48	52	100	2
5	Structural Design	1	5	3	5	48	77										48	77	125	2
6	Historical Environment and Conservation	1	4	3	4	48	52										48	52	100	2
7	Architectural Design IV	2	10	8	4	64	36	6	64	86	-	-	-				128	122	250	0
8	Urban Design II	2	6	4	2.4	32	28				3.6	32	58				60	90	150	1
9	Building Construction Management	2	5	4	4	48	45	1	16	16							64	61	125	2
10	Studio of Conservation and Restoration	2	5	4	2	32	18	3	32	43							64	61	125	1
11	Non-Technical Elective course	2	4	3	4	48	52										48	52	100	2

	Total		60	63	38.4	480	473	16	176	231	3.6	32	58				684	816	1500	13
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Year IV Courses/Modules (Architectural Design Field)		Semester	ECTS	Weekly hours	Teaching hours															Exams
					Lecture			Seminar			Lab			Practice			Hours in auditorium	Independent work	Total	
					ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work				
1	Summer Practice at Construction Site	1	0	0	0	0	0	0	0	0	0	-	-	-	-	-	-	-	-	-
2	Advanced design Studio I	1	12	8	6	64	86	6	64	86							128	172	300	0
3	Design Methods	1	6	4	4.5	48	65	1.5	16	22							64	87	150	1
4	Elective Course	1	6	3	6	48	102										48	102	150	1
5	Elective Course	1	6	3	6	48	102										48	102	150	1
6	Advanced Design Studio	2	12	8	6	64	86	6	64	86							128	172	300	0
7	Case Studies in Architecture and Criticism	2	6	4	4.5	48	65	1.5	16	22							64	87	150	1
8	Elective Course	2	6	3	6	48	102										48	102	150	2
9	Elective Course	2	6	3	6	48	102										48	102	150	2
	Total		60	36	45	416	710	15	160	216							576	924	1500	

Year V Courses/Modules		Semester	ECTS	Weekly hours	Teaching hours										Exams
					Lecture			Seminar			Lab			Practice	

(Architectural Design Field)					ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work							
1	Supervised Independent Study and Research	1	12	5	12	80	220											80	220	300	1		
2	Special Topics in Architectural Design	1	6	4	6	48	102											28	102	150	1		
3	Elective Course	1	6	3	6	48	102											28	102	150	1		
4	Elective Course	1	6	3	6	48	102											28	102	150	1		
5	Master Thesis	2	30	-	-	-	-	-	-	-									750	750			
	Total		60	15	30	224	526											164	1276	1500	4		
Year IV Courses/Modules (Building Technology Field)		Semester	ECTS	Weekly hours	Teaching hours															Hours in auditorium	Independent work	Total	Exams
					Lecture			Seminar			Lab			Practice									
					ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work							
1	Summer Practice at Construction Site	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	-	-		
2	Advanced design Studio I	1	12	8	6	64	86	6	64	86								128	172	300	0		
3	Advanced Structural Systems	1	6	4	4.5	48	64	1.5	16	22								64	86	150	2		
4	Elective Course	1	6	3	6	48	102											28	102	150	1		
5	Elective Course	1	6	3	6	48	102											28	102	150	1		
6	Advanced Design Studio II	2	12	8	6	64	86	6	64	86								128	172	300	0		
7	Sunlighting in Architecture	2	6	4	4.5	48	64	1.5	16	22										150	2		
8	Elective Course	1	6	3	6	48	102											28	102	150	1		
9	Elective Course	1	6	3	6	48	102											28	102	150	1		
	Total		60	36	45	416	710	15	160	216								576	924	1500	8		

Year V Courses/Modules (Building Technology Field)		Semester	ECTS	Weekly hours	Teaching hours													Exams		
					Lecture			Seminar			Lab			Practice			Hours in auditorium		Independent work	Total
					ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work				
1	Supervised Independent Study and Research	1	12	5	12	80	220								80	220	300	1		
2	Special Topics in Building Technology	1	6	5	6	48	102								28	102	150	1		
3	Elective Course	1	6	3	6	48	102								28	102	150	1		
4	Elective Course	1	6	3	6	48	102								28	102	150	1		
5	Master Thesis	2	30	-	-	-	-	-	-	-						750	750			
	Total		60	16	30	224	526								164	1276	1500	4		

Year IV Courses/Modules		Semester	ECTS	Weekly hours	Teaching hours										Exams
					Lecture		Seminar		Lab		Practice		Hours in auditorium	Inde pen dent	

(Urban Planning and Design Field)					ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work					
1	Summer Practice at Construction Site	1	0	0	0	0	0	0	0	0	-	-	-	-	-	-	-	-	-	-	-
2	Advanced design Studio I	1	12	8	6	64	86	6	64	86							128	172	300	0	
3	Urban Planning	2	6	4	4.5	48	65	1.5	16	21							64	86	150		
4	Elective Course	1	6	3	6	48	102										28	102	150	1	
5	Elective Course	1	6	3	6	48	102										28	102	150	1	
6	Advanced Design Studio	2	12	8	6	64	86	6	64	86							128	172	300	0	
7	Housing Systems	2	6	4	4.5	48	65	1.5	16	21							64	86	150	2	
8	Elective Course	1	6	3	6	48	102										28	102	150	1	
9	Elective Course	1	6	3	6	48	102										28	102	150	1	
	Total		60	36	36	416	710	12	160	216							496	924	1500	6	

Year V Courses/Modules (Urban Planning and Design Field)		Semester	ECTS	Weekly hours	Teaching hours														Exams	
					Lecture			Seminar			Lab			Practice			Hours in auditorium	Independent work		Total
					ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work				
1	Supervised Independent Study and Research	1	12	5	12	80	220								80	220	300	1		
2	Special Topics in Urban Planning and Design	1	6	4	4.5 6	64	50	1.4 4	16	20					80	70	150	1		
3	Elective Course	1	6	3	6	48	102								28	102	150	1		
4	Elective Course	1	6	3	6	48	102								28	102	150	1		
5	Master Thesis	2	30	-	-	-	-	-	-	-						750	750			
	Total		60	15	24	240	474		16	20					216	1244	1500	4		

☑ Method of the definition of credits (ECTS) for forms of study:

- For lectures 2080 hours in the auditorium and 2602 hours of independent work by the student
- For seminars 976 hours in the auditorium and 977 _ hours of independent work by the student

Table 25 Curriculum distributed according to Formation Activities (A-F)

Curriculum of Integrated Second Cycle Study Program in Architecture⁵			
Type of Activity (A-F)	Course/Module	Credits	Total
Activities in general formation disciplines (A)	Basic Design	12	52
	Graphic Communication	4	
	Introduction to Architecture I	4	
	Introduction to Architecture II	4	
	Graphic Communication II	4	
	History of Art and Architecture I	4	
	History of Art and Architecture II	4	
	Design Methods	6	
	Case Studies in Architectural Criticism	6	
	History of Art and Architecture II	4	
Activities in characterizing disciplines of the study program (B)	Introduction to Architectural Design	12	129
	Building Construction Technology I	5	
	Building Construction Technology II	6	
	Architectural Design I	12	

⁴In this report the practice activities are collected under the seminar load calculation

⁵A working group is dealing with the updating of the curricula according to the Decision of the Council of Ministers No. 41 dated 24.01.2018

	Architectural Design II	12	
	Landscape Design	4	
	Environmental Design Studio	6	
	Architectural Construction Project	10	
	Urban Design I	5	
	Historical Environment and Conservation	4	
	Architectural Design IV	10	
	Urban Design II	6	
	Advanced Design Studio I	12	
	Advanced Design Studio II	12	
	Studio of Conservation and Restoration	5	
	Supervised Independent Study and Research	12	
	Special Topics in architectural Design	6	
Activities in similar or/and integrative disciplines, related to characterizing disciplines (C)	Statics and Strength of Materials	4	22
	Building Materials	4	
	Structure Analysis	4	
	Structural Design	5	
	Building Construction Management	5	
Activities in elective disciplines (D)	Elective Course 1	6	36
	Elective Course 2	6	
	Elective Course 3	6	
	Elective Course 4	6	
	Elective Course 5	6	
	Elective Course 6	6	
Other formation knowledge, such as foreign language, informatics, presentations, internship or practice etc. (E)	Non-Technical elective	4	17
	Development of Reading and Writing Skills in English I	6	

	Development of Reading and Writing Skills in English II	5	
	Summer Practice	2	
Diploma thesis (F)	Master Thesis	30	30

Table 26 curriculum changes compared to accredited program

Year I-Year V Course/Modules		Semester	ECTS	Weekly Hours	Teaching hours													Exam		
					Lecture			Seminar			Lab			Practice			Hours in auditorium		Independent work	Total
					ECTS	In auditorium	Independent	ECTS	In auditorium	Independent	ECTS	In auditorium	Independent work	ECTS	In auditorium	Independent work				
1	Basic Design	1	10	12		64								128	72	192	72	264	-	
	Basic Design (changed)	1	12	4	64	36	8	128	72	-	-	-				192	108	300	-	
2	Calculus 1 (was)	1	5	5	5	80	56											136	2	
	Basic Mathematics (changed)	1	4	3	2.7	32	35	1.3	16	17						48	52	100	2	
3	Development of Reading and Writing Skills in English I(Was)	1	5	4	5	64	68	-	-	-	-	-	-	-	-	64	68	133	2	
	Development of Reading and Writing Skills in English I (Changed)	1	6	4	6	64	86	-	-	-	-	-	-	-	-	64	86	150	2	
4	Introduction to Architectural Design	2	10	12		64								128	72	192	72	264	-	
	Introduction to Architectural Design	2	12	4	64	36	8	128	72	-	-	-				192	108	300	-	
5	Building Construction Technology 1	2	4	4		32	22		32	22						64	44	108	2	

	Building Construction Technology 1	2	5	4	2	36	14	3	36	39							72	53	125	2
6	Development of Reading and Writing Skills in English II(Was)	2	5	4	5	64	68	-	-	-	-	-	-	-	-	-	64	68	133	2
	Development of Reading and Writing Skills in English I I(Changed)	2	6	4	6	64	86	-	-	-	-	-	-	-	-	-	64	86	150	2
7	Architectural Design I	1	8	8		64	40		64	40							128	80	208	-
	Architectural Design I	1	12	8	6	64	86	6	64	86	0	0	0	0	0	0	128	172	300	-
8	Architectural Design II	2	8	8		64	40		64	40							128	80	208	-
	Architectural Design II	2	12	8	6	64	86	6	64	86	0	0	0	0	0	128	172	300	-	
9	Summer Practice at Architectural Studio	1	2	0	0	0	0	0	0	0	-	-	-	2	-	50	-	50	50	-
10	Structural Design	1	4	3		48	42										48	42	90	2
	Structural Design	1	5	3	5	48	77										48	77	125	2
11	Elective	1	6	3	6	48	102										28	102	150	1
	Removed																			
12	Architectural Design IV	1	8	8		64	40		64	40							128	80	208	-
	Architectural Design IV	2	10	8	4	64	36	6	64	86	-	-	-				128	122	250	0
13	Theories of Architectural Design	2	5	3		48	56												104	2
	Removed																			

14	Research Methods	1	8	3		38	15	4											192		
	Supervised independent study and research	1	1	2																	
15	Seminar in Thesis Research	1	4	0				10	0											100	-
	Removed																				
16	Research analysis and Architectural Design in Multi-Layered Context	1	6	3		48	92													140	-
17	Special Topics in Architectural Design	1	6	4	6	48	10	2								28	102	150		1	
	Research Methods (Restricted Elective)	1	6	3	6	48	10	2								28	102	150		1	
Changes in Total			5	2																	

Table 27 Curriculum connected with the respective academic personnel

Course/Module		Responsible lecturer/lecturers	Title/degree qualification	Department	Status PAE or PAK
1.	Basic Design	Odeta Manahasa; Desantila Hysa; Ina Dervishi	Dr. MSc MSc	Architecture	PAE
2.	Graphic Communication I	Anna Yunitsyna; Artan Hysa	Assist. Prof. Dr. MSc.	Architecture	PAE
3.	Introduction to Architecture I	Odeta Manahasa	Dr.	Architecture	PAE
4.	Basic Mathematics	Erind Bedalli	Dr.	Computer Engineering	PAK
5.	Development of Reading and Writing Skills in English I	Enriketa Sogutlu	Dr.	Computer Engineering	PAK
6.	Introduction to Architectural Design	Odeta Manahasa: Desantila Hysa; Ina Dervishi	Dr. PhD cand. PhD cand.	Architecture	PAE
7.	Graphic Communication II	Anna Yunitsyna; Artan Hysa	Assist. Prof. Dr. PhD cand.	Architecture	PAE
8.	Introduction to Architecture II	Odeta Manahasa	Dr.	Architecture	PAE
9.	Building Construction Technology I	Sokol Dervishi; Artemis Hasa	Assoc. Prof. Dr. PhD cand.	Architecture	PAE
10.	Development of Reading and Writing Skills in English II	Enriketa Sogutlu	Dr.	Computer Engineering	PAK
11.	Architectural Design I	Artan Hysa Piro Vaso Dorian Tytymce	PhD cand. MSc MSc	Architecture	PAE PAK PAK
12.	Building Construction Technology II	Sokol Dervishi; Artemis Hasa	Assoc. Prof. Dr. MSc.	Architecture	PAE
13.	Statics and Strength of Materials	Armando Demaj	PhD cand.	Civil Engineering	PAK
14.	Building Materials	Erion Luga	Assist. Prof. Dr.	Civil Engineering	PAK
15.	History of Art and Architecture I	Edmond Manahasa	Dr.	Architecture	PAE
16.	Architectural Design II	Artan Hysa Piro Vaso Dorian Tytymce	PhD cand. MSc MSc	Architecture	PAE PAK PAK
17.	History of Art and Architecture II	Edmond Manahasa	Dr.	Architecture	PAE
18.	Structure Analysis	Enea Mustafaraj	Dr.	Civil Engineering	PAK

19	Landscape Design	Dorian Tytymce	MSc.	Architecture	PAK
20	Environmental Design Studio	Sokol Dervishi; Artemis Hasa	Assoc. Prof. Dr. PhD cand.	Architecture	PAE
21	Summer Practice at Architectural Studio	Anna Yunitsyna	Assis. Prof. Dr.	Architecture	PAE
22	Architectural Construction Project	Anna Yunitsyna Edmond Manahasa Artemis Hasa	Assoc. Prof. Dr. Dr. PhD cand.	Architecture	PAE
23	Urban Design I	Egin Zeka Enkela Alimadhi	PhD cand. PhD cand.	Architecture	PAE PAK
24	History of Art and Architecture III	Edmond Manahasa	Dr.	Architecture	PAK
25	Structural Design	Enea Mustafaraj	Dr.	Civil Engineering	PAE
26	Historical Environment and Conservation	Frida Pashako	Dr	Architecture	PAK
27	Architectural Design IV	Anna Yunitsyna Edmond Manahasa Artemis Hasa	Assist. Prof. Dr Dr. PhD cand.	Architecture	PAE PAE PAE
28	Urban Design II	Egin Zeka	PhD cand.	Architecture	PAK
29	Building Construction Management	Julinda Keci	Dr.	Civil Engineering	PAE
30	Studio of Conservation and Restoration	Frida Pashako	Dr.	Architecture	PAK
31	Non-Technical Elective				PAK

Module 1: Architectural Design Field

1	Summer Practice at Construction Site	Artemis Hasa	PhD cand.	Architecture	PAE
2	Advanced Design Studio I	Sokol Dervishi Egin Zeka Jurtin Hajro	Assoc. Prof. Dr. PhD cand. MSc.	Architecture	PAE PAE PAK
3.	Design Methods	Odeta Manahasa Desanatila Hysa Enkela Alimadhi	Dr. PhD cand. PhD cand.	Architecture	PAE PAE PAK
4	Advanced Design Studio II	Sokol Dervishi Egin Zeka Jurtin Hajro	Assoc. Prof. Dr. PhD cand. MSc.	Architecture	PAE PAE PAK
5	Case Studies in Architectural Criticism	Edmond Manahasa Ernest Shtepani	Dr. PhD cand.	Architecture	PAE PAK
6	Supervised Independent Study and Research	All Staff		Architecture	PAE
7	Special Topics in Architectural Design	Anna Yunisyna Edmond Manahasa	Assist. Prof. Dr. Dr.	Architecture	PAE PAE

		Odeta Manahasa Desantila Hysa Ina Dervishi Artan Hysa	Dr. PhD cand. PhD cand. PhD cand.		PAE PAE PAE PAE
14	Master Thesis	All Staff		Architecture	PAE
Module 2: Building Technology Field					
1	Summer Practice at Construction Site	Artemis Hasa	PhD cand.	Architecture	PAE
2	Advanced Design Studio I	Sokol Dervishi Egin Zeka Jurtin Hajro	Assoc. Prof. Dr. PhD cand. MSc.	Architecture	PAE PAE PAK
3.	Advanced Structural Systems	Huseyin Bilgin	Assoc. Prof. Dr.	Civil Engineering	PAK
4	Advanced Design Studio II	Sokol Dervishi Egin Zeka Jurtin Hajro	Assoc. Prof. Dr. PhD cand. MSc.	Architecture	PAE PAE PAK
5	Sunlight in Architecture	Sokol Dervishi	Assoc. Prof. Dr.	Architecture	PAE
6.	Special Topics in Building Technology	Sokol Dervishi Artemis Hasa	Assoc. Prof. Dr. PhD cand.	Architecture	PAE PAK
7	Supervised Independent Study and Research	All Staff		Architecture	PAE
14	Master Thesis	All Staff		Architecture	PAE
Module 3: Urban Planning and Design Field					
1	Summer Practice at Construction Site	Artemis Hasa	PhD cand.	Architecture	PAE
2	Advanced Design Studio I	Sokol Dervishi Egin Zeka Jurtin Hajro	Assoc. Prof. Dr. PhD cand. MSc.	Architecture	PAE PAE PAK
3	Urban Planning	Egin Zeka Enkela Alimadhi	PhD cand. PhD cand.	Architecture	PAE PAK
4	Advanced Design Studio II	Sokol Dervishi Egin Zeka Jurtin Hajro	Assoc. Prof. Dr. PhD cand. MSc.	Architecture	PAE PAE PAK
5	Housing Systems	Anna Yunisyana Egin Zeka	Assist. Prof. Dr. PhD cand.	Architecture	PAE
6	Special Topics in Urban Planning and Design	Anna Yunisyana Egin Zeka Ina Dervishi Artan Hysa	Assist. Prof. Dr. PhD cand. PhD cand. PhD cand.	Architecture	PAE PAK

7	Supervised Independent Study and Research	All Staff		Architecture	PAE
14	Master Thesis	All Staff		Architecture	PAE

Syllabi for each course, where the following elements should be included:

- Name of the course/module
- Year/semester when the course is taught
- Name of the lecturer who will teach the course
- The place that the course occupies in terms of the overall formation of the student
- Preliminary knowledge that the student should possess in order to grasp the course
- What knowledge and skills does this course provide to the student
- Topics to be covered by the course concerning theoretical and practical formation
- Load according to hours in the auditorium and outside the auditorium as well as in ECTS
- Forms and methods of teaching of the course and relations between them
- Forms of student assessment
- Obligations of the student concerning the course
- Mandatory and auxiliary literature
- Analysis on Quality of Syllabuses
- Respective documentation

The List of syllabuses of all the courses is found in the annexes (Annex 7.1)

Example of a syllabus:

Table 28 Example of a Syllabus

EPOKA UNIVERSITY FACULTY OF ARCHITECTURE AND ENGINEERING DEPARTMENT OF ARCHITECTURE COURSE SYLLABUS							
COURSE INFORMATION							
Course Title:		Introduction to Architecture II					
Code	Course Type	Regular Semester	Lecture	Recit.	Lab.	Credits	ECT S
Arch 122	A	2	3	0	0	3	4
Lecturer and Office Hours			Dr. Odeta Manahasa				
Teaching and Assistants Office Hours							

Language		English
Compulsory/Elective		Compulsory
Classroom and Meeting Time		
Description	<p>“Introduction to Architecture” course is a means to expose and discuss various concerns and aspects of architecture for all those who are interested in learning 1) to make architecture; 2) to experience architecture; and 3) to reflect on (think about) architectural experiences. These three different but interdependent acts of learning help to develop and enrich one another.</p>	
Objectives	<p>The course focuses on the conceptual and material aspects of architecture introduced in connection with the development of contemporary architecture. Study of selected traditions, styles and movements with reference to the formative ideas, intentions and techniques.</p>	
COURSE OUTLINE		
Week	Topics	
1	Introduction	
2	The City Image and Its Elements	
3	Cities, Form and Society	
4	Major Periods of western Architecture	
5	Renaissance; Baroque; Rococo	
6	Urban and Architectural Space- High Style Grand Tradition	
7	Midterm	
8	“Urban and Architectural Space-high style Grand Tradition”; Ottoman Architecture	
9	Arts and Crafts Movement; 'Art Nouveau'; The Chicago School; Deutscher Werkbund'	
10	De Stijl'; Constructivism; Walter Gropius and the 'Bauhaus'	
11	Pioneering Architects of the 20th Century Modern Architecture. F.L. Wright; W. Gropius	
12	"Pioneering Architects of the 20th Century Modern Architecture"; M. van der Rohe ; Le Corbusier;	
13	"Pioneering Architects of the 20th Century Modern Architecture". A. Alto; Luis Kahn	
14	Team X; Techno-Utopias; 'Postmodern' approaches	
15	Deconstructivism; cybertexture	
Prerequisite(s)	No	
Textbook	No	
Other References	<ol style="list-style-type: none"> 1. V. M. Lampugnani (general editor), <i>The Thames and Hudson Encyclopaedia of 20th-Century Architecture</i>, 1988, 2. Kevin Lynch, <i>The image of the city</i>, 1960 3. Raymond J. Curran, <i>Architecture and the urban experience</i>, 1983 	

Laboratory Work	No	
Computer Usage	Microsoft Word	
Others		
LEARNING OUTCOMES AND COMPETENCIES		
1	It is expected that the student will acquire an initial knowledge and understanding about architectural culture through major histories and theories of architectural and urban form.	
2	understanding of the relevant concepts related with the major areas of architectural study	
3	to provide knowledge on history, theory, and criticism so that to offer students a basis for the further studies in upper grade courses.	
COURSE'S CONTRIBUTION TO PROGRAM OUTCOMES (Blank: no contribution, 1: least contribution ... 5: highest contribution)		
No	Program Learning Outcomes	Cont.
1	Speaking and Writing Skills Ability to read, write, listen, and speak effectively	1
2	Critical Thinking Skills Ability to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test them against relevant criteria and standards	
3	Graphics Skills Ability to use appropriate representational media, including freehand drawing and computer technology, to convey essential formal elements at each stage of the programming and design process	
4	Research Skills Ability to gather, assess, record, and apply relevant information in architectural course work	
5	Formal Ordering Systems Understanding of the fundamentals of visual perception and the principles and systems of order that inform two- and three-dimensional design, architectural composition, and urban design	
6	Fundamental Design Skills Ability to use basic architectural principles in the design of buildings, interior spaces, and sites	5
7	Collaborative Skills Ability to recognize the varied talent found in interdisciplinary design project teams in professional practice and work in collaboration with other students as members of a design team	
8	International Traditions Understanding of the International architectural canons and traditions in architecture, landscape and urban design, as well as the climatic, technological, culture-economic, and other cultural factors that have shaped and sustained them	2
9	National and Regional Traditions Understanding of national traditions and the local regional heritage in architecture, landscape design and urban design, including the vernacular tradition	

10	Use of Precedents Ability to incorporate relevant precedents into architecture and urban design projects	3
11	Conservation and Restoration of Historical Districts Knowledge on historical districts and the gain of conservation consciousness documentation of historical buildings and the understanding the techniques which are needed to prepare restoration projects.	4
12	Human Behavior Understanding of the theories and methods of inquiry that seek to clarify the relationship between human behavior and the physical environment	
13	Human Diversity Understanding of the diverse needs, values, behavioral norms, physical ability, and social and spatial patterns that characterize different cultures and individuals and the implication of this diversity for the societal roles and responsibilities of architects	4
14	Accessibility Ability to design both site and building to accommodate individuals with Varying physical abilities	
15	Sustainable Design Understanding of the principles of sustainability in making architecture and urban design decisions that conserve natural and built resources, including culturally important buildings and sites, and in the creation of healthful buildings and communities	
16	Program Preparation Ability to prepare a comprehensive program for an architectural project, including assessment of client and user needs, a critical review of appropriate precedents, an inventory of space and equipment requirements, an analysis of site conditions, a review of the relevant laws and standards and assessment of their implication for the project, and a definition of site selection and design assessment criteria	
17	Site Conditions Ability to respond to natural and built site characteristics in the development of a program and the design of a Project	
18	Structural Systems Understanding of principles of structural behavior in withstanding gravity and lateral forces and the evolution, range, and appropriate application of contemporary structural systems	
19	Environmental Systems Understanding of the basic principles and appropriate application and performance of environmental systems, including acoustical, lighting, and climate modification systems, and energy use, integrated with the building envelope	3
COURSE EVALUATION METHOD		
In-term studies	Quantity	Percentage
Mid-terms	1	25
Quizzes	-	-
Projects		-
Term Projects	1	30

Laboratory			
Others- Home Work		10	
Total		65	
Contribution of in-term studies to overall grade		60	
Contribution of final examination to overall grade		35	
Total		100	
ECTS (ALLOCATED BASED ON STUDENT) WORKLOAD			
Activities	Quantity	Duration (Hour)	Total Workload (Hour)
Course Duration (Including the exam week: 16x Total course hours)	16	3	48
Hours for off-the-classroom study (Pre-study, practice)	14	2	28
Assignments	2	8	16
Mid-terms	1	2	4
Final examination	1	4	4
Other			
Total Work Load			100
Total Work Load / 25 (h)			4
ECTS Credit of the Course			4

Evaluation according to the Standards

Standards/criterion		Evaluation for the Criterion according to standards
Standard I. 1 - Institution offers study programs in accordance with its mission and purpose.		
Criterion 1	Institution offers accredited study programs, organized in modules and evaluated by credits under European Credits Collection and Transfer System (ECTS);	Epoka University has accredited study programs, as well as licensed programs that are in the list for accreditation. Programs are organized in courses and assessed by credits according to the European Credit Transfer System(ECTS). The five-year Integrated second cycle study program in Architecture proceeds according to the licensed program of year 2012 by Ministry of Education and Sciences. The ordinance is found in the first chapter of this report. The amount of credits accrued during the year by a student who attends a full-time study program is 60 ECTS. For a 5-year period, a total of 300 ECTS are needed. Special care is given in designing the
Criterion 2	Average amount of credits accrued during the year by a student who attends a full-time study program is 60 credits;	

		structure of the program's semesters so that students do not have lack or surplus of credits. However, in the terms where students are allowed to choose among the elective courses, they are free to take extra credits by taking extra courses. All the study programs are in accordance with the mission of the Epoka University.
Standard I.2 - Study programs are consistent with institution's development strategy.		
Criterion 2	Second cycle study programs "Master of Science", "Master of Fine Arts" or "Professional Master" provide students who possess the university degree "Bachelor" with in-depth theoretical and practical knowledge, and training for scientific research or proper professional training;	<p>The Department of Architecture as part of Faculty of Architecture and Engineering offers Integrated second cycle study program in Architecture.</p> <p>The Integrated second cycle study program in Architecture and the Faculty of Architecture and Engineering of which the Architecture Department is part provide students with in-depth knowledge, theoretical and practical scientific competencies, and scientific research training. After graduation, students are ready to exercise their profession and complete the needed criteria for a professional licence under the law in force.</p> <p>The Integrated Program of Second Cycle in Architecture graduates can go further on being employed in different professional fields in private and public sector like:</p> <ol style="list-style-type: none"> 1. Architectural Design and Urban Planning 2. Architectural Construction Project 3. Interior design 4. Restoration and Conservation of Monuments of Culture and Historical sites <p>As it is clearly evidenced in the curricula of the program, found attached (Annex 7.2) in this report, the Integrated second cycle study program in Architecture and the Faculty of Architecture and Engineering of which the Architecture Department is part, provide students with in-depth knowledge, theoretical and practical scientific competencies, and scientific research training.</p> <p>Moreover, integrated second cycle study program in Architecture provide students with general and professional competencies. The program creates strong knowledge</p>
Criterion 3	Study programs: "Master of Science" or "Master of Fine Arts" and "Professional Master" intend to expand the knowledge acquired in the first cycle of studies;	
Criterion 4	Integrated study programs of second cycle (in medicine, dentistry, pharmacy, veterinary, architecture) provide students with in-depth knowledge, theoretical and practical scientific competencies, and scientific research training according to the field. After their completion and successful completion of State exam for the specific program, students are entitled to exercise a regulated profession under the law in force;	
Criterion 5	Study programs of this cycle provide students with general and professional competencies intended to be achieved or enlarged during its conduct;	
Criterion 6	Study programs: "Master of Science" or "Master of Fine Arts" and "Professional Master" create strong knowledge foundations for the third cycle of studies – doctorate, including qualification for scientific research and meeting of prerequisites (knowledge, skills and competencies) for admission to the third cycle of studies;	
Criterion 7	"Professional Master" study programs have clear professional, justifiable, achievable objectives, with clear goals for achieving the	

	necessary qualifications and in accordance with labour market requirements.	<p>foundations for the third cycle of studies – doctorate, including qualification for scientific research and meeting of prerequisites (knowledge, skills and competencies) for admission to the third cycle of studies.</p> <p>By the end of the studies, students have successfully completed at least 300 ECTS. All these data are indicators of this study program’s alignment with the institution’s development strategy.</p>
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Standard I.9 - Study programs aim at maintaining national cultural values and national interests.

Criterion 1	Institution offers study programs that do not conflict with national interests;	<p>The study programs at Epoka University are designed in accordance with national policies as envisaged in the strategic plan of Ministry of Education and Sports about the higher education. Accordingly, Epoka University is an institution which contributes in the field of science and technology for sustainable development of the country. (Chapter 1)</p> <p>Study programs offered by Epoka University, besides helping to preserve national cultural values, also aim at increasing the number of international students and thereby promote Albanian culture and tradition. Examples of program support for Albanian culture and tradition include projects in the project courses (Shkodra Case) or the research projects (Gjirokastra Case).⁶</p>
Criterion 2	Study programs intend to help preserve national cultural values.	

Standard I.4 - Study programs are offered in accordance with level of studies.

⁶Look at the chapter of the scientific works for more detailed information

Criterion 1	<p>The content and order of objectives of study programs aim at achieving their goals in line with the level of studies in which they are offered;</p> <p>Methods of students' assessment through continuous knowledge control by means of tests with alternative answers or final exams demonstrate students' progress and achievements for relevant cycle of studies.</p>	<p>As proven in the curriculum and in syllabuses of relevant subjects, the content and order of objectives of study programs aim at achieving their goals in line with the level of studies in which they are offered. Every course has its own objectives stated in each syllabus. Detailed information is attached in Annex 7.1.</p> <p>Students' assessment methods are expressed clearly in the syllabuses of each course. The respective lecturer is free to organize the percentage of the assessment types. These different typologies might be: colloquiums (Juries), quizzes, projects, semester projects, participation in lesson and the final exam.</p>
Criterion 2		

Standard I.5 - Study programs aim to reach international dimensions.

Criterion 1	<p>Study programs are based on many years experience and practices of European countries;</p> <p>Study programs are internationally competitive in the elements they contain (general information, key objectives, curriculum, credits, terms of admission, assessment methods, criteria and procedures for transfer of acquired credits and knowledge, diplomas awarded on completion, etc..) affirming university education values in Albania;</p> <p>Study programs are designed in accordance with objectives defined in the EU legislation and directives on higher education and regulated professions.</p>	<p>The program curriculum was designed in light of extensive staff experience and detailed research and analysis of similar programs at universities with long experience in this field, with adaptations to the market conditions and to Albanian needs. As can be seen from the syllabuses each course is internationally competitive in both technical aspects (European credits, American credits and evaluation methods) and content (course outline, literature in use, etc.). At the same time the program is compliant with the criteria of the Bologna card process. Firstly, the program was opened as 4 years program, then it was designed in accordance to the objectives defined in EU legislation and directives on higher education, by being transformed into a 5 year Integrated second cycle study program in Architecture.</p>
Criterion 2		
Criterion 3		

Standard I.6 - Study programs include vocational training and scientific research.

Criterion 1	<p>Second cycle programs and second cycle integrated programs include vocational training and scientific research;</p> <p>Study programs are designed in accordance with the Higher Education Institution profile and its development strategy;</p> <p>Academic staff is engaged in scientific research work for realization of study programs;</p> <p>Research work of academic staff engaged in study program implementation corresponds with the aims to meet its objectives.</p>	<p>The study program includes both vocational training and scientific research. Vocational training of the students is realized through professional practice, engagement of them in club activities (ARKISPACE), as well as their engagement in scientific research (research projects). In the 5th year students might be engaged in a project research or in a thesis research. The Integrated second cycle study program in Architecture is designed to be consistent to the Faculty of Architecture and</p>
Criterion 2		
Criterion 3		
Criterion 4		

		<p>Engineering profile and its development strategy. It also is designed in accordance with the Higher Education Institution profile and its development strategy. (Annex 1.2 Epoka University strategic plan)</p> <p>The engagement of academic staff in national and international conferences, symposiums, in journal publications, in exhibition organizations, and in competitions are some indicators of scientific research work for realization of study program. The publication list of academic staff and academic staff in cooperation with the students is available in the following chapters.</p> <p>Epoka University encourages academic staff to be engaged to research works, especially with projects that might have national impact and which directly or indirectly influence the realization of the academic study program.</p>
Standard I.7 - Study programs "Professional Master" are offered in accordance with labor market needs.		
Criterion 1 Criterion 2	<p>Second cycle study programs "Professional Master" are offered in accordance with labor market needs;</p> <p>Second cycle study programs "Professional Master" aim at meeting the needs in relevant domestic or foreign economy sectors.</p>	<p>Epoka University does not currently offer a "Professional Master" in the Department of Architecture.</p>
Standard I.8 - Study programs take into account labor market needs.		
Criterion 1 Criterion 2	<p>Study programs take into account labor market needs and are prepared in accordance with strategic goals of national economic development;</p> <p>In order to assess labor market needs, Institution carries out a market study, which includes:</p> <ol style="list-style-type: none"> a. students' employment opportunities in domestic or regional, national and international market; b. demands of employers; c. a rough estimate of expected number of students that may be enrolled in this program; d. number of enrolments in similar programs of sister institutions. 	<p>The Integrated second cycle study program in Architecture is prepared by taking in account the labor market. In 2012 Epoka University passed from a 4-year bachelor program to a 5-year Integrated second cycle study program in Architecture in accordance with strategic goals of national economic development. This move further aligns with national economic developments for an education according to the Bologna process. Epoka University has conducted a study of labor market needs related to the programs it offers, presented at the moment it was licensed by MEoYS (Ministry of Education, Sports and Youth) and ASCAL, then APAAL and with its alumni for a better control of the labor market needs (Annex 7.3). Moreover, the Integrated second cycle study program in Architecture by the outcomes of the yearly professional practice</p>

		reports that students submit, gains further evidence of the labor market needs and program alignment with those needs (Annex 1.1).
Standard I.12 - Duration and number of credits for study programs of this cycle are in accordance with Law no. 80/2015, dated 25.09.2015 "On Higher Education and the Scientific Research in the Higher Education Institutions of the Republic of Albania".		
Criterion 3	Integrated study programs of second cycle are completed with the issue of diploma "Master of Science." They are conducted with no less than 300 European credits, ECTS (360 European credits, ECTS for studies in the medical field). Normal duration of integrated study programs is no less than five academic years (6 years for studies in the medicine field).	The Integrated second cycle study program in Architecture is completed with the issuing of the Master of Science diploma. It is conducted with no less than 300 European credits, ECTS. Normal duration of integrated study programs is no less than five academic years, as is evident in the curricula attached to this report. (Annex 7.2)
Standard II.8 - Second cycle study programs and second cycle integrated study programs provide for a graduation plan.		
Criterion 1 Criterion 2	Graduation plan explains graduation manner at the completion of studies within the prescribed period; 30-40 credits are foreseen for the implementation of study programs "Master of Science", for research project and thesis.	Second cycle study programs and the second cycle integrated study programs provide for a graduation plan. The detailed graduation plan is explained in the Institutional Regulation from the moment the student registers. (Student Guide book pp. 35-38)- Annex 8.3. There might be found information about the approval of the topic to the senior lecture to the template submission and evaluation. The thesis contains 30 ETCS
Standard II.6 - Institution provides effective management of information about study programs.		
Criterion 1 Criterion 2	The information provided for study programs, modules and syllabuses is easily consultable for students; Information on study programs, modules and syllabuses is offered in various written and electronic forms.	Institution provides effective management of information about study programs. Syllabuses are discussed by each lecturer with the students in the beginning of each term. Meanwhile each course syllabus is accessible anytime by the students on the Epoka University Website (http://eis.epoka.edu.al/) Information on study programs, modules and syllabuses are offered in various written and electronic forms. Syllabuses and student guides are distributed in hardcopy.

Meanwhile each course syllabus, curriculum and other regulations are accessible anytime by the students on the Epoka University Website (<http://epoka.edu.al/>)

Conclusions of IEG:

After gathering and reviewing the evidence related to the organization of the Integrated second cycle study program in Architecture, the IEG concludes that the program has completely fulfilled the relevant standards.

The standards are evaluated in terms of study program organization with its mission and study program objectives and the other components of the study program. It was seen that the program is in accordance with the mission, purpose and strategic development of the institution: raising well-prepared, productive and competent individuals with a research-oriented spirit, who possess professional ethics and social sensitiveness and are also open towards national and international challenges. (<http://epoka.edu.al/home-about-epoka-mission-vision-1-4.html>). The content of the program is extensive in terms of what the program offers to the students. The amount of credits accrued during the year by a student who attends a full-time study program is 60 ECTS. For a 5-year period, a total of 300 ECTS are needed, which is in accordance with Law no. 80/2015, dated 25.09.2015 "On Higher Education and the Scientific Research in the Higher Education Institutions of the Republic of Albania".

Special care is shown to the structure of the program's semesters so that students do not have a lack or surplus of credits. However, in the terms where students are allowed to choose among the elective courses, they are free to take extra credits by taking extra courses.

The Integrated second cycle study program in Architecture provides students with general and professional competencies. It creates strong knowledge foundations for the third cycle of studies (doctorate), including qualification for scientific research and meeting of prerequisites (knowledge, skills and competencies) for admission to the third cycle of studies.

The program always seeks to maintain national cultural values and national interests. In the criteria it is mentioned the importance that is given to study projects and studio projects, at the same time it helps to reach international values.

(http://epoka.edu.al/mat/research_and_projects/completed_projects/epoka_university_list_of_projects_2008-2014_final_en.pdf) In the preparation of the program's curricula is designed in light of personnel experience and detailed research and analysis of the universities with long experience in this field, adopting them to the market conditions and to the Albanian needs. Each course is internationally competitive in both technical aspects (European credits, Bologna Card process, American credits and evaluation methods) and content (course outline, literature in use, etc.). Moreover, Integrated second cycle study program includes vocational training and scientific research. Vocational training of the students is realized through professional practice, engagement in club activities (ARKISPACE; <http://clubs.epoka.edu.al/arkispace-club-2/>), as well as their engagement in scientific research (research projects). In the 5th year students might be engaged in a research project or in thesis research. It is seen that the program considers the labor market needs through the evaluation of the students' summer practices (Annex 7.3) and the alumni questionnaires (Annex 1.1).

The IEG concludes that there is a detailed graduation plan explained in the Institutional Regulation from the moment the student registers (Student Guide book pp. 35-38). Besides the Student Guide, the Institution provides management information for the students through the EIS online system <http://eis.epoka.edu.al/>.

8. Teaching

Descriptive part

Terms of reference: organization of teaching, forms of teaching, load and quality of implementation, control of student knowledge, teaching methods, teaching technologies, internal evaluation of teaching, engagement of students in the components of the activity of the unit, etc.

Department of Architecture

Organization of Teaching

Teaching in PICD in Architecture at Epoka University is characterized by a diversity based on the character and content of the courses offered. Consequently, the design subjects that take place in the studio, with duration of 8-12 hours per week, are worth mentioning, divided into two learning sessions. Meanwhile, some of the subjects that have a combination of lectures and seminars as forms of teaching are organized in two learning sessions: according to the distribution (2 + 2 + 0) or (3 + 1 + 0). Other subjects with duration of 3 hours or less per week are held in a weekly lesson, in the following formats.

Forms of Teaching

Teaching in design subjects (design studios) is a combination of group consultations, individual consultations between instructor and student, as well as consultations between the students themselves (the latter organized and monitored by relevant staff) on projects defined in the curriculum. Meanwhile, other forms of learning can include, but are not limited to, lectures and workshops, laboratories, professional practices and other workshops integrated with current architectural competitions. It is worth mentioning here also the "office hours" system as a part of teaching, where students are offered two hours per week as an opportunity to consult with the lecturer on specific topics, assignments, exams, and any other aspect related to the progress of the student's learning. The mentioned forms of teaching are in full accordance with the instructions issued by VKM No.41, section 2.4.

Teaching Load Implementation

The distribution of the teaching load is done in accordance with the instructions issued by the Law of Higher Education in Albania and its bylaws. The teaching load for each subject is stated in the relevant curriculum and is based on the European Credit Transfer System (ECTS). The calculation of the teaching load is done according to the total teaching hours in the auditorium and the

independent student work hours of the student. However, only the past hours in the auditorium serve one of the following forms of teaching: lecture, seminar, and professional or laboratory practice.

Quality Assurance

Currently, the Permanent Commission on Quality Assurance (PCQA) is the collegial body responsible at Epoka University for quality assurance within the institution. Its duties and responsibilities are set out in the Guideline "On Academic Evaluation and Quality Improvement at Epoka University". The purpose of this Directive is to establish principles on the evaluation and improvement of the quality of education, research and any other service offered by the University, to establish, implement, develop and evaluate the Internal Quality Assurance System within the institution and in assessing and approving the quality level through the development of external evaluation by independent bodies / agencies. The internal audit is conducted by the Internal Audit Group each academic year. PCQA has the right to establish subcommittees or subgroups to deal with a specific activity within the scope of certain PCQA's rights and responsibilities.

Measurable indicators:

The situation found in the institution is in relation to the data declared by the institution in the Internal Evaluation Report (IER) for the following indicators. Standards related to these indicators are in full accordance with the instructions issued by VKM No.41, section 2.2. The indicators are measured with reference to Chapter 7 of this report. The distribution of types of teaching, for the subjects / modules is as follows:

- Lectures: 2-4 hours in the auditorium
- Seminars: 4-8 hours in the auditorium
- Laboratories: 2-4 hours in the auditorium
- Professional Practice: 50 hours of independent student work

Table 29 load in hours for forms of teaching

Study program: PICD		
Forms of teaching		Total hours in the auditorium
a.	Lectures	1766
b.	Seminars	932
c.	Assignments	-
d.	Labs	32
g.	Exams	57
	In total	2787

Table 30 Forms of control of Knowledge

Study program PICD		
Means of Assessment		Percentage in the overall assessment of the student
a.	Attendance and active participation	10%
b.	Fulfilment of obligation (lab, course assignments)	30-50%
c.	Tests throughout the semester	0-20%
d.	Final exam	30-60%
	In total	100%

Table 30 reflects the weight placed on various forms of student assessment. These assessment methods further encourage students to practice and improve their skills throughout the year, thus making the teaching and learning process more effective. The assessments make it possible to evaluate the entire mosaic of studying in line with the learning outcomes. Annex 8.5 refers the “Regulation on the Improvement of sStudy Programs”. It is worth mentioning the final design juries held by the end of each term and their impact on both assessments of and for students’ learning. The overall aim of the design juries is to have a fair assessment process of the final project, by giving the possibility to the students to be exposed to a panel of jurors. This approach stands for the assessment of learning. However, the design studio instructors strongly believe that the design juries have a significant impact on students’ learning, as students receive constructive feedback on their designs from professionals. Design juries are therefore a type of formative assessment, or means of fostering learning through assessments (An example of the design jury booklet filled in by the jurors is part of the Annex 8.1 attached to this report).

The evaluation of the students at Epoka University respects the principle of evaluation based on some components by removing the traditional concept of a single examination at the end of the subject and in accordance with the state criteria in force and with the spirit of the Bologna Process. Consequently, the final assessment is constructed throughout the semester / year and is a weighted result of some elements whose weight varies according to the nature of the subject. The evaluation of the students at EPOKA University is done on the basis of the American Credit System and ECTS, calculated according to the methodology mentioned in Article 16 of the “Regulation on Undergraduate Studies and Examinations” (Annex 8.2). The same grade awarding system is made available to both students and staff in Article 19: “Assessment” of the Student Guide 2017-2018 (Annex 8.3) (<http://epoka.edu.al/mat/Student-Guide-2017-2018.pdf>), as well as in Article 6.12: “Grade Reporting” of the Staff Guide 2017-2018 (Annex 8.4), (http://epoka.edu.al/mat/staff_guide.pdf). Annex 8.6 about the procedure of grade appeal.

The quantitative evaluation of student work is done according to the following table:

Table 31 Grade awarding system

Letter Grade	GPA Value	*Points	Albanian Grade System	Description
AA	4.00	90-100	10	EXCELLENT
BA	3.50	85-89	9	EXCELLENT
BB	3.00	80-84	8	SUCCESS
CB	2.50	75-79	8	SUCCESS
CC	2.00	70-74	7	SUCCESS
DC	1.50	65-69	6	ON PROBATION
DD	1.00	60-64	5	ON PROBATION
FD	0.50	50-59	4	FAIL
FF	0.00	00-49	0	FAIL
NA	0.00	00-00	0	FAIL

Grades not included in the averages are the following:

I - Incomplete, S - Sufficient, T - Transfer, U - Unsatisfactory, P - Progressive, EX - exempt, NI – Not Included, NA- Non-Attendant.

Students in the Integrated second cycle study program in Architecture whose CGPA at the end of the fourth semester is less than 1.80 out of 4.00 are considered to be on “probationary” status.

In order to overcome the probationary status, the student in the Integrated second cycle study program in Architecture repeats the course/s from the first semester until the end of the fourth semester. Upon the fulfillment at least one time of the minimum 1.80 CGPA condition after the fourth semester, the student can take course/s from the upcoming semesters without being subject to limitations.

Students in the Integrated second cycle study program in Architecture whose CGPA at the end of the fourth semester is less than 1.80 out of 4.00 can take only the ARCH 301 “Architectural Construction Project”, ARCH 302 “Architectural Design IV”, ARCH 401 “Advanced Design Studio I” and ARCH 402 “Advanced Design Studio II” course during upcoming semesters.

The CGPA of the transferred student to the Integrated second cycle study program in Architecture is calculated based on his/her course/s taken at Epoka University. If at the end of the fourth semester at Epoka University, the CGPA is less than 1.80 out of 4.00, the transferred student to the integrated second cycle study program in Architecture is considered on “probationary” status.

Department of Architecture

Table 32 Engagement of students in the components of the activity of the unit

Scientific activity of the HEI	Number of engaged students
In individual scientific papers of lecturers	16
In scientific projects at the Department-level	45
In scientific projects at the Faculty-level	50
In scientific projects in collaboration with others	47

9. Students

Descriptive part

Terms of reference: student admission procedures, quality of enrolled students, number of enrolled and graduated students over the years, average duration of studies, passing rate of students and problems related to this, statistics, employment of graduates, communication with graduated students (alumni), informing of students.

According to the law no. 80/2015, dated 22.07.2015, "On Higher Education and Research in Higher Education Institutions in the Republic of Albania", Epoka University and the Admissions Office follow an efficient policy that is closely related to the promotion of the university. Part of this strategy is to inform students in all the high schools of Albania regarding the study and scholarship opportunities at Epoka University. This information is made in the time periods set by the Admissions Office through the Career Planning Program. This program aims at informing all last-year high school students different cities of the country about the programs that our university offers, admission criteria, Erasmus program opportunities, summer practices, conferences, student clubs and scholarships for the best students. Based on the Career Planning Program for Matura students, which has already become a tradition, the Admissions Office welcomes each school at the university premises on the basis of a calendar drafted by this office.

Albanian and foreign citizens who meet the following conditions are accepted to enroll in the PICD Arch study program:

1. Certify with official document the completion of high school in Albania or abroad (equivalent to the criteria set by the Ministry of Education and Sports);
2. Meet the other conditions of admission set out in the University's internal regulations;
3. Accept the payment of a fixed monthly or annual fee.

Albanian and foreign citizens who meet the following conditions are accepted for enrollment in the program of studies of the second cycle "Master of Science" or "Professional Master":

1. Certify by official document the completion of first cycle studies with a Bachelor's degree in Albania or abroad (equivalent to the criteria set by the Ministry of Education and Sports);
2. Meet the other conditions of admission set out in the University's internal regulations;
3. Accept the payment of a fixed monthly or annual fee.

Studies offered by Epoka University

1. Bursaries for best pupils of state maturity.
 - a. > 6600 pike benefits 100% scholarships
 - b. 6400 - 6599.99 pike benefits 75% scholarships
 - c. 6200 - 6399.99 pike benefits 50% scholarships

2. Bursaries based on the results of the SAT exam.

- a. > 1350 pike benefits 100% scholarships
- b. 1290 - 1349 pike benefits 75% scholarships
- c. 1220 - 1289 pike benefits 50% scholarships

The number of admissions is based on the real possibilities of the faculty for a normal lesson and within the standards required by the Ministry of Education and Sports.

Student transfers are permitted from other public or private universities, both at home and abroad, to EPOKA University and vice versa and within the University study programs after the course recognition done by the department scientific committee according to the curricula relevant. Transfer is allowed between programs of the same cycle of studies.

Measurable indicators:

Table 33 Procedures of student admission (Please refer to Annex 9.5 about the procedures on students enrollment; termination; matriculation and grade registers)

	Study programs offered by the HEI	Procedures of student admission	Specific criteria for the admission of students
I	<p>Bachelor study programs offered in English under the Faculty of Economics and Administrative Sciences & the Faculty of Law and Social Sciences:</p> <ul style="list-style-type: none"> 1. Bachelor in Banking and Finance; 2. Bachelor in Economics; 3. Bachelor in Business Administration; 4. Bachelor in Business Informatics; 5. Bachelor in International Marketing and Logistics Management; 6. Bachelor in Political Science and International Relations 	<ul style="list-style-type: none"> 1. Students holding a high school degree or equivalent degree; 2. A minimum high school CGPA of 7.00 out of 10.00 or equivalent CGPA; 3. English proficiency level B1 according to CEFR in one of the following exams: <ul style="list-style-type: none"> a) Cambridge b) IELTS c) TOEFL Internet-based Test (iBT) d) TOEFL Paper-based Test (ITP) e) TOEIC f) GESE h) APTIS, which is the English Proficiency Exam of EPOKA University and is conducted by British Council Albania at the premises of the University. 	<p><i>In cases when the Student has completed his studies in a high school where teaching is conducted entirely in English, he is exempted from the obligation to submit this document.</i></p>
II	<p>Bachelor study programs offered in English under the Faculty of Architecture and Engineering:</p>	<ul style="list-style-type: none"> 1. Students holding a high school degree or equivalent degree; 2.a. A minimum high school CGPA of 7.00 out of 10.00 or equivalent CGPA; and 	<p><i>In cases when the Student has completed his studies in a high school where teaching is</i></p>

	<p>1. <i>Bachelor in Civil Engineering</i></p> <p>2. <i>Bachelor in Computer Engineering</i></p> <p>3. <i>Bachelor in Electronics and Digital Communication Engineering</i></p>	<p>2.b. The minimum high school grade average received at the "Mathematics" and "Physics" subjects should be 7.00 out of 10.00 or equivalent to it.</p> <p>3. English proficiency level B1 according to CEFR in one of the following exams:</p> <ul style="list-style-type: none"> a) Cambridge b) IELTS c) TOEFL Internet-based Test (iBT) d) TOEFL Paper-based Test (ITP) e) TOEIC f) GESE h) APTIS, which is the English Proficiency Exam of EPOKA University and is conducted by British Council Albania at the premises of the University. 	<p><i>conducted entirely in English, he is exempted from the obligation to submit this document.</i></p>
<p>III</p>	<p>Bachelor study programs offered in Albanian</p> <p>1. <i>Bachelor in Banking and Finance (Albanian)</i></p>	<p>1. Students holding a high school degree or equivalent degree;</p> <p>2. A minimum high school CGPA of 6.00 out of 10.00 or equivalent CGPA.</p>	
<p>IV</p>	<p>Integrated second cycle study programs:</p> <p>1. <i>Integrated second cycle study program in Architecture;</i></p> <p>2. <i>Integrated second cycle study program in Law.</i></p>	<p>1. Students holding a high school degree or equivalent degree;</p> <p>2. A minimum high school CGPA of 7.00 out of 10.00 or equivalent CGPA;</p> <p>3. English proficiency level B1 according to CEFR in one of the following exams:</p> <ul style="list-style-type: none"> a) Cambridge b) IELTS c) TOEFL Internet-based Test (iBT) d) TOEFL Paper-based Test (ITP) e) TOEIC f) GESE h) APTIS, which is the English Proficiency Exam of EPOKA University and is conducted by 	<p><i>In cases when the Student has completed his studies in a high school where teaching is conducted entirely in English, he is exempted from the obligation to submit this document.</i></p>

		British Council Albania at the premises of the University.	
V	Master of Science study programs: 1. <i>Master of Science in Economics</i> 2. <i>Master of Science in Banking and Finance</i> 3. <i>Master of Science in Business Administration</i> 4. <i>Master of Science in Political Science and International Relations</i> 5. <i>Master of Science in Architecture</i> 6. <i>Master of Science in Computer Engineering</i> 7. <i>Master of Science in Electronics and Communication Engineering</i> 8. <i>Master of Science in Civil Engineering:</i> a. <i>Structural Engineering Profile</i> b. <i>Construction Management Profile</i> c. <i>Construction Materials Profile</i> d. <i>Water Resources Profile</i>	1. Students holding a Bachelor degree or equivalent degree in disciplines determined by the Scientific Committee of the respective Department; 2. A minimum CGPA of 2.50 out of 4.00 for the students who have completed their Bachelor study programs at EPOKA University or 7.00 out of 10.00 or equivalent CGPA for students who have completed Bachelor study programs in other Higher Education Institutions (HEIs); 3. Students who have completed their Bachelor study programs at EPOKA University with a CGPA between 2.00 - 2.49 out of 4.00 or students who have completed their Bachelor study programs at other HEIs with a CGPA between 6.00 - 6.99 out of 10.00 shall be able to enroll in the Master of Science study program subject to the successful passing of the Scientific Interview with the Scientific Committee of the respective Department; 4. English proficiency level B2 according to CEFR in one of the following exams: a) Cambridge b) IELTS c) TOEFL Internet-based Test (iBT) d) TOEFL Paper-based Test (ITP) e) TOEIC f) GESE h) APTIS, which is the English Proficiency Exam of EPOKA University and is conducted by British Council Albania at the premises of the University.	<i>In cases when the Student has completed his first cycle (Bachelor) studies in a study program where teaching is conducted entirely in English, he is exempted from the obligation to submit this document.</i>
VI	Professional Master study programs	1. Students holding a Bachelor degree or equivalent degree in disciplines determined by the	<i>In cases when the Student has completed his first cycle (Bachelor)</i>

<ol style="list-style-type: none"> 1. <i>Professional Master in Banking and Finance</i> 2. <i>Professional Master in Business Administration</i> 3. <i>Professional Master in Political Science and International Relations</i> 4. <i>Professional Master in Business Management: Education Management profile</i> 5. <i>Professional Master in Architecture</i> 6. <i>Professional Master in Computer Engineering</i> <p><i>Professional Master in Civil Engineering</i></p>	<p>Scientific Committee of the respective Department;</p> <p>2. A minimum CGPA of 2.00 out of 4.00 for the students who have completed their Bachelor study programs at EPOKA University or 6.00 out of 10.00 or equivalent CGPA for students who have completed Bachelor study programs in other Higher Education Institutions (HEIs);</p> <p>3. English proficiency level B1 according to CEFR in one of the following exams:</p> <ol style="list-style-type: none"> a) Cambridge b) IELTS c) TOEFL Internet-based Test (iBT) d) TOEFL Paper-based Test (ITP) e) TOEIC f) GESE h) APTIS, which is the English Proficiency Exam of EPOKA University and is conducted by British Council Albania at the premises of the University. 	<p><i>studies in a study program where teaching is conducted entirely in English, he is exempted from the obligation to submit this document.</i></p>
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Table 34 Quality of enrolled and graduated students

Last 5 years, starting from the year when the IER is being drafted	Students enrolled in the first year (for the first time)	CGPA	Students graduated in the last year (without repeating years)	CGPA
2011	36	3.51/4	15	2.98/4
2012	47	3.08/4	19	2.98/4
2013	31	3.75/4	-	-
2014	60	3.66/4	-	-
2015	39	3.6/4	-	-
2016	45	3.6/4	16	3.03/4
2017	50	3.75/4	25	2.9/4

Table 35 Mobility of students within the higher education system in the country

Academic Years	Students enrolled in the first year (for the first time) (a)	Entrance CGPA	Transferred Students during years (b)						Transferred Students (b)	Total: (a)+(b)
			Year I	Year II	Year III	Year IV	Year V	Year VI		
2011-2012	36	3.51/4	0	0	0	0	0	-	0	36
2012-2013	43	3.08/4	1	0	3	0	0	-	4	47
2013-2014	28	3.75/4	3	0	0	0	0	-	3	31
2014-2015	60	3.66/4	0	0	0	0	0	-	0	60
2015-2016	38	3.6/4	1	0	0	0	0	-	1	39
2016-2017	43	3.6/4	0	1	1	0	0	-	2	45
2017-2018	46	3.75/4	2	1	0	1	0	-	4	50

Table 36 Data on the employment of students

ACADEMIC YEAR 2015-2016					
	Study programs offered by the HEI	Academic year	Total number of graduated students	Total number of employed students (in accordance with their degree qualification)	Total number of employed students (not in accordance with their degree qualification)
I	1. PICD in Architecture	2015-2016	1	11	0
ACADEMIC YEAR 2016-2017					
	Study programs offered by the HEI	Academic year	Total number of graduated students	Total number of employed students (in accordance with their degree qualification)	Total number of employed students (not in accordance with their degree qualification)
I	1. PICD in Architecture	2016-2017	25	14	0

Evaluation according to the Standards

Standards/criterion	Evaluation for the Criterion according to standards
Standard IV.1 - Students have the right to pursue study programs of second cycle and integrated study programs of second cycle.	
Criterion 1	Students who attend study programs "Master of Science" or "Professional Master" have at least a university degree "Bachelor" and have accumulated 180 ECTS credits;
Criterion 2	Foreseen in the Second Cycle Study Regulation, (Annex 9.2) students attending a master's degree program should have at least a bachelor's degree and have accumulated 180 ECTS credits.
Criterion 3	Admission to integrated study programs is made in accordance with Law no. 80/2015, dated 25.09.2015
Criterion 4	"On Higher Education and the Scientific Research in the Higher Education Institutions of the Republic of Albania";
Criterion 5	Admission of new students to the integrated programs of study offered by Epoka University is done according to law no. 80/2015, dated 22.7.2015, "On Higher Education and Research in Higher Education Institutions in the Republic of Albania". More concretely: 1. Any citizen of the Republic of Albania who has successfully completed the State Matura, has the right to apply for admission to the first cycle of studies at Epoka University. 2. Every citizen of the Republic of Albania who has successfully completed pre-university studies abroad and has the certificate of unification of this diploma issued by the Ministry of Education and Sports of the Republic of Albania has the right to be admitted to the first cycle of studies at Epoka University. 3. Foreign nationals, whose quotes are made known every year, who have successfully completed pre-university studies abroad and have the diploma certification for this diploma issued by the Ministry of Education and Sports of the Republic of Albania and possess one of the certificates of English language recognition by the Ministry of Education and Sports of the Republic of Albania, have the right to apply for admission to the first cycle of studies at Epoka University. 4. Foreigners who have successfully completed the State Matura in the Republic of Albania and possess one of the certificates of English language recognition by the Ministry of
Criterion 3	Students meet eligibility criteria set by the institution;
Criterion 4	Students of these study programs give English exam based on internationally recognized tests until graduation. For study programs "Professional Master", English level is B2, and for study programs "Master of Sciences and integrated study programs of second cycle level of English is C1, under the European Framework for Languages;
Criterion 5	Institution evaluates admission policies and their impact on further progress of students in the study program, and designs possible plans to change admission criteria.

⁷ This Criterion is based on the old Directive of Minister of Education and Science No. 14, dated 28.03.2011, which was based on the 2007 Higher Education Law, as amended, and which has been repealed. The new English proficiency level for the MSc and PM study programs has been adopted by the decision of the Academic Senate in compliance with the provisions of the new 2015 Higher Education Law and the new Directive of the Minister of Education and Sports No. 52, dated 03.12.2015, as amended, which stipulates that for admission to second cycle study programs, candidates should have a foreign language proficiency level between the B1 and C1 level, according to the level stipulated in the respective regulation of the higher education institution.

		<p>Education and Sports of the Republic of Albania have the right to run for admission to the first cycle studies at Epoka University.</p> <p>Verifiable by the respective files of each student at the Secretariat, students should meet the admission criteria set by the institution and the Higher Education Law in Rep. of Albania. Admission Criteria in the Second Cycle Programs of Studies are:</p> <ol style="list-style-type: none"> 1. Have the overall average of the first cycle of studies not less than 2.5 out of 4; 2. Have sufficient English language certification through one of the certificates of English language recognition from the Ministry of Education and Science of the Republic of Albania or the English language degree certificate of Epoka University <p>As envisaged in the Second Cycle Regulation, students of these study programs give up to the English language exam on the basis of internationally recognized tests. For the "Master of Science" study programs, the level of English is C1, according to the European Language Framework;</p> <p>At the end of each academic year, the Senate evaluates student acceptance policies in the first, second and third cycle programs and, if it considers it necessary, approves the relevant changes to the additional criteria set by the Epoka University for admission of students to all study cycles.</p>
<p>Standard IV. 2 - Institution informs students about: the institution status, study programs it offers and employment policies.</p>		
<p>Criterion 1</p> <p>Criterion 2</p> <p>Criterion 3</p>	<p>Students are given information about opportunities for employment after graduation at the completion of these study programs;</p> <p>Students are given information about institution's accreditation and study programs offered as well as recognition and validity, at home and abroad, of diploma, issued by the institution;</p> <p>Students are offered career counseling service.</p>	<p>Students are provided with information on employment opportunities after graduation at the end of these study programs which are clearly reflected in the program's competences; Interested students are given information by the Admission Office on the accreditation of the institution and of the study programs offered as well as the recognition and validity of the diploma issued by this institution at home and abroad; Meanwhile, for registered students, meetings are organized whereby the process of accreditation of the institution and the respective programs is explained. Career and employment advisory service is offered to students after graduation through</p>

		Career Planning and Alumni Office operating under Dean of Student's office.
Standard IV. 3 - When institution applies for evaluation and accreditation for the second time, it has statistics about the number of students attending study programs of second cycle and integrated programs of second cycle.		
Criterion 1	Institution has annual statistics on number of graduates in study programs they have completed;	Epoka University has annual statistics on the number of graduates in each study program. (Annex 7.3) The Admission Office together with the Registrar's Office has annual statistics on the number of students enrolled in second cycle study programs and integrated cycle studies programs, withdrawals from the program, as well as early departure completing the program or failing to successfully complete the academic year. The Registrar's Office has data on the academic performance of students from admission to graduation.
Criterion 2	Institution possesses annual statistics on number of students enrolled in study programs of second cycle and integrated study programs second cycle, withdrawals from program, dropouts before program completion, and unsuccessful completion of academic year;	
Criterion 3	Institution has data on academic performance of students from admission to graduation.	
Standard IV. 4 - Institution has a database about employment statistics of graduate students after completion of study programs of second cycle and integrated study programs of second cycle.		
Criterion 1	Institution maintains a database of students employed after completion of study programs of second cycle or integrated study programs of second cycle and their employment places; Institution maintains a database for students who continue further studies in other study cycles, etc..	Epoka University has a database of employed students after completion of second cycle study programs or integrated cycle programs and their employment. The Career Planning and Alumni Office maintains the database of employed students after completing second cycle study programs or integrated cycle study programs as well as their job placement. Epoka University has a database for students who continue their studies in other study cycles. The Career Planning and Alumni Office maintains a database for students who continue their studies in other study cycles. Annex 9.1
Criterion 2		
Standard IV. 5 - Institution informs students consistently in details about study programs.		
Criterion 1	Students are informed in details about study programs, time of completion and organization of program, program accreditation status;	The whole process of accreditation has become known both for students and for academic and administrative staff members. The announcement was made through the respective units and through the announcements on the website of Epoka University, where is located the link that leads
Criterion 2		
Criterion 3		

	<p>Students are informed about evaluation results during the program and at its completion;</p> <p>The module head discusses the results of these evaluations with students openly.</p>	<p>the students to the ASCAL website. Students are briefed in detail on study programs, deadline for completion and program organization, program accreditation status; As mentioned in the above criterion, students are informed about the results of the evaluation during and at the end of the program. The ASCAL link located on the Epoka University website enables transparent process follow-up. With regard to their academic evaluation, students communicate with the pedagogues continuously and through the functioning of the automation system. Through this system, students have the opportunity to closely follow any assessment made to them through the Internet.</p> <p>The module manager discusses openly with the students the results of these assessments.</p>
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Standard IV. 6 - Institution engages its staff to care for students.

<p>Criterion 1</p> <p>Criterion 2</p>	<p>Institution provides counseling for students, it follows their progress and helps to address and resolve issues and problems that relate to the teaching process;</p> <p>Institution (through the office for career counseling) helps students to select the institution in which they will carry out the professional practice when this is foreseen.</p>	<p>Students through the Career Planning and Alumni Office operating at the Student Dean are offered advising services to track their progress and assist them in handling and solving issues to the learning process; Please refer to Annex 9.3 regarding the Statute of Students Council, and Annex 9.4 about the procedures of Dean of Students Office.</p> <p>The institution, through the Career Planning and Alumni Office operating under the Dean of Students , helps students create opportunities for professional practice in different institutions.</p>
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Conclusions of IEG:

The IEG concludes that the program in question fulfills the required standards.

Following the completion of the draft report, the group discussed in detail and confirmed that under the Second Cycle Study Regulations, students attending the "PICD" programs at least have accumulated 300 ECTS credits and fulfill the conditions set by EPOKA University. Admission to integrated study programs is done in accordance with law no. 9741, dated 21.5.2007, "On Higher Education in the Republic of Albania", as amended, and the by-laws in force and the students meet the admission criteria set by the institution. The institution informs students about the status of the institution, the study programs it offers, and the employment policies. Epoka University has annual statistics on the number of graduates in each study program. The student Admission Office, together with the Registrar's Office, has annual statistics on the number of students enrolled in second cycle study programs and second cycle study programs, withdrawals from the program, as well as departure before the end of the program or failure to successfully complete the academic year. The University has a database on student employment statistics that are graduated, informing students in a continuous and detailed way about study programs.

SCIENTIFIC RESEARCH POLICY

10. Scientific research

Descriptive part

Terms of reference: scientific research policies, publications over the years, projects acquired and implemented, participation in activities within and outside the country, activities organized by the unit, connection of research with teaching, official evaluation of individual research activities or of the research activities of the unit.

Scientific Research Policies

Epoka University is an institution of higher education, oriented to scientific research. Epoka University manages and organizes its scientific research policy in accordance with its Strategic Plan in the framework of “Epoka University Regulation on Scientific Research” under Research and Projects Office. (<http://epoka.edu.al/mat/regulations/regulation-on-scientific-research.pdf>).

Specifically, Epoka University has two research centers which are the Center for European Studies (CES) and the Center of Research and Design in Architecture (CORDA). CES is a multi-disciplinary research, education and outreach program having as its main scope the improvement of the understanding of global issues and interdisciplinary studies. The center aims to organize various forms, conferences, and activities to provide the proper interaction of staff, students, and individuals interested in the center, related to the current issues of the European Union (<http://ces.epoka.edu.al/>). CoRDA is a project and research unit that aims to build a bridge between industry and academia, contributing to the built environment with expertise and academic research. CoRDA intends to implement design strategies based on interdisciplinary principles, generating integrative design between the user and the designer; and develop projects in different scales from Architecture to Urban and Landscape Design and Planning, in Restoration and Conservation. The Office provides consulting services in fields of Urban and Building physics, Universal Design. Functioning as a research entity it aims offer to the academy an environment for developing research projects and publishing the result of the related subjects in scientific researches. One of the main objectives of CoRDA is to facilitate the engagement of architecture students and graduates in the professional practice (<http://epoka.edu.al/corda/home.html>).

The University encourages all members of academic staff to be active in the research by providing financial support. At the end of each academic year, all scientific publications published by the academic staff members are evaluated by a special jury on the basis of the criteria set out in the Epoka University regulation “On the Promotion of Scientific Publications” (<http://epoka.edu.al/mat/directives/03.pdf>). Each year, the Rectorate decides the amount of remuneration for each earned point and on the basis of the points collected, each member of the academic staff receives the appropriate remuneration. Epoka University also offers financial support for the participation of academic staff in conferences and scientific activities, organized inside and outside the country under the same regulation.

In the other side, Epoka University financially supports the internal projects of academic staff under the guideline of “Common Guidelines for Scientific Research Proposal Submission” and doctoral thesis of students in PhD study programs under the same guideline.

Epoka University organizes or co-organizes conferences and scientific activities at an international level, which is another important dimension of the research policy of Epoka University (<http://conf.epoka.edu.al/>).

Epoka University is the first of the very few private higher education institutions in Albania to have benefited from the TEMPUS program, financed by the European Union. Epoka University is currently a

partner institution for three Erasmus+ KA 2 Capacity Building projects and one Horizon 2020 project, which is the first such project in Albania (<http://projects.epoka.edu.al/home.html>).

To promote its scientific research policy and contribution to the academia Epoka University has two academic journals which are Journal of European Social Research (<http://ejs.epoka.edu.al/>) and International Journal of Applied Statistics and Economics in collaboration with Economic Society of Albania (<http://esa.org.al/journal/>).

Scientific Policies

The Project Coordination and Advisory Office was established in 2013 but during the 2014-2015 academic year it changed the name to Research and Projects Office (RPO). The RPO is an administrative office under the Rector. It is responsible to the Rector concerning the coordination, consultancy, administration and follow-up of all activities related to research and projects. The RPO reports to Rector and, as required, to Secretary General. The RPO:

- Coordinates with all academic and administrative Units of University;
- Provides support for obtaining sponsored research funds and managing sponsored program activities;
- Serves and guides the University on all aspects of sponsored programs administration by providing pre- and post-award services, training and information to research administration and funding;
- Assists in the preparation of applications for various local and international projects;

Regulation on Scientific Research

- The Regulation on Scientific Research regulates the organization of scientific research activities, the rights and obligations of the competent authorities of the University, researchers, and the publication activities of the University which are part of research activities.
- Research activities in the Centers are overseen by the respective Research Centre in accordance with their Regulation and managed by the Heads of the Research Centers.
- Support for the financial realization of research projects is carried out in cooperation with the Research and Project Office and the University Finance Office under the supervision of the Rector and Secretary General.
- The Directive “On the promotion of scientific publications” provides for the classification and the respective points of the scientific publications and academic activities.
- Guidelines for Projects proposal submission
- These guidelines are meant to help Epoka University staff with the preparation and submitting of application forms, as well as processing of approved grant projects (internal and external grants).
- The University provides support for Scientific Research Projects (SRP) based on the university annual budget allocation and scientific research background evaluated by the experts.

Scientific Strategic Objectives (2017-2022)

1. Develop research activities

Goal 1: Be integrated into the criteria of EU research projects

Goal 2: To increase the number of international research projects

Goal 3: To increase the number of national research projects for which an application has been filed by 25%.

2. Increase the number of publications and their quality

Goal 1: To increase the number of projects supported by national or international institutions and share the scientific results with the public in the country and abroad.

Goal 2: To Increase for 25% by the year 2018 the number of internationally recognized scientific publications.

3. Organize scientific events and promote participation

Goal 1: Increase by 25% by the year 2017 the participation of our academic staff and research assistants in scientific events.

Goal 2: Increase by 25% by the year 2017 the number of organized national and international scientific events.

4. Increase the number of interdisciplinary projects

Goal 1. Within 2017, in accordance with the technological and scientific developments, promote research into two new subjects or areas each year.

Goal 2. By the end of 2017, achieve a collaboration agreement with other Universities and institutions in the field of R&D.

Research projects of the Faculty of Architecture and Engineering (International)

i. Finding the lost skyline! Gjirokastra, the demolition and transformation of religious buildings during '70"

- **Project coordinator:** Assist. Prof. Dr. Frida Pashako
- **Project duration:** 1 year
- **Project aim:** In practice the project has had three main aims. The first is focus on the collection of archival material, the survey and the questionnaires for each building. The second will develop re-drawings including 3d models and informative card for each building. The third consists in the reconstruction of the city skyline and updating of the city center map with all the religious monuments.
- **Project finished and research results have been published**

Research projects of PhD students

ii. "Sustainable Urban Regeneration of Underused Industrial Sites in Albania"

- **Project coordinator:** Boriana Vrusho Golgota, PhD student, borianagolgota@gmail.com
- **Supervisor:** Assoc. Prof. Dr. Sokol Dervishi, sdervishi@epoka.edu.al
- **Project aim:** The main aim of this project is the recognition and study of the development of Albanian Industrial Heritage. Potential development will be based on successful European experiences. From the theoretical point of view, this research proposes strategies and recommendations on sustainable urban management of Albanian industrial sites (connection

with the city, accessibility, pollution of soil, air and water and enhancement of negative image). Furthermore, there will be proposed practical strategies on urban regeneration of two case studies of Albanian underused industrial sites. The proposals will focus on the management of various issues as the inter-connection between city and industrial site, the accessibility of the area, the pollution issues regarding soil, air and water and enhancement of negative impact of these sites to the inhabitants and visitors.

External projects

- iii. Epoka University has been engaged in one EU- TEMPUS project from 2011-2014 named *“Innovation and practice of the curriculum in professional studies in the field of digital television and multimedia”* (Project number: 517022-TEMPUS-1-2011-1-RS-TEMPUS-JPCR), and was finished by the end of the year 2014. The specific objectives of the project were the development of innovative curricula professional studies (VOCs) in the field of Multimedia and Digital TV (M & DTV) and design curricula for specialized professional studies (SPS) in the field of M & DTV.

One of the major programs of EC in higher education is **ERASMUS Plus** and main research tool program of EC is **HORIZON2020**.

iv. **ERASMUS Plus – Projects ongoing**

The new Erasmus+ program aims to support actions in the fields of Education, Training, Youth and Sport for the period 2014-2020.

- v. **ERASMUS+ Project 2016 “Knowledge For a Resilient Society (K – FORCE (Project number: 573942-EPP-1-2016-1-RS-EPPKA2-CBHE-JP)**
 - **Project started on 15 October 2016 and ends on 14 October 2019**
 - **The project aims** to improve the resilience of the region to hazards, for which is necessary to provide the required number of experts, that is to modernize and develop higher education at the regional higher education institutions in the field of the Disaster Risk Management and Fire Safety, in cooperation with the universities from EU countries that have developed curricula at all three education levels.
 - **EU Project Partners:**
 - Technical University of Denmark
 - Lund University, Sweden
 - University of Žilina, Slovak Republic

vi. **C-External projects- COST Actions**

COST is an intergovernmental framework for European Cooperation in Science and Technology, allowing the coordination of nationally-funded research on a European level. COST plays a very important role in building a European Research Area (ERA) and it also increases the mobility of researchers across Europe and fosters the establishment of scientific excellence by organizing and direct funding of meetings, training sessions, workshops and conferences. COST is being supported by the European Union (EU) Horizon 2020 Program. www.cost.eu

Starting from 2014 Epoka University has been engaged in six COST Actions

vii. **Renewable Energy and Landscape Quality – (COST Action TU 1401)**

- **Project started on October 2014 and will end on October 2018.**
- **Project Coordinator: Assoc. Prof. Dr. Sokol DERVISHI**
- **Project Aim:** This Action investigates the inter-relationships between renewable energy production and landscape quality, and the role of public participation for the acceptance of renewable energy systems. The Action will develop a better understanding of how landscape protection and management, and renewable energy deployment can be reconciled to contribute socio-environmentally to the sustainable transformation of energy systems.

viii. **Project applied as leader:**

Schools as Community Centers (American Embassy)- Dr. Odeta Manahasa

E- Performing and Responsive Social Sciences -PERFORM

Performing and Responsive Social Sciences (PERFORM) is a project of the Swiss Agency for Development and Cooperation implemented by HELVETAS Swiss Intercooperation and the University of Fribourg. Epoka University is involved as a beneficiary institution this project together with other public and private higher education institutions in the country.

In the framework of PERFORM project it has been developed a Collaborative Offline and Online Platform (COORP). The initiative comes in the light of new reforms conducted in sphere of higher education in Albania. Many academics greeted the innovative enterprise, since it is a great step to end the classical rhetorical division between public and private universities in Albania. The public universities who participate in the platform are: Faculty of Social Sciences, University of Tirana; Faculty of Economy, University of Tirana; University Aleksander Moisiu – Durres; University Aleksandër Xhuvani – Elbasan; University Fan S. Noli – Korça; University Luigj Gurakuqi – Shkodra. The private universities participating as well in this platform are: CIT, UET, EPOKA University, Polis University, Marin Barleti University, Luarasi University, New York University of Tirana.

<http://www.coorp.al/>

ix. **Miscellaneous**

EPOKA University on December 2014, has endorsed the” **European Charter for Researchers and Code of Conduct for the Recruitment of Researchers**”. EC has accepted the request and Epoka now it is listed among other institutions that have endorsed the declaration.

<http://ec.europa.eu/euraxess/index.cfm/rights/charterAndCode>

The Code of Conduct for the Recruitment of Researchers aims to improve recruitment, to make selection procedures fair and more transparent and proposes different means of judging merit: Merit should not just be measured on the number of publications but on a wider range of evaluation criteria, such as teaching, supervision, teamwork, knowledge transfer, management and public awareness activities.

Projects acquired and Implemented in collaboration with students of the department of Architecture and CORDA (Center of Research and Design in Architecture)

Overview

The Center of Research and Design in Architecture – CoRDA - in Epoka University, is a project and research unit. Being related to the Department of Architecture, it aims to build a bridge between Industry and Academia, contributing to the built environment with expertise and academic research. CoRDA intends to implement design strategies based on interdisciplinary principles, generating integrative design between the user and the designer; and develop projects in different scales from Architecture to Urban and Landscape Design and Planning, in Restoration and Conservation. The Office provides consulting services in fields of Urban and Building physics, Universal Design. Functioning as a research entity it aims offer to the academy an environment for developing research projects and publishing the result of the related subjects in scientific researches. One of the main objectives of CoRDA is to facilitate the engagement of architecture students and graduates in the professional practice.

Completed Projects

- Epoka Social Center & Department of Architecture
- Epoka Entrance Gate
- Albtelecom Data Center
- Foreign Affairs Minister Office Interior
- Albtelecom Data Center
- Residential Village - Ndroq
- Quartz Restaurant - Pogradec

Internationally published projects

CORDA in the shortlist of archmarathon awards

The Epoka Social Center and Department of Architecture building is one of the 45 shortlisted projects that will be presented in front of a jury of six internationally renowned architecture professionals in the event of ArchMarathon Awards. A three-day long activity, consisting in a competition between handpicked contenders from around the globe, will take place in Milan, the 14-16 of November, and will award 10 prizes for 9 distinct architectural categories. Besides the competition, the event offers for the first time an extended program whose main aim is an interactive exchange of knowledge and experience between international architectural companies and practices promising for the establishment of new cooperation opportunities. The building, CoRDA's (Center of Research and Design in Architecture) and Zambak Architects' design product, runs in the category of Education, competing alongside three other candidates from India, Italy and Thailand.

In addition, The Epoka Social Center and Department of Architecture building is published in

- Venice Biennale 2014, Italy
- KTH University, Stockholm, Sweden
- Uncube Magazine, Berlin Germany
- Tsinghua University, Beijing, China

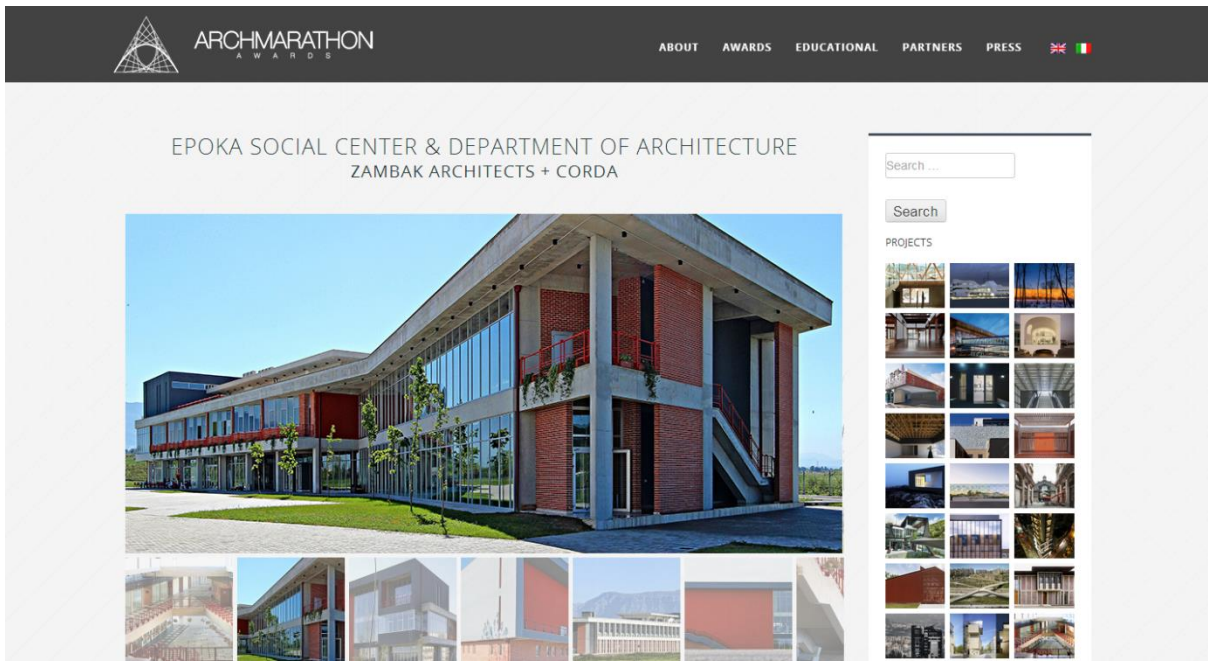


Figure 26 CORDA in the shortlist of archmarathon awards

IN PUBLICATIONS
FLOOR - WALL

Time
07.2014

Project
Epoka Social Center Building

By
Andreas Ruby
VENICE BIENNALE 2014, ITALY
ELEMENTS OF ARCHITECTURE



Figure 27 Floor-Wall, Venice Biennale 2014

IN PUBLICATIONS
SKALAN MAGAZINE

Time
02.2015

Project
Epoka Social Center Building

By
Gertrud Olsson
KTH University
STOCKHOLM, SWEDEN

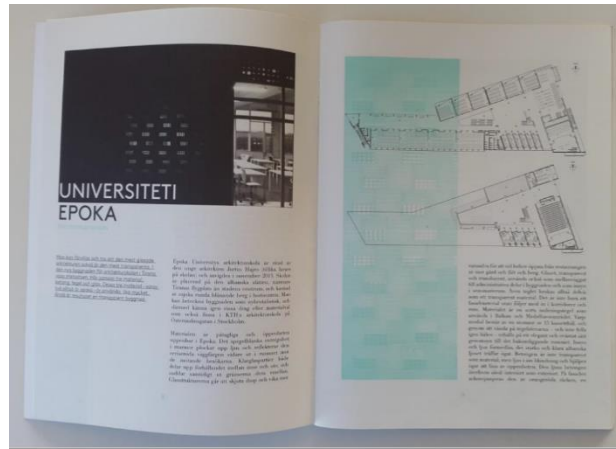


Figure 28 Skalan Magazine, KTH University, Sweden

IN PUBLICATIONS
BUILDINGS TO LEARN FROM

Time
10.2014

Project
Epoka Social Center Building

By
Andreas Ruby
UNCUBE MAGAZINE
BERLIN, GERMANY

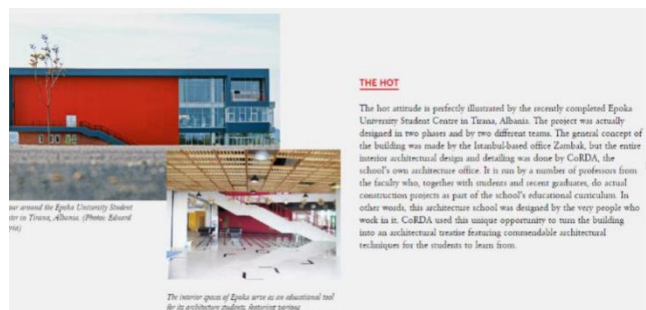


Figure 29 Buildings to learn from, UNCUBE Magazine

IN PUBLICATIONS
WORLD ARCHITECTURE MAGAZINE

Time
04.2015

Project
Epoka Social Center Building

By
Jurtin Hajro
Tsinghua University
BEIJING, CHINA

埃波卡社会中心及建筑系馆，埃波卡大学，建筑师：阿尔巴尼亚 Epoka Social Center and Department of Architecture Building, Epoka University, Tirana, Albania, 2013



埃波卡大学（UNIVERSITETI EPOKA）位于阿尔巴尼亚首都地拉那，由著名建筑师扎姆巴克（Zambak）设计。该建筑于2013年建成，是埃波卡大学社会中心及建筑系馆。建筑采用红、蓝、白三色为主色调，体现了现代建筑的风格。建筑内部空间宽敞明亮，为学生提供了良好的学习环境。建筑外部设计简洁大方，与周围的城市环境相协调。建筑内部空间宽敞明亮，为学生提供了良好的学习环境。建筑外部设计简洁大方，与周围的城市环境相协调。

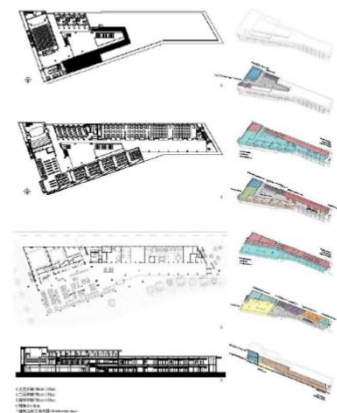


Figure 30 World Architecture Magazine, Tsinghua University, Beijing, China

CORDA presents a research project on Drini Day

17th of May the activities of the Drin River Day for Albania by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH took place. These were organized in Shkodra, Vau I Dejës, with the participation of the local and central governing entities and the civilians. The Architecture Department of Epoka University together with the Center of Research and Design in Architecture (CoRDA) were invited to participate in the event in order to exhibit a study concerning water resources management and revitalization in the city of Shkodra. The research project, firstly a product of the Fall 2013 term work by 4th year architecture students, and secondly elaborated by the research unit of the university, was exhibited during the event for all the present citizens. The “Buna River Revitalization Project” aimed to create strategies to:

- Create a Riverfront for all
- Promote and develop the Buna Riverfront as the focal point for Shkodra throughout all seasons of the year
- Put the shoreline and innovative, sustainable design at the forefront
- Reconnect the city to its Riverfront
- Embrace and celebrate Shkodra’s past, present and future
- Improve access and mobility
- Create a bold vision that is adaptable over time



Figure 31 CORDA presents a research project in Drini day

BOOKLETS

studio sequel 1
arch IV | spring '13

RECONSIDERING WATER LAND
1/100 LAKESIDE SETTLEMENTS: KASHAR

People
Valbona Koçi
Fiona Mali

Status
Project Submitted (ready to be published)

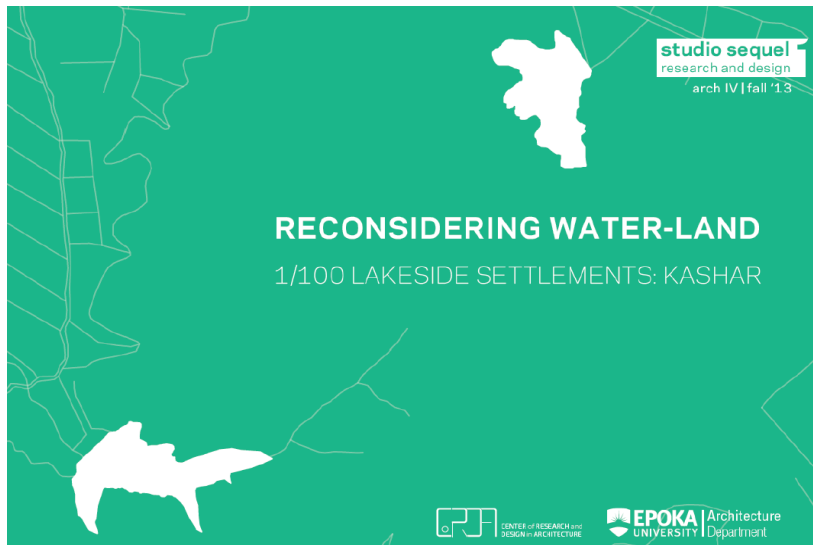


Figure 32 Studio Sequel 1

BOOKLETS

studio sequel 2
arch IV | fall '13

BUNA RIVER REVITALIZATION
MUSEUMS as URBAN CATALYSTS in SHKODRA

People
Valbona Koçi
Fiona Mali

Status
PUBLISHED



Figure 33 Studio Sequel 2

BOOKLETS
studio sequel 3
arch IV | spring '14

INTRA-REGIONAL / INTRA-CULTURAL
BALKAN MEDIA CENTER IN ISTANBUL

People
Jurtin Hajro
Regina Vathi
Fiona Mali

Status
Pending



Figure 34 Studio Sequel 3

BOOKLETS
studio sequel 4
arch IV | fall '14

reBERAT
REINTERPRETING THE TRADITIONAL URBAN FABRIC
RETRIEVING THE RIVER
RECLAIMING THE TOURED SPACE

People
Artan Hysa
Egin Zeka
Jurtin Hajro
Eneida Berisha
Mateos Shehu

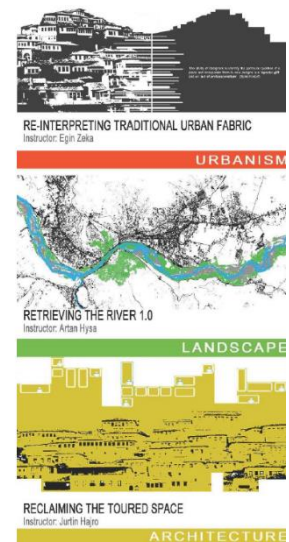


Figure 35 Studio Sequel 4

COMPETITION

International Urban Design Competition
TIRANA-DURRËS Economic Corridor

SECOND PRIZE

Time

10.2014 - 11.2014

People

Egin Zeka
Frida Pashako
Sokol Dervishi
Fiona Mali
Regina Vathi
Denis Kalaja
Fitim Miftari

Collaboration

InterBAU/TU Berlin
Atelier le Balto - Berlin
Universal shpk

RESIDUAL ARCADIA



Figure 36 Tirana-Durres Economic Corridor Competition

COMPETITION

International Urban Design Competition
OSUMI ISLAND IN BERAT

FIRST PRIZE

Time

03.2015 - 05.2015

People

Jurtin Hajro
Valbona Koçi
Artan Hysa
Fiona Mali

Collaboration

UNLab - Rotterdam
Openfabric - Rotterdam
TU Delft



Figure 37 Osumi Island in Berat

Students participation in workshops, research projects and seminars

Urban Episodes:

***Urban Episodes* is an international project collecting new stories and fresh thoughts on the city. Using an experimental approach to urbanism, we gather literary snapshots in order to provide an alternative portrait of place.**

“Special about the project is that every text is linked to a specific site in the urban space, and may tell you something new about a seemingly irrelevant detail. As we explore the pixels, you may get to see the bigger picture.” Our method includes a *walkshop*: a workshop combined with a city walk. Participants are first offered a crash course in semiotics, urbanism, and creative writing, before we spread out and start an individual *dérive* through the city of Tirana. Using a different toolkit, encounters lead to new interpretations and creative analyses of elements within the urban space. After an editing session – including peer review – the final results will be published online.

We invite professionals, graduates, and students in the field of Urban Design, Architecture, human geography or a related field to take part in Urban Episodes: Tirana. As the event is part of the extra program of ICAUD.

DHP- Competition / Site Visit

As for the first step of DHP- Student Competition organized in collaboration of Devoll Hydropower, Tirana Polytechnic University and Epoka University- Faculty of Engineering and Architecture, the group of participating students from Epoka University conducted the Site Trip on 27-06-2012.

The trip was organized and made possible by Devoll Hydropower representatives, Mr. Ewoud Oosterwijk and Mr. Anri Lushnjari and Faculty of Engineering and Architecture of Epoka University staff members, Mr. Alban Kuriqi and Mr. Artan Hysa. December the 15th, a group of 15 students from Architecture and Civil engineering department and their supervising professors are invited by Devoll Hydropower Company to be part of a student site trip to Ashta Dam. This trip is organized in the framework of the Devoll Hydropower Student Competition that was held during last summer. The Competition was a very successful experience by bringing together 4 teams from Epoka University and 4 teams from Polytechnic University of Tirana.

Lighting Design Student Workshop

Department of Architecture at Epoka University announced the Students Workshop 12. 12.2012/ Competition on Lighting Design as a primary Element in the Architectural Design Process. This event was open for application for third and fourth year architecture students of architecture department.

KUL-Belgium, & EPOKA-Albania: Interim Review [Rethinking Waterland-Kashar & 100 Lakes-Tirana]

April 15th, 2013 the Interim Review for the joint project Rethinking Waterland-Kashar & 100 Lakes-Tirana, took place.

KUL academic staff member, 51N4E architects and MaUSP in KUL students on the one hand and EPOKA university, Architecture Department instructors and students, presented their findings and analysis on "100 Lakes DURANA area, and Kashar commune, respectively.

Local experts in the fields of hydrology, geology, rural sociology, economy, GIS experts, urban planners, etc, were invited to discuss on the students' findings. This presentation of, is the continuation of parallel academic studios in the Catholic University of Leuven (MaUSP) and Epoka University in Tirana (Architecture faculty). The studios were focusing on the future of the metropolitan area between Tirana and Durres through an investigation on the artificial water reservoirs made under the socialist regime. The collaboration was launched by 51N4E in the summer of 2012 and the office (*Sotiria Kornaropoulou, Freek Persyn*) is guiding the studio in Leuven. A workshop held in February 25 - 29th, in Epoka university and in the project site (Tirana- Durres region) marked the initiation of this research project.

“100 LAKES – Tirana & Rethinking Water-land” workshop

The collaboration for the "100 Lakes-Tirana" project, between Master of Science students in Urbanism and Strategic Planning (MaUSP) in KUL of Leuven Architecture Department students of EPOKA university, started through an intensive 7-day Workshop [February 23 - March1, 2013].

During this one-week workshop: city visits, discussions and brainstorming sessions, consultations with local experts and field trips took place. As stated, this project regards a strategic study on urban scale for the broader area of Tirana, the coastal Durrës (where the main port is located) and Kruje (where the airport is located). The existence of a large number of artificial lakes spread over the broader area around the capital, remnants of a communist-time project, is taken as a trigger to set up a study of the area as a whole. The study is aiming at scenarios for the future development of the area on different levels, with an underlying aim of a long term, positive vision.

The students of KUL and EPOKA, working on the "100 Lakes Project" were well-received by the Rector of EPOKA university, Prof. Dr. Remzi Altin, the Head of the Department, etc. Prof. Agim Selenica, expert in Hydrology, Water Resources Management, Advance Hydrology, Hydro power Economy, Industrial Water Management and reuse, gave a speech and had a discussion with the students on the water resources in Albania, focusing on the reservoirs in Tirana-Durres area.

Lorenc Cala GIS expert of Topocentric, briefly assisted the team on the analysis of GIS data available on the region of DURANA. Urim Hoxha, Director of Strategical Project at Tirana Municipality, gave a brief overview on the important projects that Tirana Municipality is envision to implement, such as the Extension of the Boulevard, an idea project developed through an international competition, won by Grimshaw.

The Team of "100 Lakes" visited several Artificial Lakes/Reservoirs, as well as specific sites in both Tirana and Durrës city [such as Kombinati Area, Dajti Mountain, Grand Lake Park, Former Keneta area in Durres, the waterfront, etc) during 3day intensive field trips and documentations. Interviews were conducted in place, to people who had (technical) knowledge on the reservoirs.

Architecture students participating in the Summer School in Castelvechio Calvisio – Italy

MusAA - Museo Architettura Arte, in collaboration with S. Petersburg State University of Architecture, organized the Summer Workshop themed "Rethinking the ancient borgo: sense, restoration work, space re-design", from July 31st till August 12th, 2013.

30 students from S. Petersburg State University of Architecture and Civil Engineering/Russia, Department of Architecture in EPOKA University/Albania, and Architecture and City – planning Department in the University of L'Aquila/Italy were participating in the Workshop. Enkela Krosi and Era Merkuri, students at Architecture Department at Epoka University also participated at Summer School in Castelvechio Calvisio – Italy.

The workshop focused mainly on three specific topics:

History of architecture of the places, which takes into consideration mainly the Medieval and Renaissance processes, and the relation between urban settlements and socio-economical milieu
Free hand drawing and drafting of architecture “en plain air”, as a very important means for the students to understand deeply the template of each architectural object; Survey, restoration proposals and basic projects for a re-use of the ancient buildings. The workshop sessions are programed to take place in

different locations, such as Castelvechio Calvisio, Santo Stefano di Sessanio Calascio, Bominaco, San Benedetto in Perilli, etc.

The professors engaged in the workshop are engaged in various academic institutions. They are as follows: Prof. Dr. Arch. Inna Zayats, State University of S. Petersburg, Department of Restoration and Preservation of Historical Heritage, Russia; Dr. Arch. Paola Ardizzola, Ph.D Architecture and Urban History, International University of Antalya/Turkey, chief of MusAA; Gabriele d'Oltremare, sketch master & landscape designer, member of MusAA, Nina Petukhova, Arhangelsk University, Expert in Public Space Revitalization and Contemporary Design/Russia; Dr. Ing. Diana Giallonardo, University of L'Aquila, Architecture and City Planning Department/Italy, Marco Di Nallo, Academy of architecture in Mendrisio/ Switzerland; Special Guest Romulus Continenza, Department of Architecture and Civil Engineering, University of L'Aquila/Italy.

In the end of the workshop, on August 11th, the student works will be presented in an exhibition in Palazzo del Capitano.

Biennale of Venice

Students of Epoka University at the Biennale of Venice, are co-sharing the space of Swiss Pavilion for summer workshop with students of TU Delft, 01.10. 2014



Figure 38 Students of Epoka University at the Biennale of Venice

Scientific Activities organized by the faculty of Architecture and Engineering

1-ICAUD

Welcome to 1-ICAUD

On behalf of Epoka University, we are pleased to invite you to attend the **First International Conference on Architecture and Urban Design**, was held at Epoka University in Tirana, Albania on April 19-21, 2012. With an international audience of about 150 persons, including academics, practicing architects, urban designers, and planners.

II-ICAUD

The Department of Architecture at Epoka University, welcomes participants to the second International Conference on Architecture and Urban Design (ICAUD), to be held on **8 – 10 May, 2014** in Tirana, Albania. Building upon the success of the first ICAUD, the conference promises a wide range of topics on architecture and urban design and an international audience of academics and practitioners from around the world. The 1-ICAUD provided an international forum for knowledge exchange where 244 scientific papers and posters were presented by academics from 50 different countries. All contributions were reviewed from a scientific committee consisting of internationally acclaimed scholars. The keynote speakers comprised internationally renowned academics and local policy makers and the conference was saluted by the Prime Minister and the Minister of Transport and Public Works of Albania and the Mayor of Tirana.

International Students' Conference of Civil Engineering

About 100 Master and PhD Candidates from the Balkans gathered for the International Students' Conference of Civil Engineering, at Epoka University. This conference, held between May 10-11, was a cooperation of Epoka University, Polytechnic University of Tirana and University of Prishtina.

The young experts in the construction field presented the actual problems of this industry. By taking part in ISCCE activities students exchanged opinions and experience and discovered new possibilities to understand and handle engineering problems or situations. Most important however was the opportunity to get known to and share different cultures, having interesting excursions and establishing personal friendships, also useful in future working life. The Conference was sponsored by Ferar Sh.p.k and AST Bureau of Architecture.

For further information, visit: <http://iscce.epoka.edu.al>

2nd International Balkans Conference on challenges of civil engineering

The "**2nd INTERNATIONAL BALKANS CONFERENCE ON CHALLENGES OF CIVIL ENGINEERING**" was held at Epoka University, Albania over three days from 23-25 May, 2013. Over 200 delegates attended the event from 20 different countries in the region and beyond. The conference included presentations covering a broad variety of topics in challenges of Civil Engineering. In total there were 140 scientific papers organized in 11 oral presentation sessions, poster session, and also a special DMT application session

3-BCCCE 2016.

On 19-21 May 2016 Epoka University, the Polytechnic University of Tirana, and the Polytechnic University of Bari, respective Departments of Civil Engineering organized the "3rd International Balkans Conference on Challenges of Civil Engineering", in Tirana. The Chair of the Conference, Assoc. Prof. Dr. Miriam Ndini, Deputy Minister of Environment of the Republic of Albania, Mr. Klejdi Xhaxhiu, the distinguished guest and keynote speaker Prof. Dr. Paulo B. Lourenço from University of Minho, Portugal, Prof. Dr. Niko Pojani from the Polytechnic University of Tirana, Albania, and Assoc. Prof. Dr. Anna Bruna Menghini from Polytechnic University of Bari contributed with their valuable speeches in the opening ceremony of the conference. The conference focused on nine core areas such as Structural

and Earthquake Engineering; Computational Methods in Civil Engineering; Construction Technology and Management; Construction Materials; Geotechnical Engineering; Hydraulic, Coastal and Harbor Engineering; Historical and Monumental Buildings; Sustainable Design and Transportation Engineering.

The Conference brought together approximately 100 academicians and professionals from 12 different countries in the Balkans and beyond. A social activity followed the conference in the cities of Berat and Durres, two cities that offer their beauty and history making the trip of the participants in Albania a memorable time.

Measurable indicators:

Table 37 Data on scientific research

Planned activities at the individual and institution-level for the last five years		
1.	Number of publications by full-time academic personnel of the HEI	436
2.	Number of acquired research projects	10
	➤ Internal Research Projects	5
	➤ Research Projects of PHD STUDENTS	12
	➤ External Projects	
3.	Number of implemented projects	27
4.	Number of scientific activities organized by the HEI	26
5.	Number of participants in scientific activities within the HEI	968
6.	Number of activities connecting scientific research with the teaching process	-
7.	Number of students involved in scientific research	219
8.	Number of National Awards	3

Evaluation according to the Standards

Standards/criterion		Evaluation for the Criterion according to standards
Standard III.3 - Academic staff is engaged in scientific activities organized in the study program framework.		
Criterion 1	Academic staff publishes regularly articles, scientific materials in relevant discipline;	Academic staff regularly publish articles and other scientific material in their relevant disciplines. Please refer to Annex 10.1 about the publications of academic staff.
Criterion 2	Through engagement in these activities, academic staffs give their contribution to	

	development of science or development of production or service sectors.	Academic staff, through engagement in these activities, scientific conferences, and workshops provide their contribution in the development of scientific research and contribution to industry and the public sector via implemented research-based projects
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Standard III.4 - Institution offers also teaching programs in foreign language, with a qualified academic staff.

Criterion 1	Academic staff that is engaged in teaching in foreign language has conducted university studies in that language or possesses a certificate for its advanced mastery; Academic staff that engages in teaching in foreign language has teaching experience in that language for one semester at least.	As evidenced by the files at the Human Resources Office, the academic staff involved in foreign language teaching have completed the studies university in that language or owns one certificate for its advanced recognition As evidenced by the files at the Human Resources Office the academic staff involved in foreign language teaching have at least one semester of experience in teaching in that language.
Criterion 2		

Standard III.10 - Institution is committed to continuous and further training of its staff.

Criterion 1	Institution organizes specific programs for further professional qualification of academic and teaching-scientific staff; Institution provides academic and teaching-scientific staff with the possibility of further qualifications in the country and abroad.	The institution organizes specific programs for the further professional qualification of academic staff and teaching staff through internal trainings and workshops (Annex 6.5). Epoka University offers academic staff scientific opportunities and further qualifications inside and outside country by supporting them financially during these programs. The RPO supports personnel in regard to the procedures to be followed.
Criterion 2		

Standard III.11 - Institution has a database about scientific-research activities of its academic staff.

Criterion 1	Institution has a database of scientific studies of academic staff engaged in this study program; Institution has a database of publications (texts, monographs, books, articles or presentations in conferences) inside and outside the country by academic staff engaged in this study program;	The Institution has a database on scientific research of academic staff in this study program Based on the mission of the Epoka University to supports scientific research to develop practical application of ideas and improve human life and society, the
Criterion 2		
Criterion 3		

	<p>Institution has a database for national and international scientific research projects in which academic staff engaged in this study took part or takes part.</p>	<p>University, through of the Regulation on Promotion of Publication and Scientific Research, supports participation in scientific activities and engagement in research projects, and performance rewards.</p> <p>Indicators are based on a dataset of publications (texts, monographs, books, articles or press conferences)</p> <p>The Institution has a database for national and international scientific research projects of academic staff in the represented study program.</p>
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Conclusion of the IEG:

The IEG concludes that this program fulfills the standards for academic and scientific research.

The scientific research at the Department of Architecture is multidisciplinary and enhances experiences of the past, analysis of the present and research investing in the future. Different methods in the fields of the urban design, landscape architecture, history, theory, building science and technology, and building conservation are explored. They establish the basis for a sound understanding of architecture and contribute significantly to the professional abilities of the young architects. The Department of Architecture also aims to conduct applied research. This research-to-practice principle establishes close ties to practical applications. The focus analyses the present and future societal needs and responds to them by offering concrete solutions.

The Department of Architecture, in cooperation with CoRDA, aims to build a bridge between industry and academia, contributing to the built environment with expertise and academic research. It intends to implement design strategies based on interdisciplinary principles, generating integrative design between the user and the designer; and develop projects in different scales from architecture to urban and landscape design and planning, to restoration and conservation and building physics and ecology. The department has published results of different research projects in outlets such as international indexed journals, international conferences, workshops, and seminars.

The research areas at the department of architecture mainly include

Architectural Design:

Research on the impact of physical, social and cultural environments on human behavior. The main aim of this research area is to develop activities that create social awareness of design and to establish concrete ties between practice, theory and education in the design, architecture, urban, and environmental issues. It aims to search and solve the problems related to physical, social, and cultural environments that arise in the country and sharing these solutions with the community. It focuses on understanding, changing, or maintaining the behavior in the built environment as a complex inter-relationship and shared social practice.

Building Physics and Building Ecology:

The research area provides coverage of heat transfer, moisture, sound/acoustics, and illumination in urban and building scale. In addition, interrelationships between different building physics phenomena are elucidated to develop performance specifications that inform the design process. The research activities cover a wide spectrum of work including computational-assisted building performance,

building systems control, building ecology, human ecology, sustainable architectural design, and optimization.

Urbanism and Landscape:

The main objective is to explore human settlements of different typologies and understand the relationships among urban, natural and social environments. The research tries to focus on challenges of contemporary urban habitat and find proper solutions for a sustainable development. It is on the scope of this research to study the city in different contexts and layers and develop a multidisciplinary approach to understand the complexity of urbanity. Some sub-themes of the research are: Strategical Urban Planning; Urban Morphology; Emergent Urbanism; Urban Revitalization; and Design of Public Space.

Housing and Parametrics:

The housing research deals with social, psychological, political and economic regarding housing in today's global economy. The focus is upon how the research can impact the practice of design at the interior and architectural as well as the community and regional planning scale. The research combines the practical and theoretical dimensions based on the contemporary understanding of housing with reflection of such approaches, as House and Time, House and Culture and Economy, House and Aesthetics, House and Psychology, and an overview the guidelines and recommendations of the dwelling construction, such as Design with Environmental Levels, Universal Design, Lifetime Homes, Design for Disassembly, to see how the dwelling can be evaluated both by architects and inhabitants. Parametric modeling and design research deals with the main principles of creation of the innovative design solutions using the techniques of parametric 3D modelling. The instrument of design is Grasshopper, a graphical algorithm editor tightly integrated with Rhino's 3D modeling tools. The research is organized as a series of practical demonstrations of the software, which is supported by the theoretical and practical works of students. The work is devoted to the study of the new approaches towards creation of the algorithmic shape, which is responsible to the external factors at the final stage of design. It proceeds from the simple single objects and operations towards the complex sets of data and patterns study.

11. National and international cooperation as well as relations with the public

Descriptive part

Terms of reference: cooperation with other institutions at the local, national or international level, the mobility of academic personnel in each of the abovementioned levels, participation in national and international programs, links with the business community and the labor market.

Relationship with Labor Market and Business

Since the founding of the University, it has been important to apply the knowledge gained during the teaching process, which will enable students to link to the demands of the local labor market, starting from their undergraduate studies. In this regard, special importance has been given to the organization of practices for students in various public institutions as well as in private companies within Albania and abroad, mainly during the summer season.

Students of the Architecture Department have to complete two summer practices during their study period, one in a construction site and another one in a professional studio.

Students have done summer practices not only in Albania, but also in Germany, Italy, Turkey, Kosovo, and Greece.

International Relationships Office

The International Relations Office (IRO) is a subdivision of the Rector's Office at Epoka University. Its main task is the development and implementation of the international policy and the promotion of the university's internationalization process.

The IRO fosters and ensures the materialization of the university's international policy in accordance with strategic objectives and guidelines set out by the Rector's Office and in consultation with its faculty partners.

Toward the achievement of the abovementioned goals in the context of the internationalization, the IRO supports international coordination with other institutions, occasionally represents the university abroad and promotes the university's international image as a global center of excellence in teaching and research.

Mission

The International Relations Office (IRO) mission is to provide the necessary conditions to promote and intensify the internationalization of Epoka University.

Responsibilities

IRO offers the university community support with international cooperation agreements (drawing up and negotiating agreements, monitoring the implementation of international agreements).

IRO promotes and encourages global study opportunities to enhance students learning and foster students' awareness on the benefits of a multicultural environment.

In cooperation with the Dean of Students and the universities` partners it promotes the dissemination of information toward students and faculty on different global opportunities such as international internships availability, joint degree programs, international scholarships availability and scientific and cultural activities abroad.

IRO assists the RPO in exploring, evaluation and application for externally funded research and sponsored projects at Epoka University.

IRO in close cooperation with the Media and Public Relations Office strives to raise the visibility of Epoka University worldwide, promotes the university's international image as a global center of excellence in teaching and research.

IRO promotes our international programs though events, visits, conferences and trips abroad.

IRO also organizes Internationalisation@Home events which aim to broaden the global perspective of our students by exposing them to different cultures on campus.

One of our core values at IRO is to better serve our students, stakeholders and partners and to enrich each day the international dimension and visibility of our University.

Measurable indicators:

Table 38 Data on national and international cooperation

Scientific activities at the individual and institution-level in the framework of international cooperation during the last five years		
1	Number of participants as partners in national or international projects	27
2	Number of lectures and seminars with foreign lecturers	36 ⁸
3	Number of participants in trainings abroad in the area of scientific research	0
4	Mobility of students towards and from the HEI	Towards HEI :2 From HEI :22
5	Infrastructure in service to scientific research	1. The available literature in the Epoka Library is contemporary, enriched and provided access to all researchers. 2. Online library, Epoka was granted full membership at JSTOR.

⁸ As reference below is the link <http://arch.epoka.edu.al/news-and-announcements.html>

		<p>3. There are sufficient labs, classrooms, offices, studios and other facilities with electronic equipment and information technology (CE LAB, CEN LAB, ECE LAB)</p> <p>4. computers located in the laboratories contain all the necessary software, programs and packages needed in specific social sciences researches such as: Windows, MS Office, Adobe Reader, SPSS, E-Views 9, STATA etc.</p> <p>5. Qualified environment.</p> <p>6. Financial Support on travel and other accommodations for participation in person in scientific activities.</p> <p>7. Publication based type financial support</p>
6	Number of participants in scientific activities and presentations outside the HEI/abroad	14
7	Number of International Awards in the area of scientific research.	4

Table 39 Communication and cooperation with other state institutions

Cooperating Institutions and Organizations		
State Institutions		Type of cooperation
1	“Luigj Gurakuqi” University of Shkodra	MoU ⁹
2	“Aleksandër Moisiu” University of Durrës	MoU
3	California University in Pennsylvania	MoU
4	Nicolaus Copernicus University	MoU
5	“Hëna e Plotë” (Bedër) University	MoU
6	Zaman/Kamboxhia University	MoU
7	University of Salerno	MoU
8	Cassino and Southern Lazio University	MoU
9	American University in the Emirates	MoU
10	Sapienza University of Rome	MoU
11	State University of Baku –Azerbaijan	MoU
12	International Black Sea University	Cooperation Protocol
13	Ku Bolashak University	MoU
14	Qafqaz University	MoU
15	Rinvest College	MoU
16	Polis University	MoU
17	Marin Barleti University, SHLUJ	MoU

⁹ MoU-Memorandum of Understanding

18	University of Benedictine	MoU
19	University of Applied Sciences - Fachhochschule Mainz-Germany	MoU
20	Illinois Institute of Technology - USA	Agreement for academic exchange
21	International University of Atatürk Alatau- Bishkek/ Kyrgyzstan	MoU
22	International Balkan University Skopje/Macedonia	Cooperation agreement and MoU
23	Burch International University – Sarajevo / Bosnia-Herzegovina	MoU
24	Leeds Metropolitan University - UK	Partnership
25	Sam Houston State University –Texas/ USA	MoU
26	Lumina University of South East Europe - Bucharest/ Romania	MoU
27	Texas Pavement Preservation Center (University of Texas in Austin/Arch&Eng faculty Austin) - Texas/USA	Cooperation agreement
28	Polytechnic University of Bari /Fac. of Architecture & Engineering- Bari/ Italy	MoU
29	University of Pristina/ Fac. of Architecture & Engineering - Pristina/ Kosovo	MoU
30	American University in Bulgaria- Bulgaria	Study abroad Agreement
31	Tallinn University of Technology	MoU
32	Tirana University	MoU
33	Business School EADA	Partnership
34	TED University, Turkey	MoU
35	Istanbul Technical University, Turkey	MoU
36	Yildiz Technical University, Turkey	MoU
37	Gediz University, Turkey	MoU
38	Istanbul University, Turkey	MoU
39	The International University of Logistics and Transport, Wroclaw, Poland	Erasmus+
40	Polytechnic University of Bari, Italy	Erasmus+
41	Universitatea Tehnica "Gheorghe Asachi" din Iasi, Romania	Erasmus+
42	Gdansk University of Technology, Poland	Erasmus+
44	University of Pitesti, Romania	Erasmus+
45	Hochschule Mainz - University of Applied Sciences, Germany	Erasmus+
46	Middle East Technical University, Turkey	Erasmus+
47	Regional Educational Directorate of Korça	MoU
48	Institute of Public Administration for Turkey and the Middle East	MoU
49	British Council Albania	Cooperation

50	Ministry of Social Welfare and Youth	MoU
51	Ministry of Education and Sports	MoU
52	Ministry of Innovation and Public Administration	MoU
53	Ministry of Urban Development and Tourism	MoU
54	Conference of Rectors	MoU
55	National Territorial Planning Agency (AKPT)	MoU
56	Municipality of Tirana	MoU
Professional Organizations		Type of cooperation
1	CHwB Cultural Heritage without Borders	Cooperation
2	Chamber of Commerce and Industry	MoU
3	CISCO Network Academy	Project
4	Albanian Chamber of International Trade and Development (ACITAD)	MoU
5	Akademia Diplomatike Shqiptare	MoU
6	Albanian Confindustry (KISH)	MoU
7	Albanian Investment Development Agency (AIDA)	MoU
8	INSTAT	MoU
Business Community, Labor Market		Type of cooperation
1	Abcom	Summer Practice
2	Agna Group	Summer Practice
3	AK Design Construction	Summer Practice
4	Albania Business Partner	Summer Practice
5	Albania Institute for International Studies	Summer Practice
6	Albstar	Summer Practice
7	Albtelecom & Eagle Mobile	Summer Practice
8	Atlantic Council of Albania	Summer Practice
9	Banka Kombetare Tregtare	Summer Practice
10	Banka Qendrore e Shqipërise	Summer Practice
11	Bashkia Shkodër	Summer Practice
12	Coca-Cola	Summer Practice
13	Communication Progress	Summer Practice
14	Credins Bank	Summer Practice
15	Deloitte Albania & Kosova	Summer Practice
16	Dominusoft	Summer Practice
17	Drejtoria e Tatimeve Shkodër	Summer Practice
18	Ernst & Young	Summer Practice
19	Gener 2	Summer Practice
20	Gjergji Kompjuter	Summer Practice
21	Intesa Sanpaolo Bank	Summer Practice
22	Kontakt Shpk	Summer Practice
23	Marketing & Distribution	Summer Practice

24	NBG Bank	Summer Practice
25	NOA	Summer Practice
26	Procredit Bank	Summer Practice
27	Raiffeisen Bank	Summer Practice
28	Sigal	Summer Practice
29	Sigma	Summer Practice
30	Sistech Albania	Summer Practice
31	Société General Albania Bank	Summer Practice
32	TBI Consulting	Summer Practice
33	Telekom Albania	Summer Practice
34	Tirana Business Park	Summer Practice
35	Univers Reklama	Summer Practice
36	Vodafone Albania	Summer Practice
37	Balkatek	Summer Practice
38	UNIVERS-ALB	MoU
39	ProCredit Bank	MoU
40	Raiffeisen Bank	MoU
41	TEB Bank	MoU
42	Plus Communication Sh.a	MoU
43	Communication Progress	MoU
44	DM Consulting Services	MoU
45	Everest IE	MoU

Evaluation according to the Standards

Standards/criterion		Evaluation for the Criterion according to standards
V. 3 - Institution has cooperative relations with domestic or foreign business actors to carry out practices his students.		
Criterion 1	For carrying out various practices provided for the realization of study program "Master Professional",	Epoka University has established cooperative relationships with enterprises, industry or manufacturing services for conducting and supervising the practice experiences, depending on the study programs. Students of "Epoka" University benefit from the opportunities offered by these companies, within the framework of the Memorandum of Understandings the University has with them. Epoka University in cooperation with its functional units, studies the market and follows an open strategy for cooperation and
Criterion 2	Institution demonstrates that has cooperative relations with the enterprise or venture out areas of trade, industry or manufacturing services; To perform the different practices in the study program "Master of Science" or in	

	<p>programs of integrated studies second cycle, Institution demonstrates that there is cooperation relationship with various actors from the public sphere and that private enable the benefit of the best professional knowledge by student.</p>	<p>partnership at national, regional and international level for the realization of its mission and purpose. Epoka University follows a favorable policy for students' mobility with the foreign educational institutions with which it has signed Memorandums of Understanding. Within the framework of these Agreements, joint organization of international conferences, research projects, professional trainings and students internships are carried out</p>
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VII. 1 - Institution guarantees fruitful cooperation relations among its staff

Criterion 1	<p>Institution for the design and oversight of the program promotes co-operation among staff within the institution through the exchange of information;</p>	<p>Epoka University encourages the spirit of cooperation between university staff by encouraging them to become part of different projects or to do research in collaboration with each other. The exchange of information between the Department staff is done through a written form, by e-mail, verbally as well as through weekly meetings that the Department conducts.</p>
Criterion 2	<p>The Institution guarantees fruitful cooperation relations through the division of duties between staff within the institution by taking over of their respective responsibilities and the continuous analysis of their work;</p>	

VII. 2 - Institution guarantees collaborative relationship with counterpart institutions abroad and domestic or foreign business actors.

Criterion 1	<p>The Institution for the achievement of the objectives of the study programs has established cooperation relations with counterpart institutions abroad and domestic or foreign business actors;</p>	<p>Epoka University, in cooperation with its functional units, studies the market and follows an open strategy for cooperation and partnership at the national, regional and international level for the realization of the mission and its purpose. With the foreign educational institutions that have signed the cooperation agreement, the University follows a favorable policy for the mobility of academic staff and students, for the joint organization of international conferences, joint research projects and professional trainings and student internships. Please refer to Annex 9.6 on Regulation on students exchange.</p>
Criterion 2		
Criterion 3	<p>Institution establishes cooperative relations with employers for the conduct and supervision of practice, depending on the study programs it provides;</p>	
Criterion 4		

	<p>The institution organizes vocational training in coordination with the employer;</p> <p>Institution makes an analytical report on benefits from contractual agreements in order to carry out study programs.</p>	<p>Epoka University gives special emphasis to professional practices. Students of the Department of Architecture are obliged to follow two summer practices. The University has established cooperative relationships with employers for conducting and supervising the practice, depending on the study programs. Under these agreements, students of Epoka University benefit from the opportunities offered by these companies. It is also agreed with the companies that each practitioner has a supervisor who will follow the course of the student's practice. Upon completion of the internship, the company or institution where the student has completed the internship gives a certificate stating that the student has completed the internship, as well as the evaluation the supervisor has given to the practitioner.</p> <p>Epoka University based on the Bologna Declaration, the market needs in the country, the region and beyond promotes the spirit of constant formation. In this framework, Epoka University offers a range of methods and modules aiming the further individual development in the educational environment. For this reason, at the Epoka University has been established the Internal Quality Assurance Unit, where a number of trainings have been organized. The organization of the Internal Quality Assurance Unit and its activity is developed according to the respective regulation. Some of the training activities organized through this year are: Teaching Training for Academic staff; Research Training for Academic staff; University Administrative Procedures etc.</p> <p>Epoka University also allows students and academic staff to participate in exchange programs under the Bilateral Agreements, the Mevlana Exchange Program and the Erasmus Exchange Program.</p>
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Conclusion of the IEG:

The Internal Evaluation Group concludes that the standards are fully met.

Epoka university supports the departments with international cooperation agreements such as drawing up and negotiating agreements and monitoring the implementation of international agreements. Based on these agreements, the Department of Architecture encourages study opportunities to enhance students learning and foster students' awareness of the benefits of a multicultural environment. The department disseminates information to students and faculty members regarding different opportunities such as international internships, scientific and cultural activities abroad, and mobility exchange programs. Epoka University encourages the cooperation between university staff by encouraging them to become part of different projects or to do research in collaboration with each other. The exchange of information is done in written form, by e-mail, verbally, as well as through periodic meetings that the Department conducts. Epoka University follows a strategy for cooperation and partnership at the national, regional and international level for the realization of its mission and purpose. Epoka University follows a favorable policy for the mobility of academic staff and students, for the joint organization of international conferences and joint research projects and professional trainings and student internships. Epoka University provides numerous opportunities for conducting professional practice on the part of students, especially during the summer season, through numerous cooperation agreements signed with institutions and companies within and outside the country.

SWOT ANALYSIS

I. SUMMARY ANALYSIS FOR THE FULFILLMENT OF THE RECOMMENDATIONS OF THE FIRST ACCREDITATION

Recommendations from the previous evaluation:

- a) To better harmonize the implemented American system with the European one in the context of the Bologna Process
- b) To expand the Library with literature which is richer and has a greater number of copies
- c) To better encourage the individual work by students during the conduct of the teaching process by giving priority to specific hours of seminars, oral presentations, various essays, individual and team projects etc.
- d) To have a clearer specialization of academic personnel in certain areas in order to increase the level of teaching
- e) To better coordinate the duration of stay of visiting professors to not create teaching overload which creates difficulties for students

Status of fulfillment of these recommendations

- a) Fulfilled- The Institution has harmonized with Bologna process by offering:
 - i. **The Design Studio Course**, which runs from the first up to the fifth year of the program and follow a learner-centered pedagogy based on one-to-one communication between the student and the instructor and knowledge sharing among the students. Students learn not only the necessary design knowledge and skills but are responsible for managing their own learning process. This is achieved by individual and team projects. The aim is to equip students with the skills to learn independently and engage in life-long learning.
 - ii. **Internships**, which are mandatory to be fulfilled by the students and aim at giving a glimpse on how professional architects work.
 - iii. **Erasmus+ and exchange programs**, which offer learning mobility opportunities for both students and staff and facilitate the sharing of experiences and collaboration and an expanded professional network.
 - iv. **Elective courses**, which are offered by the internal and external staff and aim at adopting the design thinking approach by of encouraging students to apply the 4Cs of critical thinking, creativity, communication and collaboration.
- b) Fulfilled- The Institution has increased the number of books in the Library, which has been expanded and updated continuously depending on the needs and requests of academic staff and students. At the beginning of each academic year the department prepares a list of books which are necessary

to be in library. Furthermore, the university has access to electronic libraries which have efficiently increased the resources available to lectures, students, and researchers. (http://lib.epoka.edu.al/cgi-bin/koha/opac-search.pl?q=Architecture&branch_group_limit=)

- c) Fulfilled- The Institution has oriented the students during the studies to perform different types of learning activities depending on the specificity of subjects. During the studio courses (design studios, environmental control studio and studio of restoration and conservation) students receive the preparatory task, which is developed usually in groups and further on they proceed with the individual project. The consultations on the project are given individually. The set of theoretical courses includes the thematic lectures followed by various types of activities. These activities include seminars, individual and group presentations, discussions, and the individual activities, such as critical reading and reviewing of the selected scientific works, project development and presentations, and essays on the specific topics. The practice-based courses are combined by the set of lectures explaining the specific issues and the mandatory classwork and homework, which are completed by students individually. During the practice hours students receive individual consultations from the lecturers.
- d) Fulfilled- The Department of Architecture has a multi-disciplinary curriculum in the fields of architecture, planning and design, and building technology that is covered mainly by the full-time academic staff and supported by part-time lecturers. The staff are well qualified in different disciplines, such as theory of architecture, architectural design, urban planning and design, landscape planning, and building technology. The list below shows the main fields of specialization of the academic staff in the Department of Architecture:

i. Architecture

- a. Theory of Architecture
- b. Architectural design
- c. History of Art and Architecture
- d. Restoration and Conservation
- e. Housing design

ii. Building technology

- a. Building construction
- b. Building physics
- c. Environmental control
- d. Building materials

iii. Urban Planning and Landscape Architecture

- Urban Planning
- Urban Design
- Landscape design

- e) Fulfilled- The Institution has employed part-time academic staff and supported the continuous specialization of the full-time staff. These efforts have eliminated the need to invite visiting professors for curricular instruction. The courses are taught on weekly basis by the full time and part time professors without creating overload for students.

II. SUMMARY ANALYSIS OF THE IER BY SWOT METHOD

II. SUMMARY ANALYSIS OF THE IEG BY SWOT METHOD

STRENGTHS	
I. Management Structure	
S1	Method of participatory management approach
S2	Transparent communication with the managing authorities
S3	There is trust between the staff and the managing authorities
S4	Openness of the managing authorities to innovation
S5	Task distribution according to personalized managerial capabilities of the staff
II. Teaching process and academic staff	
S6	High quality education based on contemporary research and teaching methods
S7	Education offered in English in PICD in Arch
S8	Being one of the very few higher education institutions in Albania offering programs in English
S9	Opportunities of specializing on different profiles in the field of spatial design based on the elective courses selection procedures.
S10	Quality of the curricula offered by the study programs, being based on best examples of international experience in the education field of architecture and spatial design.
S11	Interdisciplinary methods in the learning and research processes
S12	Availability of professional software widely used in the field of architecture
S13	Strategic plan and support for academic staff preparation
S14	High level of performance in learning and scientific research processes by academicians and students
S15	Successful academic staff at national and international level
S16	Academic staff with international experience
S17	Strong professional link of academic staff with institution
S18	Regular assessment of academic staff performance by the students
S19	Availability of laboratories needed for learning and research processes
S20	Increase in number of scientific research funded via institutional budget or outside sources
S21	Accurate and fair assessment of students' performance

S22	Enrollment of students done based not only on the general institutional criteria but as well on special skills in the field of architecture
S23	Good quality of the majority of students enrolled
S24	Periodic organization of international conferences, seminars and other scientific events.
S25	Diversity of students' nationalities and cultural background
S26	Usage of contemporary literature for instruction and research
S27	Usage of modern technological devices (projectors, smartboard)
S28	Usage of software (e.g. EIS and Turnitin Plagiarism software) in the learning process
S29	Providing the 3rd cycle of Architectural Education (PhD)
III. Infrastructure and working environment	
S30	Availability of a modern university campus
S31	Dedicated studio working space for architectural design studio courses.
S32	Subscription of the university in many electronic libraries and databases
S33	Access in numerous electronic information sources
S34	Good communication and professional relationship among staff
S35	Appropriate physical conditions in the working environment of academicians' offices
S36	Logistic support via a stationary shop, providing fundamental materials for studio work.
S37	Green spaces in the university campus
S38	Common spaces (corridors, hall, galleries) available for several curricular and extra-curricular activities (exhibitions, fairs, open lectures, etc)
IV. Relations of University and industry/society	
S39	Productive relations with public and private institutions
S40	Close cooperation with local administration and non-profit organizations.
S41	Close cooperation with Ministry of Education and regional directorates of education
S42	Contributing to Career Planning Program of high schools around Albania
S43	Organizing annual design competition for high school students (IDCHSS)
S44	Organization and implementation of training programs for both academic and administrative staff
V. Relations with EU and other countries	
S45	Leadership in exchange programs between Albanian and foreign universities.

S46	Experienced and highly successful academic staff who benefit from projects offered by EU
S47	As part of staff teaching exchange/mobility program, most of the staff have been lecturing at a HE institution in an EU country (PoliBa, Gdansk, etc)
S48	In the scope of student mobility/exchange program, many students have spent 1 or 2 semesters at a HE institution in an EU country or other (PoliBa, Gdansk University of Technology, Istanbul Technical University, METU, etc)
S49	Institutionalized relations with foreign universities
VI. Epoka University image and stakeholders satisfaction	
S50	The existence of a positive image of external institutions toward Epoka and specifically Department of Architecture
S51	The existence of a positive image of Albanian society toward Epoka
S52	High level of satisfaction from Epoka University students
S53	Being part of Turgut Ozal sh.a, which operates in a full cycle of education institutions covering all levels of Albanian education system.
S54	Cooperation with public and private sector in the planning and construction industry, for providing internship opportunities for architecture students
S55	Satisfaction of employers towards architecture graduates
S56	Organization of annual career fair for its students
S57	Consolidated cooperation with market professionals.
WEAKNESSES	
I. Management	
W1	Challenges of managing a private institution in an environment where the private university concept is relatively new
II. Usage level of resources and tools	
W2	Limited access on EU funding for non-member states and EU candidate countries
III. Learning process and academic staff	
W3	Lack of fund-raising opportunities from external sources
OPPORTUNITIES	
O1	University authorities' commitment to provide support and facilities for students and staff
O2	Considerable number of graduates who study master or doctoral programs in USA, EU, or other developed countries.

O3	Improvement of existing infrastructure
O4	Development of alternative curricula and programs responding to market needs (interior design, industrial design, etc)
O5	Opportunities to collaborate with other departments of architecture in public and private institutions such as joint-studio.
O6	Opportunities to collaborate with other departments of architecture in public and private institutions and other research institutes in research activities such as joint-research projects.
O7	Opportunities to collaborate with other departments of architecture in public and private institutions in co-organizing scientific activities such as, conferences, seminars, exhibitions, competitions, etc.
O8	Implementation of exchange programs of staff and students through involvement in EU programs Erasmus + and Horizon 2020
O9	Increasing number of COST projects available for scientists from Western Balkans
O10	Increasing opportunities of special calls for WB countries under the scope and objectives of Erasmus + and Horizon 2020
O11	Increasing the number of cooperation agreements with universities and other institutions
O12	Increasing awareness of staff and students for the importance of quality assurance
O13	Increasing interest of society for continuous learning.
O14	Improvement of University image as a research-oriented institution
O15	Linking of curricula and students' competences with market demand.
O16	Development of online learning infrastructure.
	THREATS
T1	Increased globalization, coupled with increased competition in national, regional and international higher education
T2	Progressive developments in Information Technologies and their application in architecture lead to a kind of underestimation of fundamental methodologies of architectural design processes.
T3	Impact of global financial crisis on the financial resources of public and university
T4	Continuous reform/alteration of the legal and normative higher education legislation
T5	High number of universities in Albania.
T6	Unrealistic data for education sector in Albania.

T7	Lack of an objective ranking of universities in the country and region.
T8	High level of unemployment and the lack of funding for research and development of Albanian enterprises.
T9	Difficulties stemming from the lack of full objectivity and meritocracy concerning the recruitment of graduates by public and private institutions and companies in the labor market in the country