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REPUBLIKA E SHQIPËRISË  
UNIVERSITETI I TIRANËS  
DREJTORIA E KURRIKULAVE DHE SIGURIMI I CILËSISË  
SEKTORI I KURRIKULAVE

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LEGJENDA E DOKUMENTACIONIT MBËSHTETËS

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*Field I*

Evidence 3.2.KPPA Regulation



## REGULATION

### "ON EXERCISING THE ACTIVITY OF THE ACADEMIC STAFF PROMOTION COMMISSION AT THE UNIVERSITY OF TIRANA (ASPC)"

#### Article 1

##### Object and purpose

This regulation aims to provide the internal regulatory framework for carrying out the activity of the Academic Staff Promotion Commission (ASPC) of the University of Tirana, and sets out the competences, the way of organization and operation of the ASPC (hereinafter referred to as the Commission), as well as the rights and duties of its members.

#### Article 2

##### Legal ground

This regulation is designed on the basis and implementation of Law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania"

1. Decision of the Council of Ministers, no. 112, dated 23.02.2018, "On determining the criteria for being awarded the scientific degree "Doctor" and the state standards for being awarded the academic titles "Associate Professor" and "Professor".
2. The Statute of the University of Tirana approved by Order no. 816, dated 26.1.2.2018 of the Minister of Education, Sports and Youth.

#### Article 3

##### Academic Staff Promotion Commission

The Commission shall consist of 7 (seven) members, who hold the title of "Professor". The members of the Commission shall be self-nominated and elected by the Academic Senate for a two-year term, with the right to re-election. The members of the Commission shall elect the chairman by secret voting.

#### Article 4

##### Function and rights of the chairman of the Commission

1. The Chairman of the Commission shall be elected among its members by secret voting, by the simple majority of votes.
2. The Chairman of the Commission shall convene the meetings and chair them, shall determine the agenda, guide the discussions, coordinate the work, ensure that the law is implemented and decisions are made in accordance with the legislation in force.
3. The Chairman shall appoint, among the elected members of the Commission, a deputy chairman who shall replace the Chairman, in cases when he/she is absent or to delegate the chairing of the Commission.
4. Shall establish working groups for examining special issues arising during the work process of the Commission.
5. The Chairman of the Commission shall represent the Commission in relation to third parties.

#### Article 5

##### Function and duties of the Commission

1. The Commission shall function as a collegial, decision-making body, and shall be responsible for the Promotion of Academic Staff.



2. The commission shall have the following tasks:
  - a. Shall examine the documentation of applicants for academic titles and evaluate if the criteria are met;
  - b. Shall organize and supervise the process of setting up and operating the jury;
    - The Commission shall establish the jury for verifying the applicant's documentation by selecting 5 members, among the 8 proposals presented by the main unit and approved by the UT Rector.
    - The Commission shall choose its chairman from among the members of the jury, as a rule, the oldest member with the highest academic title.
    - The members of the jury shall be required to be selected to cover the activity fields of the applicant: three of them should cover the broad field of activity and the other two the applied field.
    - The members of the jury must be 3 (three) from the University of Tirana and 2 (two) from other universities in the country or abroad.
    - The jury shall function as a collegial body and shall bear responsibility in a collegial manner and not individual.
    - The jury, after completing the evaluation of the applicant's scientific activity, shall submit the evaluation report, stating clearly whether it supports the applicant's request for the title or rejects it. The evaluation report shall be required to be associated with the relevant arguments. This report is prepared according to the format attached hereto.
    - In case when the assessment of a jury member shall not be the same as that of the rest of the jury, he shall prepare a separate report, which shall be attached to the report of the rest of the jury.
    - The members of the jury shall bear legal and ethical responsibility, according to the legal acts and by-laws in force, regarding the truth of the data included in their evaluation report.
    - The jury evaluation report must be signed on each page by all its members.
    - Shall organize and supervise the evaluation process.
    - The Commission shall evaluate the documentation and procedures followed on the basis of the matrix approved by Commission according to the annex attached hereto.
    - When evaluating the content of the applicant's documentation, the Commission shall also take into consideration the evaluation report presented by the jury.
    - The Commission shall take the final decision based on the evaluation of the jury and the documentation provided, then it shall submit them to the Rector of the University of Tirana.

#### **Article 7**

##### **Conflict of interest and ethical issues**

1. When the member proposed to participate in the jury finds a conflict of interest, he/she shall be obliged to make a written declaration of the conflict of interest and shall request that his candidacy be withdrawn.
2. In the event when the member of the jury renounces his/her membership in the jury, the Commission shall replace him/her with one of the other three members from the 8 proposals submitted by the main unit and approved by the UT Rector.
3. The members of the Commission shall be obliged to maintain the confidentiality of the discussions and debates held in the meetings of the Commission.

#### **Article 8**



### **Documentation review procedure**

1. The deadline for the request to be considered by the Commission shall begin on the date when the documentation is submitted to the Academic Staff Promotion Commission. The applicants' documentation shall be reviewed according to the order of being submitted to the commission.
2. The Commission shall select two referees from among its members and shall provide them with the applicant's documentation subject to review. The referees shall submit a written report whether the applicant meets the relevant requirements for the title and a final assessment.
3. Upon verifying that the documentation is complete, the Commission shall decide to submit it for examination to the Jury and shall submit to the UT Rector, the request for sending the names of candidates for jury members, not less than 8. The Commission shall select 5 (five) members from the list proposed for the jury composition.
4. When the Commission finds out that the applicant's documentation is incomplete, the procedures provided for in CMD no. 112, dated 23.02.2018, shall be followed up.
5. The commission shall discuss and decide based on the documentation deposited in the applicant's file. After listening to the report of two referees and discussing the content of the documentation, the Commission shall assess whether the documentation submitted meets the requirements of CMD no. 112, dated 23.02.2018.

### **Article 9**

#### **Standards for the Academic Title "Associate Professor"**

The standards for being awarded the academic title "Associate Professor" are set out in CMD no. 112, dated 23.02.2018, as follows:

1. The academic title "Associate Professor" is awarded to candidates who meet the legal criteria and those stipulated in CMD no. 112, dated 23.02.2018.
2. Members of the academic staff of the "Lecturer" category shall apply for the academic title "Associate Professor".
3. The academic staff of the "lecturer" category shall apply to be awarded the academic title "Associate Professor" within 5 (five) years, from the date he defended the scientific degree "Doctor".
4. Full-time or part-time academic staff, who apply for the "Associate Professor" title must:
  - a) to have completed a full cycle of lectures for any subject, for 3 (three) academic years;
  - b) to have work experience as a full-time academic staff for a period of at least 5 years (five years), with or without interruption or part-time as a lecturer, for an academic period of 8 years (eight-years), with or without interruption, after being awarded the scientific degree "Doctor";
  - c) to be able to give lectures in one of the five languages of the European Union member countries: English, French, German, Italian, Spanish or to defend the publishing research activity before the Academic Staff Promotion Commission, in one of the above languages, in accordance with the statute and regulation of HEI.
5. Academic staff, who apply for the "Associate Professor" title, must demonstrate full mastery of their research field, which is shown by fulfilling the following obligations:
  - a) Has published, at least, 5 (five) scientific articles in local or international indexed scientific journals. At least 2 (two) of the articles are published in international journals with an impact factor, ranked by Thomson Reuters and/or Scopus. When the articles are co-authored, the candidate must be the first or second author. The candidate must be the sole or first author of at least 2 (two) scientific articles submitted for the purpose of being awarded the title;
  - b) As the first author, he has at least 5 (five) references, of which, at least, 2 (two) were held in an international scientific activity (symposium, conference, congress) in one of the following countries of the European Union, the OECD or the G20, accepted on the



- basis of a preliminary scientific evaluation and published in "Proceedings", indexed by ISBN or ISSN code.
6. When the candidate submits a monograph that meets the following criteria, he/she shall be exempted from the obligations defined in letters "a" and "b", point 4, of this section, according to the equivalents as follows:
    - a) Publication of 1 (one) scientific monograph, after being awarded the scientific degree "Doctor", inside or outside the country, which must meet the conditions of the originality and must be assessed in terms of content as a scientific paper by, at least, 2 (two) independent evaluators of the scientific research field and to be accepted by the base unit that covers the research field. The scientific monograph published abroad is considered valid if the publishing house is ranked by *SENSE Ranking of Academic Publishers*, in category A, B, C or D.  
Monographs are considered different when they differ in content by at least 70%. The monograph published within the country must be evaluated in terms of content as a scientific paper by at least 2 (two) "Professors" in the research-scientific field, of which at least one of them must be from the EU, OECD or G20 member countries.
    - b) The monograph published in the country is equivalent to:
      - i) 2 (two) scientific articles published in scientific journals within the country;
      - ii) 1 (one) scientific article published in an international scientific journal with an impact factor.
    - c) The monograph published abroad is equivalent to:
      - i) 4 (four) scientific articles published in scientific journals within the country;
      - ii) 2 (two) scientific articles, published in international scientific journals with an impact factor.
  7. For the purposes of academic promotion, higher education institutions shall take into consideration the commitment and participation of the candidate, after being awarded the scientific title "Doctor", in:
    - a) scientific or editorial commissions;
    - b) evaluation activities as a member of the scientific or editorial commissions for scientific periodicals or non-periodicals;
    - c) research-scientific projects at the mentor, coordinator or member level;
    - ç) obtaining funding based on competition at the national and international level;
    - d) projects financed by programs with foreign donors, which have benefits for the institution, that acts as the project coordinator;
    - dh) evaluations of national or international research projects;
    - e) as the head of the committees organizing national or international scientific conferences;
    - ë) technological patent transfer projects.
  8. Commitment and participation of the candidate in one or several activities set out in point 7 of this section can be equivalent to:
    - a) 1 (one) scientific article published in an international scientific journal with an impact factor;
    - b) 1 (one) scientific article, published in a scientific journal within the country and 2 (two) references held in an international scientific activity (symposium, conference, congress), in one of the member countries of the European Union, OECD or G20, accepted based on a preliminary scientific evaluation and published in "Proceedings", indexed with ISBN or ISSN code.
  9. The quantitative level of indicators, set out in point 7 of this section, as well as their respective values are stipulated in the relevant regulation of HEIs and are set in function of their academic and strategic priorities. The report on engagement and participation in the activities provided for in point 7 of this section shall be developed by



the base unit and the main unit and shall be approved by the Academic Staff Promotion Commission.

10. In cases where the candidate has completed a postDoctoral study in one of the countries of the European Union, the OECD or the G20, with a duration of at least 6 (six) months, accompanied by a detailed report on the research activity -scientific work conducted during this period, he shall be equivalent with 1 (one) scientific article published in an international scientific journal with an impact factor and 1 (one) reference held in an international scientific activity (symposium, conference, congress) in one of the countries members of the European Union, OECD or G20, accepted based on a preliminary scientific evaluation and published in "Proceedings", indexed by ISBN or ISSN code.
11. To be awarded the academic title "Associate Professor", the most valid scientific publications are those completed after defending the scientific degree "Doctor", until the date when the application file is submitted for the academic title "Associate Professor".

### Article 10

#### Standards for Academic Title "Professor"

The standards for being awarded the academic title "Professor" are set out in CMD no. 112, dated 23.02.2018, as follows:

1. The academic title "Professor" shall be awarded to candidates who meet the legal criteria and those stipulated in CMD no. 112, dated 23.02.2018.
2. The academic staff, who has the academic title "Associate Professor", shall apply to be awarded the academic title "Professor", at least, 5 (five) years after being awarded the academic title "Associate Professor".
3. Full-time or part-time academic staff, who shall apply for the academic title "Professor", must:
  - a) have been the lecturer of course or module and head of scientific activity for a period not shorter than 5 (five) academic years;
  - b) to be or have been employed as a full-time academic staff as a lecturer for an 8-year (eight-year) academic period, after being awarded the scientific degree "Doctor", or part-time lecturer, for a 12-year academic period after being awarded the scientific title "Doctor" )
  - c) to have supervised at least 2 (two) completed Doctorates. In the event that the candidate has conducted his/her academic scientific activity at a main unit with less than 40 (forty) full-time academic staff, at the time of application he must have guided, at least, 1 (one) completed Doctorate ;
  - c) to be able to give lectures in one of the five languages of the European Union: English, French, German, Italian, Spanish or to defend the research-scientific activity before the Academic Staff Promotion Commission in one of these languages, in compliance with the HEI statute and regulation.
4. The academic staff, who shall apply for the title "Professor", must demonstrate full mastery of their research field, which is shown by fulfilling the following obligations:
  - a) Has published, at least, 7 (seven) scientific articles, published in locally or internationally indexed scientific journals. At least 3 (three) of the articles have been published in international scientific journals with an impact factor, ranked by *Thomson Reuters* and/or *Scopus*. When the articles are co-authored, the candidate must be the first or second author. The candidate must be the first author in, at least, 4 (four) scientific articles submitted to be awarded the title;
  - b) As the first author has conducted, at least, 5 (five) references, of which, at least 2 (d) were held in international scientific activities (symposium, conference, congress) in



one of the member countries of the European Union , OECD or G20, accepted based on a preliminary scientific evaluation and published in "Proceedings", indexed by ISBN or ISSN code.

5. When the candidate submits a monograph that meets the following criteria, he/she shall be exempted from the obligations defined in letter "a" of point 4, of this section, according to the equivalents as follows:
  - a) Publication of 1 (one) scientific monograph, after being awarded the scientific degree "Associate Professor", inside or outside the country, which must meet the conditions of the originality and must be assessed in terms of content as a scientific paper by, at least, 2 (two) independent evaluators of the scientific research field and to be accepted by the base unit that covers the research field.

The scientific monograph published abroad is considered valid if the publishing house is ranked by *SENSE Ranking of Academic Publishers*, in category A, B, C or D. Monographs are considered different when they differ in content by at least 70%. The monograph published within the country must be evaluated in terms of content as a scientific paper by at least 2 (two) "Professors" in the research-scientific field, of which at least one of them must be from the EU, OECD or G20 member countries.
  - b) The monograph published in the country is equivalent to:
    - i) 2 (two) scientific articles published in scientific journals within the country;
    - ii) 1 (one) scientific article published in an international scientific journal with an impact factor.
  - c) The monograph published abroad is equivalent to:
    - i) 4 (four) scientific articles published in scientific journals within the country;
    - j) 2 (two) scientific articles, published in international scientific journals with an impact factor.
6. For the purposes of academic promotion, higher education institutions shall take into consideration the commitment and participation of the candidate, after being awarded the scientific title "Associate Professor", in:
  - a) scientific or editorial commissions;
  - b) evaluation activities as a member of the scientific or editorial commissions for scientific periodicals or non-periodicals;
  - c) research-scientific projects at the mentor, coordinator or member level;
  - ç) obtaining funding based on competition at the national and international level;
  - d) projects financed by programs with foreign donors, which have benefits for the institution, that acts as the project coordinator;
  - dh) evaluations of national or international research projects;
  - e) as the head of the committees organizing national or international scientific conferences;
  - ë) technological patent transfer projects.
7. Commitment and participation of the candidate in one or several activities set out in point 5 of this section can be equivalent to:
  - a) 1 (one) scientific article published in an international scientific journal with an impact factor;
  - b) 1 (one) scientific article, published in a scientific journal within the country and 2 (two) references held in an international scientific activity (symposium, conference, congress), in one of the member countries of the European Union, OECD or G20, accepted based on a preliminary scientific evaluation and published in "Proceedings", indexed with ISBN or ISSN code.
8. The quantitative level of indicators set out in point 6 of this section, as well as their respective values are stipulated in the relevant regulation of HEIs and are set in function of their academic and strategic priorities. The report on engagement and participation in the activities provided for in point 6 of this section shall be developed by



the base unit and the main unit and shall be approved by the Academic Staff Promotion Commission.

9. To be awarded the academic title "Professor", the most valid scientific publications are those completed after defending the scientific degree "Associate Professor", until the date when the application file is submitted for the academic title "Professor".

#### **Article 11**

##### **Application deadlines**

After the applicant submits the request and the relevant documentation for being awarded the titles "Professor" and "Associate Professor", the base unit shall have 20 days at its disposal to evaluate it and the head of the main unit shall have 45 days at its disposal to submit it to the Academic Senate of the University of Tirana.

The Academic Senate shall deliver it to the Academic Staff Promotion Commission (ASCP) within 20 days and the latter shall have 30 days at its disposal to assess whether the documentation is complete or not. In case the documentation has shortcomings, the applicant shall be given 15 days to complete it.

#### **Article 12**

##### **Support structure of the Commission**

1. In order to organize the work process and support the Commission in implementing its functions, the commission shall assign the secretariat, which shall consist of one or several full-time employees, perform the administrative activity of the Commission and shall be subordinate to the Chairman of the Commission.
2. The Secretariat of the Commission shall accept the requests and documentation of the candidates' files and shall prepare a list of the documentation submitted and deliver a written report to the Chairman of the Commission.
3. According to the guidelines of the Chairman, the Secretariat of the Commission shall prepare:
  - the Commission meeting,
  - shall make announcements about the agenda and time of the meeting, at least 48 hours before the meeting, shall take measures about the conduct of meetings,
  - shall keep the minutes in the Commission meeting and in other business meetings called by the Chairman,
  - shall prepares the meetings of the working groups set up by the Commission for specific issues.

#### **Article 13**

##### **Commission meetings**

1. The chairman shall decide on the date and time of the next meetings, except when the Commission has decided otherwise.
2. The secretariat shall notify, at least 48 hours before the date of the meeting, any change to the agenda, date and time set for the meetings, to each member, so that they are aware of the changes made.
3. The meeting of the Commission shall be held when no less than 2/3 of the members are present. When this quorum is not met at the opening of the meeting, the chairman of the Commission shall decide to adjourn the meeting on another day.
4. The files of the applicants, whether they are complete or not, are examined at the





Commission meetings. After hearing the report of the two referees and discussing the content of the applicant's file, the Commission shall assess if the submitted file meets the requirements of the legislation in force.

#### **Article 14**

##### **Calling of the Commission meetings**

1. Announcements about calling of meetings shall be made via e-mail, at least 96 hours before the date of the meeting. Announcements shall also be made by telephone.
2. The announcement for calling a meeting shall clearly and in detail include the issues to be discussed.

#### **Article 15**

##### **The agenda**

1. The chairman shall decide on the agenda of each meeting. The agenda may include issues proposed by at least 5 Commission members.
2. The request to include an issue in the agenda must be made via e-mail, at least 72 hours before the date set for the meeting.
3. The agenda, together with the supporting documentation, must be distributed to all members, via e-mail, at least 48 hours before the date and time of the meeting.

#### **Article 16**

##### **Decision making**

1. The Commission shall make decisions on the issues included in the agenda or on additional issues approved in advance.
2. The decision on awarding the title "Professor" and "Associate Professor" shall be made, with open voting, by absolute majority of the Commission members.
3. In cases when there is an equal number of votes, the vote of the chairman of the Commission shall be decisive and shall be expressed in the decision.

#### **Article 17**

##### **Minutes of the meeting**

1. A minute shall be kept at every meeting, which shall summarize all the issues discussed in the meeting, the date and place of the meeting, the members who participated, the decisions that were taken, as well as the voting form and results.
2. The members of the Commission may request that the fact and reasons for voting against a decision taken by the Commission be recorded in the minutes.
3. Each member of the Commission shall have the right to record in the minutes his/her disapproval or opposing opinion on specific arguments, as well as to request that a statement made during the meeting, prepared by him/her in writing, be included in the minutes.
4. Each of the members of the Commission can ask to see the minutes kept. The latter must clearly and transparently reflect what happens in the meeting, showing also the opinions in favor of or against of the Commission members.
5. The minutes are kept under the responsibility of the Commission's secretariat. It must be signed by the members participating in the relevant meeting, confirming their participation.



## **Article 18**

### **Administration of the applicant's documentation**

1. The applicant shall submit personally the request and documentation to the head of the main unit. The head of the main unit shall deliver the file to the head of the base unit for evaluation. After that, the documentation shall be submitted to the Academic Senate of UT.
2. The applicant's documentation must include documents proving that the criteria established for the standards of being awarded the required academic title, are met. The applicant shall submit the documentation in hardcopy and electronic format.
3. The applicant's file shall contain only the activity related to the date when the "Doctor" degree was defended until the date when the application certification is received.

## **Article 19**

### **The procedure followed by the applicant to appeal the decision**

1. Every applicant shall have the right to appeal against the interim decisions of the Academic Staff Promotion Commission (ASPC), regarding the procedures applied by this commission, until Commission issues final decision.
2. At the end of the review, a new decision shall be formulated, which shall of final form by the Commission.
3. In case the request for being awarded the academic title by the Academic Staff Promotion Commission is rejected, the candidate shall have the right to submit again the request after a period of time no less than 2 (two) years from the date when the first request was submitted to the head of the main unit.

## **Article 20**

### **Entry into force of the regulation, implementation and amendment of the regulation**

1. This regulation shall enter into force after its approval.
2. The Standing Commission for Academic Staff Promotion at the UT Academic Senate shall be entitled to make changes to this regulation.
3. Proposals for changes may be submitted by the UT Rector's Office, Main Units, Base Units or even the members of the Standing Commission for Academic Staff promotion.

### **Transitional provisions**

1. This regulation shall be applied to all applications made, from the date of entry into force of law no. 80/2015 "On higher education and scientific research in institutions of higher education in the Republic of Albania" and Decision of the Council of Ministers no. 112, dated 23.02.2018 "On determining the criteria for being awarded the scientific degree "Doctor" and state standards for being awarded the academic titles "Associate Professor" and "Professor".





Activity and standards	Regulatory reference	Requirements for being awarded the "Professor" title	Documents to be submitted	Realization
1. Category	CMD No. 112, dated 23.2.2018, Chapter III, 2	The academic staff, who have the academic title "Associate Professor", shall apply for the academic title "Professor", at least 5 (five) years after being awarded the academic title "Associate Professor".	The document verifying that the applicant holds the title "Associate Professor" for at least 5 years.	
2. The role of the course/module lecturer and the scientific supervisor	CMD No. 112, dated 23.2.2018, Chapter II, 3.a.	Full-time or part-time academic staff applying for the academic title "Professor" must: a) have been course or module lecturer and supervisor of the scientific activity for a period not shorter than 5 (five) academic years;	The document verifying the commitment as course/module lecturer and leader of the scientific activity.	
3. Lecturing, experience in academic roles, supervision of PhD, mastery of languages	CMD No. 112, dated 23.2.2018, Chapter III, 3.b.	3.a. Full-time or part-time academic staff, applying for the academic title "Professor", must: b) be or have been employed as full-time academic staff as a lecturer for an academic period of 8 years (eight years), after being awarded the scientific degree "Doctor", or part-time, as a lecturer for an academic period of 12 years (twelve years) after being awarded the scientific degree "Doctor".	Certification of minimum 8-year experience as a full-time academic staff, lecturer, with or without interruption or part-time for 12 years after being awarded the "Doctor" degree.	
	CMD No. 112, dated 23.2.2018, Chapter III, 3.c.	3.c. Full-time or part-time academic personnel, who apply for the academic title "Professor", must: c) have supervised at least 2 (two) completed PhD dissertations. In the event the candidate has carried out his academic scientific activity at a main unit with less than 40 (forty) full-time academic staff, at the time of application he should have supervised at least 1 (one) completed Doctorate.	Certification of supervising at least 2 completed Doctorates.  Document verifying that the candidate has supervised 1	



	<p>CMD No. 112, dated 23.2.2018, Chapter III, 3.ç.</p>	<p>Full-time or part-time academic staff, applying for the academic title "Professor", must:</p> <p>c) to be able to give lectures in one of the five languages of the European Union member countries: English, French, German, Italian, Spanish or to defend the publishing research activity before the Academic Staff Promotion Commission, in one of the above languages, in accordance with the statute and regulation of HEI.</p>	<p>Doctorate at an institution with up to 40 academic staff.</p> <p>Documentation of mastering a foreign language (English, French, German, Italian, Spanish)</p> <p>Or to defend the research-scientific activity before the ASPC in one of those languages.</p>
<p>4. Full mastery of his/her research field: publications &amp; references</p>	<p>CMD No. 112, dated 23.2.2018, Chapter IV, 4.a.</p>	<p>4.a. The academic staff, who shall apply for the title "Professor", must demonstrate full mastery of their research field, which is shown by fulfilling the following obligations:</p> <p>a) Has published, at least, 7 (seven) scientific articles, published in locally or internationally indexed scientific journals. At least 3 (three) of the articles have been published in international scientific journals with an impact factor, ranked by <i>Thomson Reuters</i> and/or <i>Scopus</i>. When the articles are co-authored, the candidate must be the first or second author. The candidate must be the first author in, at least, 4 (four) scientific articles submitted to be awarded the title;</p>	<p>Documentation of (at least) 7 scientific articles published in indexed journals;</p> <p>Documentation of 3 articles published in international journals with an impact factor and ranked in TR/Scopus. (link or a document that proves the impact factor of the journal at the time of publication);</p> <p>Co-author: first or second author;</p> <p>Documentation of being the first author</p>



	<p>CMD No. 112, dated 23.2.2018, Chapter IV, 4.b.</p>	<p>4.b. The academic staff, who shall apply for the title "Professor", must demonstrate full mastery of their research field, which is shown by fulfilling the following obligations:</p> <p>b) As the first author has conducted, at least, 5 (five) references, of which, at least 2 (d) were held in international scientific activities (symposium, conference, congress) in one of the member countries of the European Union, OECD or G20, accepted based on a preliminary scientific evaluation and published in "Proceedings", indexed by ISBN or ISSN code.</p>	<p>in (at least) 4 articles.</p> <p>Documenting being the first author in (at least) 5 references; Documentation of 2 references in the activity (symposium, conference, congress) in EU, G20, OECD, countries; Documentation of preliminary evaluation and publication in "Proceedings", indexed by ISBN code</p>
<p>5. Monographs and equivalents</p>	<p>CMD No. 112, dated 23.2.2018, Chapter III, 5.a.</p>	<p>5. When the candidate submits a monograph that meets the following criteria, he/she shall be exempted from the obligations defined in letter "a" of point 4, of this section, according to the equivalents as follows:</p> <p>a) Publication of 1 (one) scientific monograph, after being awarded the scientific degree "Associate Professor", inside or outside the country, which must meet the conditions of the originality and must be assessed in terms of content as a scientific paper by, at least, 2 (two) independent evaluators of the scientific research field and to be accepted by the base unit that covers the research field.</p> <p>The scientific monograph published abroad is considered valid if the publishing house is ranked by</p>	<p>Documenting a monograph published after being awarded the title "Associate Professor", which must be original, assessed by two independent assessors, accepted by the base unit; Certification that the monograph published abroad is</p>



		<p><i>SENSE Ranking of Academic Publishers</i>, in category A, B, C or D.</p> <p>Monographs are considered different when they differ in content by at least 70%. The monograph published within the country must be evaluated in terms of content as a scientific paper by at least 2 (two) "Professors" in the research-scientific field, of which at least one of them must be from the EU, OECD or G20 member countries.</p>	<p>ranked in <b>SENSE RAP A/B/C/D</b>;</p> <p>Documenting compatibility up to 30% for acknowledging a second monograph;</p> <p>Certification that the monograph published within the country is assessed by 2 Professors, one from the EU, OECD, G20 countries.</p>
	<p>CMD No. 112, dated 23.2.2018, Chapter III, 5.b, c.</p>	<p>5. When the candidate submits a monograph that meets the following criteria, he/she shall be exempted from the obligations defined in letter "a" of point 4, of this section, according to the equivalents as follows:</p> <p>b) The monograph published in the country is equivalent to:</p> <ul style="list-style-type: none"> <li>i) 2 (two) scientific articles published in scientific journals within the country;</li> <li>ii) 1 (one) scientific article published in an international scientific journal with an impact factor.</li> </ul> <p>c) The monograph published abroad is equivalent to:</p> <ul style="list-style-type: none"> <li>i) 4 (four) scientific articles published in scientific journals within the country;</li> <li>ii) 2 (two) scientific articles, published in international scientific journals with an impact factor.</li> </ul> <p>6.a. For the purposes of academic promotion, higher education institutions shall take into consideration the commitment and participation of the candidate, after</p>	<p>The report of the base unit delivered by the main unit for the equivalent according to point 4.</p>
<p>6. Commitment and activity of the applicant</p>	<p>CMD No. 112, dated 23.2.2018,</p>		<p>Certification of being a member of scientific committees</p>



<p>after being awarded the title "Associate Professor</p>	<p>Chapter III, 6.a, ë.</p>	<p>being awarded the scientific title "Associate Professor", in:</p> <ul style="list-style-type: none"> <li>a) scientific or editorial commissions;</li> <li>b) evaluation activities as a member of the scientific or editorial commissions for scientific periodicals or non-periodicals;</li> <li>c) research-scientific projects at the mentor, coordinator or member level;</li> <li>ç) obtaining funding based on competition at the national and international level;</li> <li>d) projects financed by programs with foreign donors, which have benefits for the institution, that acts as the project coordinator;</li> <li>dh) evaluations of national or international research projects;</li> <li>e) as the head of the committees organizing national or international scientific conferences;</li> <li>ë) technological patent transfer projects.</li> </ul>	<p>or editorial boards;          Certification of participating in evaluation activities as a member or editorial board;          Certification of participating in research-scientific projects at the of manager, coordinator or member level;          Certification of benefiting financing through competition at the national and international level;          Certification of commitment as a coordinator in the project financed by programs with foreign donors, which have benefits for the institution;          Certification of being an evaluator for national or international research projects;          Certification of commitment as</p>
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<p>7. Verification by ASPC regarding the engagement and participation of the applicant in the activities of point 6.</p>	<p>CMD No. 112, dated 23.2.2018, Chapter III, 7. a.</p> <p>CMD No. 112, dated 23.2.2018, Chapter III, 7. b.</p>	<p>7. Commitment and participation of the candidate in one or several activities set out in point 5 of this section can be equivalent to:  a) 1 (one) scientific article published in an international scientific journal with an impact factor.   7. a. Commitment and participation of the candidate in one or several activities set out in point 5 of this section can be equivalent to:  b) 1 (one) scientific article, published in a scientific journal within the country, and  2 (two) references held in an international scientific activity (symposium, conference, congress), in one of the member countries of the European Union, OECD or G20, accepted based on a preliminary scientific evaluation and published in "Proceedings", indexed with ISBN or ISSN code.</p> <p>8. The quantitative level of indicators, set out in point 7 of this section, as well as their respective values are</p>	<p>manager in commissions dealing with the organization of scientific national and international conferences; Certification of participating in technological patent transfer projects.</p> <p>The report of the base unit, which confirms commitment to the activities provided for in point 7 and in implementation of the conditions of point 6.</p>
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	dated 23.2.2018, Chapter III, 8	stipulated in the relevant regulation of HEIs and are set in function of their academic and strategic priorities. The report on engagement and participation in the activities provided for in point 7 of this section shall be developed by the base unit and the main unit and shall be approved by the <i>Academic Staff Promotion Commission</i> .		
8. The validity of the activity	CMD No. 112, dated 23.2.2018, Chapter III, 9	8. To be awarded the academic title "Professor", the most valid scientific publications are those completed after defending the scientific degree "Associate Professor", until the date when the application file is submitted for the academic title "Professor".	Documentation that the scientific activity has been carried out within the 2 deadlines.	







Activity and standards	Regulatory reference	Requirements for being awarded the "Professor" title	Documents to be submitted	Realization
1. Category	CMD No. 112, dated 23.2.2018, Chapter II, 2	1. The academic staff of the "Lecturer" category shall apply for the academic title "Associate Professor".	The document that is verified by the head of the main unit of the applicant, belongs to the "Lecturer" category.	
2. Grade	CMD No. 112, dated 23.2.2018, Chapter II, 3.	2. The academic staff of the "Lecturer" category shall apply to be awarded the academic title "Associate Professor" within 5 (five) years, from the date he/she defended the scientific degree "Doctor".	The document of being awarded the "Doctor" grade at least 5 years from the date it was defended in front of the jury.	
3. Lecturing, experience in academic roles, mastery of languages	CMD No. 112, dated 23.2.2018, Chapter II, 4.a.	3.a. Full-time or part-time academic staff, applying for the academic title "Associate Professor", must have completed a full cycle of lectures for any subject, for 3 (three) academic years.	Certification of completing a full cycle of lectures for any subject for three academic years.	
	CMD No. 112, dated 23.2.2018, Chapter II, 4.b.	3.b. Full-time or part-time academic personnel, who apply for the academic title "Associate Professor", must: b) to have work experience as a full-time academic staff for a period of at least 5 years (five years), with or without interruption or part-time as a lecturer, for an academic period of 8 years (eight-years), with or without interruption, after being awarded the scientific degree "Doctor";	Certification of the minimum 5 year experience with or without interruption or part-time as a lecturer, for an academic period of 8 years (eight-years), with or without interruption, after being awarded the scientific degree	



	CMD No. 112, dated 23.2.2018, Chapter III, 4.c.	Full-time or part-time academic staff, applying for the academic title "Associate Professor", must: c) be able to give lectures in one of the five languages of the European Union member countries: English, French, German, Italian, Spanish or to defend the publishing research activity before the Academic Staff Promotion Commission, in one of the above languages, in accordance with the statute and regulation of HEI.	"Doctor"	Documentation of mastering (at least) one of the 5 EU languages (English, French, German, Italian, Spanish) or if there is no certification to defend the research work in front of the ASPC in one of the above languages.
4. Full mastery of his/her research field: publications & references	CMD No. 112, dated 23.2.2018, Chapter II, 5.a.	4.a. The academic staff, who shall apply for the title "Associate Professor", must demonstrate full mastery of their research field, which is shown by fulfilling the following obligations: a) Has published, at least, 5 (five) scientific articles, published in locally or internationally indexed scientific journals. At least 2 (two) of the articles have been published in international scientific journals with an impact factor, ranked by <i>Thomson Reuters</i> and/or <i>Scopus</i> . When the articles are co-authored, the candidate must be the first or second author. The candidate must be the first author in, at least, 2 (two) scientific articles submitted to be awarded the title;	Documentation of (at least) 5 scientific articles published in indexed journals; Documentation of 2 articles published in international journals with an impact factor (link or a document that proves the impact factor of the journal at the time of publication); Co-author: first or second author; Documentation of being the first author in (at least) 2	



	<p>CMD No. 112, dated 23.2.2018, Chapter II, 5.b.</p>	<p>4.b. The academic staff, who shall apply for the title "Associate Professor", must demonstrate full mastery of their research field, which is shown by fulfilling the following obligations:</p> <p>b) As the first author has conducted, at least, 5 (five) references, of which, at least 2 (d) were held in international scientific activities (symposium, conference, congress) in one of the member countries of the European Union, OECD or G20, accepted based on a preliminary scientific evaluation and published in "Proceedings", indexed by ISBN or ISSN code.</p>	<p>articles. Documenting being the first author in (at least) 5 references; Documentation of 2 references in the activity (symposium, conference, congress) in EU, OECD, G20 countries;</p>	
<p>5. Monographs and equivalents</p>	<p>CMD No. 112, dated 23.2.2018, Chapter II, 6.a.</p>	<p>5.a. When the candidate submits a monograph that meets the following criteria, he/she shall be exempted from the obligations defined in letters "a" and "b" of point 4, of this section, according to the equivalents as follows:</p> <p>a) Publication of 1 (one) scientific monograph, after being awarded the scientific degree "Associate Professor", inside or outside the country, which must meet the conditions of the originality and must be assessed in terms of content as a scientific paper by, at least, 2 (two) independent evaluators of the scientific research field and to be accepted by the base unit that covers the research field.</p> <p>The scientific monograph published abroad is considered valid if the publishing house is ranked by <i>SENSE Ranking of Academic Publishers</i>, in category A, B, C or D.</p> <p>Monographs are considered different when they differ in content by at least 70%. The monograph published</p>	<p>Documenting a monograph published after being awarded the title "Doctor", which must be assessed by two assessors, accepted by the base unit; Certification that the monograph published abroad is ranked in SENSE RAP, A/B/C/D; Certification that the monograph published within the country is assessed by 2 Professors, one</p>	



		within the country must be evaluated in terms of content as a scientific paper by at least 2 (two) "Professors" in the research-scientific field, of which at least one of them must be from the EU, OECD or G20 member countries.	from the EU, OECD, G20 countries.	
	CMD No. 112, dated 23.2.2018, Chapter III, 6.b.	5.b. When the candidate submits a monograph that meets the following criteria, he/she shall be exempted from the obligations defined in letter "a" of point 4, of this section, according to the equivalents as follows: b) The monograph published in the country is equivalent to: i) 2 (two) scientific articles published in scientific journals within the country; ii) 1 (one) scientific article published in an international scientific journal with an impact factor.	The report of the main and base unit confirms the equivalent according to the relevant point.	
	CMD No. 112, dated 23.2.2018, Chapter III, 6.c.	5.c. When the candidate submits a monograph that meets the following criteria, he/she shall be exempted from the obligations defined in letter "a" of point 4, of this section, according to the equivalents as follows: c) The monograph published abroad is equivalent to: i) 4 (four) scientific articles published in scientific journals within the country; ii) 2 (two) scientific articles, published in international scientific journals with an impact factor.	The report of the main and base unit confirms the equivalent according to the relevant point.	
6. Commitment and activity of the applicant after being awarded the title "Doctor"	CMD No. 112, dated 23.2.2018, Chapter II, 7.a, è.	6.a. For the purposes of academic promotion, higher education institutions shall take into consideration the commitment and participation of the candidate, after being awarded the scientific title "Doctor", in: a) scientific or editorial commissions; b) evaluation activities as a member of the scientific or	Certification of being a member of scientific committees or editorial boards; Certification of participating in	





		<p>editorial commissions for scientific periodicals or non-periodicals;</p> <p>c) research-scientific projects at the mentor, coordinator or member level;</p> <p>ç) obtaining funding based on competition at the national and international level;</p> <p>d) projects financed by programs with foreign donors, which have benefits for the institution, that acts as the project coordinator;</p> <p>dh) evaluations of national or international research projects;</p> <p>e) as the head of the committees organizing national or international scientific conferences;</p> <p>ë) technological patent transfer projects.</p>	<p>evaluation activities as a member or editorial board;</p> <p>Certification of participating in research-scientific projects at the of manager, coordinator or member level;</p> <p>Certification of benefiting financing through competition at the national and international level;</p> <p>Certification of commitment as a coordinator in the project financed by programs with foreign donors, which have benefits for the institution;</p> <p>Certification of being an evaluator for national or international research projects;</p> <p>Certification of commitment as member, manager, coordinator in research-scientific</p>
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			<p>7. Verification by ASPC regarding the engagement and participation of the applicant in the activities of point 7.</p>
<p>CMD No. 112, dated 23.2.2018, Chapter II, 8.a-b.</p>	<p>7. Commitment and participation of the candidate in one or several activities set out in point 7 of this section can be equivalent to:</p> <p>a) 1 (one) scientific article published in an international scientific journal with an impact factor.</p> <p>b) 1 (one) scientific article, published in a scientific journal within the country, and</p> <p>2 (two) references held in an international scientific activity (symposium, conference, congress), in one of the member countries of the European Union, OECD or G20, accepted based on a preliminary scientific evaluation and published in "Proceedings", indexed with ISBN or ISSN code.</p>	<p>8. The quantitative level of indicators, set out in point 7 of this section, as well as their respective values are stipulated in the relevant regulation of HEIs and are set in function of their academic and strategic priorities. The report on engagement and participation in the activities provided for in point 7 of this section shall be developed by the base unit and the main unit and shall be approved by the <i>Academic Staff Promotion Commission</i>.</p>	<p>projects; Certification of participating in technological patent transfer projects.</p> <p>The report of the base unit, which confirms commitment to the activities provided for in point 7 and in implementation of the conditions of point 8.</p>
<p>CMD No. 112, dated 23.2.2018, Chapter II, 9</p>	<p>9. In cases where the candidate has completed a postdoctoral study in one of the countries of the</p>	<p>The report</p>	<p>applicant's on</p>
<p>9. Postdoctoral studies</p>	<p>CMD No. 112, dated</p>	<p>The report</p>	<p>applicant's on</p>



	23.2.2018, Chapter II, 10	European Union, the OECD or the G20, with a duration of at least 6 (six) months, accompanied by a detailed report on the research activity -scientific work conducted during this period, he shall be equivalent with 1 (one) scientific article published in an international scientific journal with an impact factor and 1 (one) reference held in an international scientific activity (symposium, conference, congress) in one of the countries members of the European Union, OECD or G20, accepted based on a preliminary scientific evaluation and published in "Proceedings", indexed by ISBN or ISSN code.	postdoctoral studies accompanied by the documentation issued by the host institution.	
8. The validity of the scientific activity	CMD No. 112, dated 23.2.2018, Chapter II, 11	10. To be awarded the academic title "Associate Professor", the most valid scientific publications are those completed after defending the scientific degree "Doctor", until the date when the application file is submitted for the academic title "Associate Professor".	Documentation that the scientific activity has been carried out within the 2 deadlines.	





**REPORT OF THE JURY  
FOR ASSESSING  
THE SCIENTIFIC AND PEDAGOGICAL ACTIVITY  
OF THE APPLICANT FOR THE TITLE  
“ASSOCIATE PROFESSOR” AND “PROFESSOR”**

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***I. Introduction***

The legal basis for establishing the Jury and regulating its activity.

When was the jury (decision) established and what is its composition.

What is the duty of the jury?

Description of the activity of the jury.

Description of the structure and content of the following report, which is submitted to ASPC

***II. Report on the work of the jury***

Description of jury meetings, their contents and work organization

Description of the documentation that the members worked on

What are the submissions made by the applicant, including the main topic?

When was the public announcement of the applicant's submissions made?

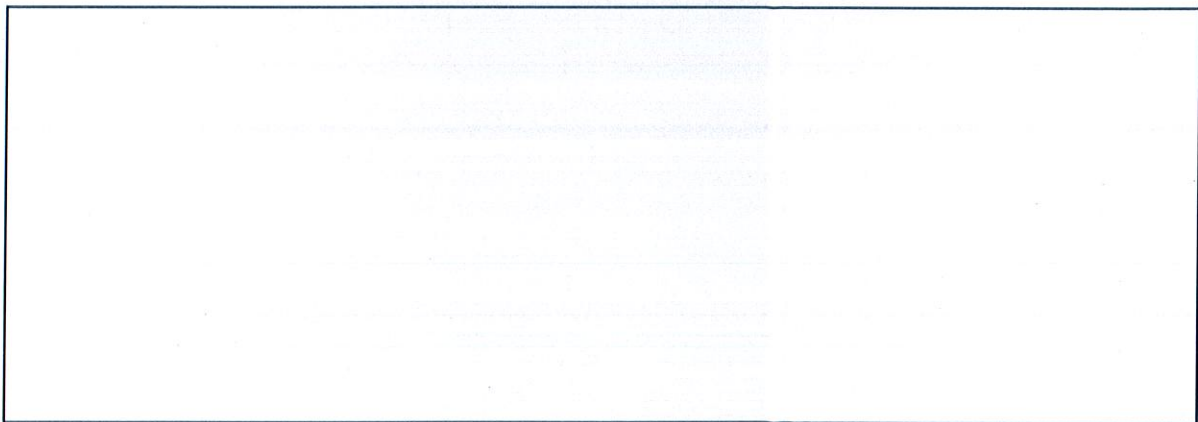
Describing the participation of the jury members in the presentations performed.

Was the work exposed through a public announcement?

***III. Report on the verification of the applicant's documentation***

What was the result of verifying each of the criteria according to the order specified in CMD No. 112.

PS: The jury verifies that the scientific works presented have not been published before the period requested by CMD and that they are not altered versions of the titles or contents of the works. Narrative feature of the extent to meeting the official requirements for the title requested.



#### **IV. Reporting on the capacity to lecture, fulfill academic roles and mastering foreign languages**

Assessment of the pedagogical aspect should cover specific issues of the applicant's pedagogical skills and should conclude with a general characterization of the achievements and expected improvements in lectures and the public report.

For applicants applying for the title "Associate Professor"

- A general description of the pedagogical activity
- Lecturing experience: a full cycle of lectures
- Work experience as an academic employee after being awarded the "Doctor" degree
- The capacity to read in a foreign language
- Other pedagogical activity

For applicants applying for the title "Professor"

- A general description of the pedagogical and teaching activity
- Experience as an academic staff
- Course or module Lecturer and supervisor of a scientific activity
- Supervising PhD dissertations
- The capacity to lecture in foreign language
- Other pedagogical activity

In the case when the applicant holds an open lecture or scientific reference to prove the mastery of a foreign language, the report shall cover the issues as follows:

Organization of open sessions (date, participation by jury members)

Structure: is the structure of the lecture presented?

Methodology: is there a variety of methods?

Content treatment: are alternative approaches and interpretations covered?

Methodological balance: are directive and interactive methods combined?

Communication with the audience

Time management: is the time used in accordance with the proposed content?

Dealing with questions and discussions from the audience

The narrative report describes in detail the content and methodology, as follows:

Informative aspect

Logical aspect

Argumentative aspect

Critical thinking

Fostering debate

Ensuring attention of the audience

Interaction with the audience

#### **V. Report on the findings for mastering the research field: publications & references by**



**the applicant**

The applicants applying for the title "Associate Professor" shall provide a list and an overall description of the applicant's contribution to:

Publication of scientific articles within or outside the country according to the required features.

References as first author in national and international scientific activities according to the required characteristics.

Monographs, their equivalence and exemption from other obligations.

The applicants applying for the title "Professor" shall provide a list and an overall description of the applicant's contribution to:

Publication of scientific articles within or outside the country according to the required features.

References as first author in national and international scientific activities according to the required characteristics.

Monographs, their equivalence and exemption from other obligations.

Reporting supervision of PhD students (in case when supervision of PhD has already been completed). The following table should be filled in:

No.	PhD author	PhD student	PhD supervisor	PhD dissertation	Area of study	Year of defending PhD dissertation	Suitability of the doctorate with the applicant's area of study
1							
2							

For other scientific contributions of both categories of applicants which are not specified in CMD No. 112, refer to the appendix "Types of scientific publication" of the Academy of Sciences of AR [[http://akad.gov.al/ash/pdf/Kriteret\\_botimeve.pdf](http://akad.gov.al/ash/pdf/Kriteret_botimeve.pdf)].

VI. Reporting on the applicant's commitment and activity after being awarded the "PHD" degree for applicants of the title "Associate Professor" and after being awarded the title "Associate Professor" for applicants of the title "Professor"

The report sets out the commitment and activity of the applicant of the title "Associate Professor" and "Professor", in the following areas: a. Participation of the applicant in scientific commissions or editorial boards; b) evaluation activities as a member of the scientific commissions or editorial boards for scientific periodicals or non-periodicals; c) research-scientific projects at the manager, coordinator or member level; ç) obtaining funding based on competition at the national and international level; d) projects financed by programs with foreign donors, which have benefits for the institution, that acts as the project coordinator; dh) evaluations of national or international research projects; e) as the head of the committees organizing national or international scientific conferences; ë) technological patent transfer projects.

The report includes the judgment of the Jury on the equivalence of the above realizations.

PS: For assessing this commitment and activity, the jury is based on the report of the base unit and the main unit and the decision is afterwards made by the Academic Staff Promotion Commission.



### **VII. Report on the applicant's postdoctoral studies.**

The reporting of this item is carried out only for applicants who have already completed the postdoctoral studies.

The reporting is based on the data of the report provided by the applicant and it is made equivalent according to the requirements of CMD No. 112.

The reporting covers items such as: a. theoretical and practical character of research, b. extent of the applicant's search, c. quality of research, d. the national and international dimension, dh. social and professional impact, e. compatibility of the official research area with the applicant's research areas.

### **VIII. Conclusions and recommendations**

- Legal ground
- Overall evaluation on whether the requirements for being awarded the title "Associate Professor" and "Professor" are met or not
- Summarized and detailed argumentation of the Jury's recommendation
- The Jury's recommendation for the ASPC to award or not the title requested.
- The final recommendation is expected to be formulated as follows:

The jury composed of the undersigned members, after evaluating the request of the applicant XY for being awarded the title "Associate Professor"/"Professor", declares that the applicant meets/does not meet the requirements for being awarded the title requested.

In this case, the jury recommends ASPC to take into consideration its recommendation that applicant XY be awarded/not be awarded the requested title.

- The composition of the jury, the position of each member, the signature and date of the decision on the last page, while only the signatures shall be written at the bottom of the other pages.

P.S. This minimum format, which is observed in a unified way, does not prevent the Jury from providing other arguments in the Report.

Tirana...../...../.....





**FORM OF THE REPORT**  
**FOR ASSESSING SCIENTIFIC PRODUCTS OF THE MONOGRAPH TYPE**  
**SUBMITTED FOR APPLICATION OF THE TITLES**  
**“ASSOCIATE PROFESSOR”**  
**AND**  
**“PROFESSOR”**

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The submitted report which includes evaluation of the monographs supporting the application for the titles “Associate Professor” and “Professor” is expected to adhere to the following format.

1. Evaluation of the monograph specified fulfillment of the structural, technical and content conditions.
  - a. The monograph presented is expected to have the general structure as follows: Title, Abstract, Introduction, Methodology, Literature, Results, Discussion, Conclusion.
  - b. The monograph is expected to be published by a reliable entity according to regulatory acts, to be an entity that publishes scientific research, to be accompanied by evaluations of scientific authorities in the field.
  - c. The monograph is expected to be a scientific work which object is an important topic of theory and practice and it is supposed to cover it in its essence and in all its aspects.
  - d. The monograph should contain the publication data: the author, the scientific evaluation, the publishing entity, the year of publication, edition, etc.
2. The evaluation of the monograph provides the author's specific and clear answers to the following questions:
  - a. Formulating the problem and/or the purpose of the study: is there a strong argument that the study is indispensable, necessary, important?; is it based on existing knowledge and is there a specific purpose?
  - b. Review of the existing literature: is the study strongly based on literature? Does the use of literature serve the general approach of the study? Is the reviewed literature relevant and the most important in the field? Is the used literature available and accessible?
  - c. Study design: is the selection of design justified with the sample under study and the data collected?
  - d. Data analysis: Has the data for the study been collected with appropriate methods? Are these data adequate to answer the objectives/research questions/hypotheses of the study?
  - e. Discussion and personal contribution: Are interpretations based on the data collected and on the logics? Do they synthesize partial and disconfirming data?
  - f. Conclusion: does the monograph take into account the main aspects of the study, its limitations and areas for further research?
  - g. General characterization: does the monographic study have a good technical, linguistic, contribution presentation?



scientific work:

3. The evaluation of the monograph should be concluded with a general characterization of its validity, usefulness, importance for the author and the research area.
4. General characterization: does the monographic study have a good technical, linguistic, contribution presentation?
5. The evaluation of the monograph should be concluded with a clear recommendation to convert it to the required scientific articles, as required by the regulatory acts.

Formulation of the problem and/or purpose of the study: is there a strong argument that the study is indispensable, necessary, important?; Is it based on existing knowledge and does it have a specific purpose?

Review of the existing literature: is the study strongly based on literature? Does the use of literature serve the general approach of the study? Is the reviewed literature relevant and the most important in the field?

(Quantitative) Study design: is the selection of design legitimate with the sample under study and the data collected?

Data analysis: Has the data for the study been collected with appropriate methods? Are these data adequate to answer the objectives/research questions/hypotheses of the study?

Discussion and personal contribution: Are interpretations based on data and logic? Do they synthesize partial data?

Conclusion: does the monograph take into account the main aspects of the study, its limitations and areas for further research?

Formulation of the problem and/or the purpose of the study: is there a strong argument that the study is indispensable, necessary, important?; is it based on existing knowledge and does it have a specific purpose?

Review of the existing literature: is the study strongly based on literature? Does the use of literature serve the general approach of the study? Is the reviewed literature relevant and the most important in the field?

(Quantitative) study design: is the selection of design legitimate with the sample under study and the data collected?

Data analysis: Has the data for the study been collected with appropriate methods? Are these data adequate to answer the objectives/research questions/hypotheses of the study?

Discussion and personal contributions: Are interpretations based on data and logic? Do they synthesize partial data?

Conclusion: Does the monograph take into account the main aspects of the study, its limitations and areas for further research?

