

REPUBLIC OF ALBANIA

ACADEMIC SENATE

**REGULATION FOR LONG-TERM SPECIALIZATIONS
THIRD-CYCLE OF THE MEDICAL STUDIES
OF UNIVERSITY OF MEDICINE OF TIRANA**

**Approved by the Decision No. 88, dated on 16.11.2016,
Of the Academic Senate of the University of Medicine of Tirana**

TIRANA 2016



This Regulation is adopted in compliance with the Law No. 80/2015 of 22.07.2015 on “Higher education and scientific research in higher education institutions of Republic of Albania”; article 69, paragraph 3; article 70, paragraph 4; article 77, paragraph 1 and 3; article 78, paragraph 1 and 3; article 132; Administrative Procedures Code; Law No. 7961 of 12.07.1995 on “Labor Code of Republic of Albania”; and the by-laws of the University of Medicine of Tirana.

I. GENERAL PROVISIONS

Article 1

The long-term specialized studies’ program consists of theoretical and practical course of studies in the respective field of specialization conducted at the University of Medicine of Tirana(UMT), and at the hospital center of the “Mother Theresa” University Hospital (UHC) and at other university hospital centers, as well as other teaching sites accredited and certified for medical purposes by the Ministry of Health (MoH) and the Ministry of Education and Sport (MoES), based on the government quality standards of long-term specialized medical studies in Medicine as part of a formation network, with whom the UMT will in advance come into relevant agreements in accordance with existing legal acts and by-laws.

Article 2

Long-term specialized studies programs aim to educate and train students so that at the end of their course of specialization they can offer a qualitative and contemporary healthcare service, for the treatment and prevention of various pathologies, in alignment with ethical and deontological rules of the respective field, as well as through scientific research to develop a healthcare system of European standards.

Article 3

Long-term specialized studies program is delivered full-time at the designated teaching hospital or teaching site within the formation network, in accordance with the respective specialization program, defined procedures, and under the authority of responsible persons or entity. The trainee doctor acts in accordance with this regulation and the respective specialization program, as well as the rules of the education site at which the respective program is delivered. The trainee shall be appointed full-time for 40 hours per week at the designated specialized program and carry out at least 24 supervised guards annually in those specialized program where guarding services is provided, starting from the first year. Involvement in the clinical-professional activity starts at the beginning of the long-term specialized studies.

Article 4

During the specialization period the trainee must gain appropriate theoretical and practical knowledge to practice autonomously as doctor at the end of the long-term specialization course in pathology treatment, diagnosis and prevention. In order to obtain this, during the



specialization the trainee shall practice independently but supervised by professors, specialist doctors, clinical heads and tutors, who monitor the trainee during practice.

Article 5

New acceptance quotas for long-term specialized studies in medicine, respective study fees, as well as specific criteria and procedures for application, competitive exam and enrollment are determined each academic year with the Rectorate's proposal approved by the Academic Senate, and defined by the Rector of UMT in accordance with the government policies for health-care development and the UMT and respective formation network site admission capacity.

Article 6

Trainees benefitting from the quotas of the Ministry of Health or other ministries shall make contractual and financial agreements with the respective Ministry. 24 hours guard remuneration is determined by bylaws of the structures part of the formation network.

Article 7

Long-term specialized studies programs are delivered in accordance with government quality standards for long-term specialization studies in Medicine and adapted in structure with the homologue studies programs in EU countries, the EU directives for regulated professions, and the quality standards defined in existing bylaws.

Article 8

At the end of long-term specialization course, the trainee benefitting from quotas of respective Ministries shall abide by the requirements set forth in the preliminary agreements made between the parties at the time of registration in the specialization program. In case of violation of the contract, respective penalties and other obligations apply as set forth in the contract.

II. The structure of long-term specialized studies programs in medicine

Article 9

Long-term specialized studies programs include at least 80% of the total ECTS for clinical professional activities, according to respective specialized program and 20% for organized theoretical subjects delivered through the years of the studies based on a predetermined program at the start of the studies program. The ratio of subjects determined in the long-term specialization program is 60% specific subjects of the program and 30% subjects relating to a specialized section, part of the specialization program, as well as 10% subjects of core formation training courses, interdisciplinary subjects, deontology and ethical code, final examination etc.. 15% of the total of specific subjects and 15% of the total of field related subjects must be elective.

Article 10



The long-term specialized studies programs in medicine are delivered through an appropriate organizational structure, with the necessary professional and pedagogical capacities, which include professors, tutors (clinical heads) and experts of the respective specialized program.

Article 11

Each specialization program decides on:

- a) A leading figure, the Head of the specialization program. The Head of the specialization program must be full-time academic staff from the 'Professor' category and have at least 10 years of professional experience.
- b) A management council of the long-term specialized studies program, which in cooperation with the Head of the specialization program, is responsible for the draw up, organization and monitoring of the respective specialization program.
- c) The head of the economic-financial management responsible for meeting the administrative requirements at faculty level (Administrator and the Finance Office).
- d) An Internal Quality Assurance Unit responsible for internal monitoring and evaluation.

Article 12

The Management Council of the respective long-term specialized studies program is established at the Department level and consists of at least 5 (five) UMT professors, who must be well-known figures in the respective field of specialization, with at least 10 years of clinical and academic experience, of the 'Professor' category or holding the scientific degree Doctor/PhD awarded from an international university, according to Appendix 1 attached to this regulation, as well have conducted research and are published scientists nationally and internationally. In cases when the abovementioned number of the Management Council members cannot be completed within the Department, the Dean invites academic authorities of related UMT fields of specialized program to become members. The Head of the specialization program, who is also the president of the Management Council, is appointed by the council members with a simple majority vote (50%+1).

Article 13

On a department level the long-term specialized studies program must have:

- a) Full-time academic staff holding a title and scientific degree of: professor, associate professor and lecturer, at a ratio of no less than 50% of professors from the specialization studies program. At least one internal professor must be selected from the discipline/field of relevant specialized program.
- b) Part-time academic staff, who exercise their profession in the formation network's teaching sites, according to Article 1 of this regulation: staff with documented formative-didactical and professional experience at the teaching sites of the formation network, of a maximum of 50% professors, who sign a contract according to the need of the specialization program's structure.



- c) External academic staff with a contract: experts in various disciplinary sectors, of a maximum of 10% of total professors, who can engage with the program only in the absence of university professors.

Article 14

At least 50% of the researchers engaged in the study programs of long term specializations must be full time academic staff of the category "Professor", actively engaged in the clinical work or with the scientific degree "Doctor" or "PHD", awarded from well-known universities in the world and distinguished for the quality and reach clinical/research activity and publishing in the respective area.

Article 15

The student has a tutor (clinical supervisor/mentor) that leads him during the whole period of specialization and is responsible for leading, advising, assessing the needs, development and monitoring of the student's work. Supervisor's (Leader's) specialization area complies with that of the specialization program that the student is attending. The tutor has at least 10(ten) years professional experience with clinical experience in the respective clinical area and has at least the scientific degree "Doctor". The maximal number of the trainees that could be followed by a tutor is 3 (three). The tutor is a full time employed staff at one of the network structures and has a cooperation contract with the structure that offers the specialization program, at least for the duration of the specialization program.

When the tutor is not part of the institution's academic staff that offers the specialization program, one other academic supervisor is appointed, full time member of the institution's academic staff, at least with the scientific degree "Doctor" or "PhD" (awarded by well-known universities in the world- appendix 1) in the area the attendee is studying.

If the main leader is not available, the attendee will be informed on the replacement.

Article 16

Tutors (clinical supervisors) able to lead the attendee's clinical and researching work are proposed by the program's Management Council, selected by the department and approved by the respective Dean and announced by the UMT's Rector. Tutor's specialization area must comply with that of the attendee's specialization program.

A tutor from the list of the approved tutors is appointed, by the Department that covers the respective specialization, for each attendee at the moment of registration, or within 7 days from his registration in the specialization program. The name of the tutor is communicated immediately to the Deanery and respective secretary to be recorded at the respective registry and



student's file. The tutor is responsible for the implementation of the specialization study program that attends in the structures of the formative network; also deals with the organization and follows closely the clinical practices in accordance with the syllabus. The Tutor in the role of clinical leader teaches the attendee technical and practical procedures, through his direct inclusion in all phases of diagnosis and patient's treatment. Through personal example the tutor refers to the attendee's ethical principles of the communication with patients, their relatives and among colleagues, based on the modern medical deontology principles. The tutor gives to the head of the specialization program the approval that the attendee is able to successfully perform technical procedures, medicinal practice (examination, therapeutic and chirurgical procedure etc.) under direct supervision and as independent.

Article 17

At the end of each academic year is organized the theoretical and practical assessment exam, which is assed as pass or no. annual assessment is conducted by a commission composed of at least 5 (five) experienced specialists in the respective areas or closed to them according to the developed modules. Attendees assessed twice not passing, along with the accumulated credits receive a certificate for the developed modules and interrupt the long term specialization studies. The attendee may apply for transfer in another specialization program not more than once. The accumulated ECTS-s for the organized theoretical studies could be acknowledged to the students by the Dean according to the legal and sub legal acts in power, if it is judged that they comply with the new program area where he has applied.

Article 18

The attendee is subject to a final exam in the end of the specialization program, which consists in in a practical test, a theoretical test, of at least 30 minutes, as well as the presentation of the experimental- research thesis of the diploma for this purpose A commission at the department level is established of at least 5 (five) area specialists, or of a similar area, with a professional and academic experience of at least 10 (ten) years in the area in question. The head of the commission comes from the category "Professor".

MoH, MoES and the respective Professional Order have the right to send their representatives in the observer's role.

Part of the final test is some of the basic knowledge such as:

- a. Development of the critical sense in relation to the different clinical situations;
- b. Links among different medicinal areas
- c. Developed skills to solve problems aroused during the work in clinic;
- d. Competency to manage the complexity of clinical situations and to solve emergency cases.



III. Admission of students in a long term specialized study program in the medicinal area

Article 19

Eligible to apply for a long term specialization in the medicinal area are candidates that completed the program of second-cycle integrated university studies of at least 5 years (300 ECTS) in Pharmacy and Stomatology and at least 6 years (360 ECTS) at the General Medicine Branch, as well as the Master of Science study program, 2 years term (120 ECTS) in Public Health, at another accredited university for the program in question, as well as those who have received "Master of science" university diplomas abroad in one of the above mentioned study programs acknowledged by MES.

Article 20

Candidates who apply for long term specialization must:

1. Have a GPA weighted with the credits of the entire university study program' years not less than 7 (seven). Calculation of GPA of the weighed marks with the credits of entire years of the university study program of each candidate is performed by the Teaching Secretary of the respective faculty and is confirmed by an ad hoc special commission established with a decision of the Rector of the University of Medicine in Tirana. For graduated students in the same study programs abroad in western countries, stipulated in Appendix no.1, whose diploma is acknowledged to exercise the respective profession in these countries, GPA does not constitute an exclusion criterion for the admission in the long term specialization programs in medicine.
2. Have knowledge of at least one of the following foreign languages: English, Italian, French, German, Spanish, according to the sublegal acts in power.
3. Have passed successfully respective state exam in compliance with the law no. 10171, date 22.10.2009 "For regulated professions in the Republic of Albania", amended, and have earned the right to exercise the respective profession in the Republic of Albania or abroad (acknowledged in the Republic of Albania).
4. Candidates who are attending or have attended a long term specialization program cannot compete.

Article 21

The candidate applies according to the application form attached to this regulation (Appendix no. 2) and is subject of the admittance competition to test the knowledge in the respective field of study.



The additional specific criteria to be admitted in the long term specialization program are competency of the University of Medicine of Tirana. The selection of the specialized program is conducted based upon the order of the candidate according to obtained points (merit's list).

Article 22

Application process starts not later than 3(three) calendar weeks before the competition date and closes not later than 7 (seven) calendar days before the competition date. Nominative list of the candidates registered for competition will be announced in the web sites of the respective faculty and UMT, not later than 2 (two) work days before the date of the competition and is sent to the MoES and NEA (National Exams' Agency) not later than 4 (four) days from the competition date.

Time and place of the competition are announced and published next to faculty and respective departments, UMT, respective web sites at least 4 (four) days before competition.

Article 23

The application is conducted at the appointed structure for the reception of applications from the faculty that offers the respective specialization program. At the moment of application the candidate presents the following documents:

1. Application form, according to the model determined in the appendix 2 (for cases of transfer, according to the model determined in Appendix 2a).
2. Applicant's letter of motivation.
3. Photocopy of valid Identity Document, ID card or passport.
4. University diploma and grades' list acknowledged copy with the original in the Republic of Albania. In cases of foreign diploma, an acknowledged copy with the original of the recognition confirmation in the Republic of Albania is presented, accompanied with the respective diploma and marks' list or another valid document for registration in the universities where studies were completed issued by the respective institute of higher education. When the acknowledgement process is not completed yet, the candidate presents the confirmation that he submitted the documents for acknowledgement by MoES, and must submit the acknowledgement document no later than the date foreseen for the computerized test, as well as before announcing the final results by the assessment commission.
5. The acknowledged copy with the original in the Republic of Albania of the document that confirms the knowledge of a foreign language according to article 20.
6. Photocopy of the license to exercise the profession in the Republic of Albania and the registration in the respective professional Order, acknowledged with the original in the Republic of Albania.
7. Valid criminal record certificate;
8. Payment for the application and competition fee.



Candidates applying for studies' transfer, beside the abovementioned documents, must also submit the following documents:

9. Full plan of the specialized study program attended
10. Attestation of the grades' list and credits received for each subject and obligation, as well as respective syllables for subjects which will serve for the equivalence of the program subjects' marks of the study attended.
11. Attestation for the periods of practices and foreseen activities attended in the specialization program.

Article 24

At the moment of application is submitted to the candidate:

1. A copy of the application form signed by parties and with the respective faculty's stamp.
2. Orientation program of the competition test, or the respective web site where he may refer to it.
3. Competition regulation or the respective web site where he may refer to it.
4. Details on the competition date and possible documents that must be presented on the competition date, and where could be informed regarding the place and time of the exams.

Article 25

Competition for long term specialization programs in the area of medicine foresees the development of 3 phases, chronologically as follows:

1. Verbal interview
2. Computerized exam
3. Assessment of GPA of university studies

To conduct the verbal interview, candidates are separated into groups based on the lot. For the test, candidates who apply for specialized programs will be subject of a computerized exam.

Article 26

Candidates' list, who have applied at the faculties fulfilling the criteria to participate in the competitive process for long-term specialized programs at which they applied, is sent to the MoES and NEA by the University of Medicine in Tirana within 4 (four) days from application closing, according to the format previously determined by NEA. The list is sent to the respective interviewing and assessment commission by Dean's Office.

The respective faculty is responsible for the accuracy and verification of the candidate's list.

Article 27



The Rector of the UMT shall announce the Evaluation Commissions in accordance with respective Deans' proposal as well as respective dates for the oral interviews and computer-based testing. The computer-based testing is conducted at the National Exams' Agency (NEA).

Interviewing Commissions are drawn on the day of the scheduled interview, prior to the conducting the interview. Members of the Interviewing Commission are chosen with the proposal of the head of the Departments and approved by the Dean. For the draw, the Dean of the Faculty of Medicine sets up the Draw Commission comprised of 5 members.

MoES and MoH have the right to send teams for the observation and monitoring of the process.

Evaluation Commission is institutionally chaired by the Dean of the Medicine Faculty or a representative appointed by him and filled with 1 (one) representative of the UMT Rectorate and at least a representative from the Faculty of Dental Medicine. Assessment Commission consists of at least 7 (seven) members. The other members are determined by the Dean among experienced professors in the area of specialized programs for which the competition is conducted. MES and MH enjoy the right to send teams for the observation and monitoring of the process.

Article 28

Interviewing Commissions perform, administer and conclude in Faculty level the interviewing process with each candidate. Interviewing Commission consist of 5 (five) members, according to the procedure stipulated under article 27, as well as of a secretary (without voting right). The UMT's Rectorate may have its own observers for all the procedures foreseen for the interview. The head of the Interviewing Commission is selected by the members of the Commission with a simple majority vote (50% +1).

Article 29

The interview:

- a) All candidates who have applied in one of the specializations areas of the Faculty of UMT participate in the interview.
- b) Interviewing Commission has the right to ask questions to the candidate during the interview to understand and asses better his professional education, avoiding personal judgements and any other possible discrimination.
- c) Members of the Commission individually score applicants from 0 (zero) to 20 (twenty) points by secret ballot. The results are collected and forwarded on the same day to the Dean of the Faculty of Medicine.
- d) After the interview, the Evaluation Commission, with Dean's approval, announces the final scoring of the oral interview on the website of the respective faculty and UMT, as well as at the premises of the faculty and Rectorate.



Article 30

Interviewing Commission assesses candidates for the following aspects: judgement skills of the candidate, motivation to pursue specialization he applied for; general psychological profile; predisposition for team work; ability and level of communication; level of general culture; the level of expression and medical culture; ability to work under pressure; general features of work methodology and ability to read and analyze a genuine scientific medicinal material.

Article 31

Ways to conduct and administer the computerized examination

1. Specialization exams are developed at the NEA on the dates determined by the UMT Rector, based upon the availability of testing premises determined by NEA.
2. On the day of examination, candidates should bear in mind the following rules:
 - a) To bring an identification document (identity card or passport), as well as its photocopy.
 - b) To appear at least 30 minutes before the exam;
 - c) Possession of mobile phones and other means of communication are prohibited during the exam, as this will be considered as disqualification criteria.
 - d) Smoking and food consumption is prohibited in the premises of the exam.
 - e) Communication during exam is prohibited.
3. Exam rooms are monitored from one or more administrators, who are responsible for the progress of the exam/test according to the rules determined in this regulation.

Article 32

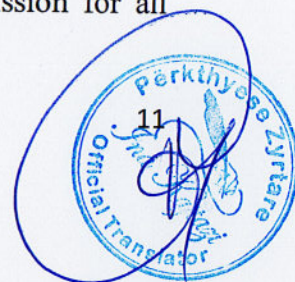
Questions for the competition's computer-based testing and eventual orientation program are prepared by the faculty that offers the relevant specialization program based on the university studies' curricula and announced by the Dean. The program must provide testing of knowledge, capacities, and applicants' abilities in different perspectives (operative, cognitive and reporting).

Article 33

Exam questions, eventual orientation program, examination details and specializations' regulation and/or their eventual amendments are announced at least 4 (four) weeks prior to the date of computer-based test and at least 1 (one) week before the applications' starting date. Examination details and specializations' regulation and or their eventual amendments are announced before applications' start. They are announced at the relevant Faculties, UMT, on their official websites, as well as handed to all candidates at the application.

Article 34

All faculties of Tirana University of Medicine have a joint Assessment Commission for all specialization areas.



The Assessment Commission is led by a Chair, who calls the Commission, leads the discussions, coordinates the activity of the Commission and oversees enforcement of the legislation. Assessment Commission decisions are taken by a simple majority of commission's members.

Article 35

The Dean sets up a working group at the responsible institution from main specialties and professors of relevant faculties to draft the question papers for the computer-based testing.

The working group draft the question papers with the respective answer keys for the computer-based testing, giving at least 4 (four) alternatives only one alternative being the right answer, and eventually the orientation program for each specialty.

The question papers are drafted based on the standards determined by NEA, and the working group shall group the questions in difficulty levels as follows:

Level 1: simple, Level 2: medium and Level 3 difficult, converting respectively in 1 point, 2 points and 3 points.

While compiling the questions' fund, compilers must apply standards for compiling questions with alternatives, adopted by National Exams Agency. Compilers have responsibility for the accuracy of the questions made by them and for the enforcement of the law no. 9380 date 28.04.2005 "On copyright and related rights" as amended.

Article 36

The procedures for computer-based test followed by the Evaluation Commission are the following:

- a. the Commission receives by compilers the questions' fund of specialization exams
- b. the Commission reviews the question's fund aiming for the best representation of the program knowledge, considering:
 - i. The relevance of each part of the program represented in the test and questions' compliance with the announced eventual orientation program, as well as their accurate formulation. When the Commission finds that these conditions are not met, than it changes questions' formulation making them valid for the questions' fund, or removes it.
 - ii. Determines the difficulty of questions making changes if found reasonable.
 - iii. Determines the number of alternatives (four to five alternatives)
- c. The Commission approves the question papers with a simple voting majority and submits to the Dean the approved question papers with relevant alternatives of answer keys highlighting the correct answer, and the eventual orientation program.
 - i. Before starting the application process the Evaluation Commission confirms percentage of questions included as per level of difficulty by previously consulting with NEA on the characteristics of the computerized program used for the testing.



- d. The Commission submits to the Dean of the relevant faculty, at least within 7 (seven) calendar days, the approved questions' fund. The Dean, within 2 (two) calendar days announces and submits questions' fund to the NEA.
- e. In the compute-based testing day the simple majority of the Evaluation Commission's members must be present according to the schedule approved by the head of the assessment commission.
- f. The commission assists in the electronic production of the specialization's test theses and conducts its check, before it is delivered to the candidates. The Commission keeps the relevant track record on the accuracy of selected questions from the system for the relevant theses.
- g. At all the time the commission follows procedures and development of the computer-based testing at the NEA until its conclusion and signing of the test results' records;
- h. The Commission and a representative IT specialist of the UMT cooperate with NEA representatives for the progress of the specialization computer-based testing.

Article 37

The Evaluation Commission also has the following duties/responsibilities:

1. Reviews and approves eventual orientation program of the computer-based testing
2. Responds for the accuracy of the questions' set and respective answer keys for each long-term specialization program
3. Follows and responds to complaints made by candidates
4. Prepares the aggregated merit's list with the cumulative results of the interview, computerized testing and GPA in a written and electronic format.
5. Assists in the relevant specialist selection process from the candidates according to the merit's list.

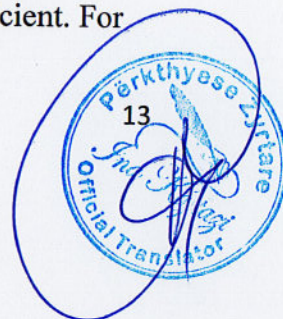
Article 38

The evaluation of the candidate will be conducted through a point system (maximum of 1000 converted points). 20% of the points (200 converted points) will count from the GPA (rounded with two digits after the decimal point), 70% of the points (700 points converted, rounded with two digits after the decimal point), will count from the computerized multiple choice test, which will contain 100 questions, and 10% (100 points) will count from the oral interview.

Article 39

The average pondered grade will count as the GPA, from all university study years, including graduation.

For candidates who have completed their studies in higher education institutions in Albania, the GPA is multiplied with a 0, 8 coefficient. For candidates who have completed their studies in public or private higher education institutions in Albania, which issue joint diplomas with western universities, determined in Appendix 1, the GPA is multiplied with a 1 coefficient. For



candidates who have completed their studies in public higher institutions in Albania, the GPA is multiplied with a 1 coefficient, while for candidates who have completed their studies abroad, in one of the states determined in Appendix 1, the GPA is multiplied by 1,1.

The point conversion of the calculated GPA as mentioned above, through multiplication with the relevant coefficient, is performed based on the modality described below: estimated grade 10 = 200 converted points, estimated grade 9 = 150 converted points, estimated grade 8 = 100 converted points and estimated grade 7 = 50 converted points. Each 0.10 of the estimated GPA equals 5 converted points (i.e. GPA 7, 10= 55 converted points, 8, 20 = 110 converted points, 9, 34= 167 converted points, etc.).

Article 40

The competition for the studies program of the third cycle for the long-term specialization in the field of medicine will announce as winners the competitors who obtain the highest points on a descending order (merit list) within each quota typology announced with the decision of the Rector of the University of Medicine, Tirana which awards quotas, based on the candidate's preferences expressed during the selection moment, as well as the availability of quotas in the relevant study program.

Article 41

The competition test is designed by 100 multiple choice questions (in one or two rounds according to the test technical possibilities of the NEA for the test realization), with no less than 4(four) answers, out of which only one must be correct. The joint competition test is administered by NEA, based on the state examination test model.

Article 42

If a candidate is not presented to take the test or withdraws before its start, then the test is not assessed complete.

The withdrawal from the computerized test cannot be done after entering the testing premises.

In the case the candidate wants to withdraw from the computerized test after the start of the test, at the end of the test he must sign the declaration with the achieved result.

The candidate that leaves the testing premise will not be allowed to re-enter.

Article 43

Modalities for the development of the computerized test



1. For each testing session, the questions automatically selected by the system are identical for all candidates participating in the computerized test. Depending on the testing system, if the distribution of all questions simultaneously is not possible, they are distributed to the candidates in two rounds of 50 questions of equal difficulty and total points.
2. The computerized test lasts 120 minutes and takes place in one single round or two 60 minute rounds, each according to the technical possibilities of NEA (National Exam Agency). It simultaneously starts and ends for all candidates participating in the test, at the determined day and time.
3. The evaluation of candidates is performed automatically from the computer system, when the test ends. The final result is shown at the candidate's monitor and is automatically printed by the system, along the given answers. Each candidate signs the printed test result given at then of the respective test.
4. The NEA and each representative of the Evaluation Commission have the right to propose the Evaluation Commission the disqualification of a candidate, if it notices heavy violation of the exam regulation. The NEA and each representative of the evaluation commission keep a record of the noticed violations.
5. If it is noticed that the test is not conducted in adherence to the regulations, then it will not be deemed complete. The decision, in this case, belongs to NEA and evaluation commission competences.
6. The NEA forwards the list of the computerized test results to the University of Medicine, Tirana, at the end of each day the test is developed.

Article 44

Competition and evaluation procedures:

- a. All candidates go through the oral interview, which is conducted before the computerized test, according to the announced calendar. The oral interview result is necessarily announced before the computerized test and the announcement of its result.
- b. The computerized test is conducted at the NEA. The evaluation commission is present at the draw for the selection of the test questions and follows all the testing procedures through video monitoring, without physically being present at the testing facilities. All complaints related to the competition process are addressed to the evaluation commission, considers the complaints case by case and answers based on the terms foreseen in this regulation.
- c. If during the complaint investigation from the evaluation commission, mistakes are noticed in the questions, these questions are not taken into account. In this case, the maximal number of points that count toward the weighted computerized test points also



- drops. The evaluation of all candidates that have undergone the test which contains this question/s is calculated without taking the wrong question/s into consideration.
- d. The results of the computerized tests are made available to candidates at the end of the respective test. The results are signed by all evaluation commission members who are present the moment the results are printed by the computerized system, in 3 copies, out of which one copy is saved by the NEA, one is sent to the UMT in written form, and one is kept by the evaluation commission. The results are announced in the respective webpage of the UMT faculty.
 - e. The competitors can present written complaints for the computerized test results within two days of receiving the result. In such cases, the evaluation commission investigates the complaint and makes a final decision on the complaint no later than 48 hours.
 - f. The evaluation commission, by the end of the oral examination and computerized test, converts the pondered student average based on the certified documentation, the points obtained in the computerized test and the points obtained in the oral interview, and issues the candidate's total points. The calculation of the GPA of all pondered grades with the credits for all university study years of each candidate is performed according to article 20, paragraph 1 of this regulation. At the end of this process, the evaluation commission drafts the final list with the candidate ranking based on the total points obtained, where the points of GPA evaluation, oral and computerized test are also determined. Candidates resulting with the same number of points are differentiated, by including more than two digits after the decimal point. If the number remains the same, there is a draw between the candidates. The final lists are announced at the web page of the respective faculty and the UMT.
 - g. Candidates can appeal the final results within 2 days from its announcement. The evaluation commission investigates the complaints and announces its decision within 3 days.

Article 45

The selection of the long-term specialization program is done within two days from the announcement of the final results, including the appeal procedures within the deadlines determined in this regulation. The number of winning registrations is equal to the determined quotas of the relevant specialization program, including the relevant district, based on the descending rendition of total points.

The selection of the specialization and district is conducted in a transparent manner, among the candidates, based on the final list ranking, for each quota typology approved by the decision of the Rector of UMT, based on descending order of the points obtained by each candidate, at the presence of the evaluation commission, led by the Dean, or his representatives, with the interested persons' presence (groups of 5 competitors).



The candidate benefiting from quotas covered by the Ministry of Health, or benefiting from quotas by other Ministries, which require the trainee to sign a contract, signs 3 copies of the contract made with the respective Ministry. At the time of registration, the candidate must present the signed contract with the respective Ministry. In the case the contract is not signed, the student loses the right of specialization, as well as the right to apply for a specialization program for the following 3(three) years.

Article 46

The record of the final results and determined district, for which the candidate will sign a contract with the respective Ministry, is signed by the members of the evaluation commission and the applicant and is handed to the Rectorate, which sends it to the respective deanery for registration.

Article 47

Registration of the winning candidate:

- a. Candidates who are announced winners must register at the respective faculty within 7 (seven) working days from the date of specialization selection, to obtain the trainee status.
- b. Candidates that register as trainees must present an identification document (ID card or biometric passport) and the payment invoice of the enrollment fee according to the provisions in the legal acts and bylaws in force.
- c. The enrollment of the winning candidates is done based on the submission of the contract signed between them and the institution of the proposed quota for specialization. Exceptions to this are the cases which do not foresee the signing of a contract with the respective ministries. The candidates who register in the context of quotas transfer must also hand the deregistration document from the transferring specialization program. In case they transfer from abroad specialization programs, and it is impossible to deposit the de-registration document within registration deadline, the candidate is registered on reserve, until the deposit of the relevant document. If the candidate does not deposit the de-registration document within a month from the date the winners are announced, the Faculty de-registers the candidate and can proceed the eventual registration of the following winning candidate in the relevant list.
- d. During the registration procedure, the determined faculty structure for the conduct of these procedures keeps a special register, where the winning candidates sign at the moment of registration, also writing down the date and time of registration. In this register, the candidate must also sign in case of de-registration from the specialization



- program he is registered at, therefore losing the right to continue following this specialization program in the future.
- e. The registered winning candidate is equipped with a registration document, in which is indicated the name of the candidate and date and time of registration. The registration document must be signed by the charged employee for this purpose and the Dean, and sealed with the relevant seal of the faculty.

IV. The Rights and Obligations of the student of the long-term specialization study program in the field of medicine

Article 48

The student attends full time the long-term specialization program at the facilities of the formation network where the specialization is determined to be carried out in accordance to the relevant program. During this training, the trainee obtains theoretical knowledge, practical skills and necessary ethical and professional elements. The theoretical and practical program of the relevant specialization presented at the start of the specialization it is compulsory. The main objectives of the long-term study program in the field of medicine are the continuous commitment to clinical and research-scientific work and the constant motivation of team work. The student must participate in different clinical activities, closely related to the specific field of specialization study, which enables him to:

- a) Acquire methodologies and clinical and research knowledge for independent creative activities as: scientific articles, presentations etc.
- b) Work independently in laboratories/clinics/operation rooms;
- c) Use contemporary information resources (i.e. libraries and the internet, scientific/clinical databases) and administer the information;
- d) Use contemporary technologies for scientific presentations;
- e) Acquire advanced analysis methods and data processing;
- f) Recognition and acquisition of specialized terminology related to the clinical field of the specialization.

Article 49

The student of the specialization program participates in the foreseen activities of the study programs, independent of their clinical work. The trainee is free to participate as public or as a speaker in:

- a) Lectures;
- b) Seminars;
- c) Interdisciplinary debates organized in the framework of specialization programs;



- d) Other learning opportunities such as: conference presentations and various seminars of a clinical character.

Article 50

The necessary conditions must be created for the accepted student to conduct his long-term study program of academic and clinical character. The long-term specialization study program must align student goals in the clinical and research-scientific field with the opportunity at the end for a professional career and employment. The student must be continuously provided with technical support for the development of clinic and research activity related with it.

Article 51

The respective faculty follows clear procedures for the continuous evaluation of the student's knowledge, defined and announced at the start of the study program. The conclusions of the continuous evaluation must be clear and transparent, including the suspension, extension or expulsion from the specialization studies.

The relevant faculty sector holds, in written and electronic form, an annual overview of the number of students and graduates in the long-term specialization programs, withdrawals from study programs and leaves before the program is complete or unsuccessful finalization of the academic year.

Article 52

At the final evaluation, the student must evidence that has acquired:

- a) Extensive knowledge in the relevant field;
- b) Extensive knowledge in fields related to it;
- c) Professional and scientific capacities to use contemporary technology in solving clinical issues related to the field of specialization and the integration of the acquired knowledge in solving complex clinical situations;
- d) Updated knowledge and innovations, to expand and refresh existing knowledge;
- e) Autonomy, scientific and professional integrity and commitment to develop new ideas;
- f) Team-oriented skills for the solution of various clinical situations;
- g) High levels of ethical and professional behavior.

The student evidences that through his clinical work has acquired skills and the necessary professional and scientific capacities to exercise his profession independently.

Article 53



The trainee is evaluated for each subject through a graded exam, which is archived by the Secretariat, appointed on purpose by the relevant faculty. The trainee is given the right to enter the final examination after the payment of all annual obligations, foreseen in the study plan, and the review of his file by the council of the specialization program, which evaluates it positively or negatively. The file contains the evaluation on trainings and conducted study modules, as well as periodical evaluations from the tutor. In case of a negative evaluation by the council of the specialization program, the decision is communicated to the student along with the parts he must reproduce to enter the final exam. The final annual evaluation of trainees is based on the results of annual periodical evaluations, on the final exam and the experimental diploma thesis and on the judgment of professors and the supervisor, and is expressed with a passing grade from 5 (five) to 10 (ten), or failing grade, 4 (four).

The trainee, who finalizes all theoretical and practical obligations, according to the study plan and receives the final evaluation, receives a Specialization Diploma in the respective specialization, thus acquiring the right to exercise the profession as specialist.

Article 54

The Faculty offering the long-term specialization sets available for the student its scientific library, rich with written and electronic publications with IT infrastructure, including a list of periodical publications and computer programs as electronic libraries, which contain books or scientific publications necessary for the successful implementation of the study program.

Article 55

The student actively participates in all activities of the Department and university Service in which he is specializing, always under the supervision of professors, tutors and specialist doctors of the formation network. The trainee must fulfill all trusted assignments to ensure the well-functioning of the service, by respecting the Regulation of the structures of formation network where he works during his specialization.

Article 56

The trainee has the right for a 4 week holiday during the foreseen study period of the respective formation network. The holiday period is determined in agreement with the leaders of the relevant specialization program. A medical report should be provided for absences of health reasons. In case absences surpass 30% of the academic cycle or module, it must be repeated. In case of maternity leave, the specialization will be postponed for the duration of the leave, so that the theoretical and practical program can be fully completed. In case of family misfortune, the trainee can be absent no longer than 7 (seven) calendar days and settle his obligations at a later time.



Article 57

The trainee must enroll each year near the respective secretariat of the faculty. The enrollment will take place on the first year after signing the relevant contract and paying the tuition fee defined according to the legal acts and bylaws in force, and on the following years paying the tuition fee and ensuring that fees of previous years have been paid based on the study plan. Carried obligations are only allowed for cases foreseen in article 56. The trainee will not be allowed to repeat the year, except for cases foreseen in article 56. The specialization cannot last longer than 1 year from its official timeline.

Article 58

The trainee who does not acquire the final evaluation has the right to undergo this evaluation one more time, but no later than 1(one) year from the end of the specialization. The student enrolls as a repeating student and pays the full tuition fee of the year he will repeat. During this year the student participates full-time in the relevant professional activities, without benefiting bonuses/compensations from the relevant quota-covering Ministry. The trainee who does not go through the final evaluation within 1(one) year from the end of the specialization, loses the right to obtain the Specialist Diploma, but he is given a certificate proving he has conducted the whole cycle of specialization studies, except for graduation, and an attached list of received grades and completed activities, along with the relevant credits.

Article 59

The trainee for a period of his specialization has the right to perform it abroad (maximum 1 year) by transferring acquired credits with the approval of the Head of long-term specializing study program, Head of the Department and Dean of the Faculty,

Article 60

The trainee, during the entire formation process and the completion of his professional duties, must follow the ethical and professional conduct rules with the patients, professors and colleagues, within the medical deontological norms, by acquiring correct communication skills with third parties. In cases of disciplinary infractions or violations, like all other doctors, is subject to the disciplinary measures taken by the Order of Doctors and other competent bodies.

Article 61



The students of the long-term specialization study program of the UMT respective faculties have the right to appoint and be appointed, to be represented in collegial bodies according to the legal framework in force.

Article 62

The students of the long-term specialization study program of the UMT Faculties have the obligation:

- a) To implement statutes and regulations of all university and hospital structures of the specialization program formation network;
- b) To pay tuition fees of study and services that the university and hospital structures of the specialization formation program network offer, based on the legal acts and bylaws in force;
- c) To show proper attention to the rights of patients; especially during the performance of medical procedures.

Article 63

Students of the long-term specialization study program have the right to transfer during intermediate years (maximum second year) to other long-term specialization programs. The transfer of long-term specialization studies can be performed only if specific quotas have been foreseen for this purpose, with the proposal of the Rectorate, approved by the Academic Senate, and announced by the Rector of the University of Medicine, Tirana. The candidate that applies for transfer fills the attached form (Appendix 2) and determines the requested long-term specialization program.

In case the number of candidates for transfer is higher than the quota number, the competition procedure is similar to the procedure for the long-term specialization program.

Article 64

At the start of the long-term specialization studies program, the trainees are equipped with a Student Booklet based on the form in Appendix 3, where all grades and annual evaluations will be indicated. The Student Booklet is valid for the trainee until the end of the specialization program and his graduation.

The booklet is issued by the deanery at the enrollment of the student and includes a student photo. The student should submit his booklet for all activities that require evaluation or mandatory presence which are foreseen in the respective specialization program. At the end of relevant activity, the booklet is completed by the responsible professor who develops the relevant



activity. The completion of the booklet is mandatory. The applicant is not allowed in the respective activities if he does not present his booklet. In cases the student loses his booklet, the respective secretary equips him with another booklet upon the student's request and foreseen fee, and completes the activities carried out by the student until that moment, resulting in the records of the secretary.

Article 65

The trainee follows the ethical and professional conduct rules with the patients and colleagues and acquires correct communication skills with third parties. Student behavior that affects the personality and moral and physical integrity of others, the rules and ethical-moral norms of the society, disrespect of the ethical code and medical deontology are considered violations of the regulation of the long-term specialization study program, in the cases that these actions do not hold criminal elements. When the abovementioned actions take place in the formation network facilities during the academic year, the following disciplinary measures are taken:

- a) Written advice;
- b) Written remark;
- c) Suspension from the specialization for the academic year;
- d) De-registration from the specialization.

The disciplinary measure 'written advice' is proposed by the Supervisor of the specialization program and approved by the Head of Department.

The disciplinary measures 'written remark', 'suspension for the specialization for the academic year' and 'de-registration from the specialization' are proposed by the Supervisor of the Department and approved by the Dean.

The student has the right to complain to the Dean against the decision of the Supervisor of the Department.

The student has the right to complain to the Rector, against the decision of the Dean.

Article 66

The disciplinary measures are taken after all necessary verifications are conducted, the interested trainee is heard and the Managing Council of the long-term specialization program and the respective Department Supervisor are consulted. The type of measure is determined according to the violation degree, whether it is repeated, and the attitude toward the conducted violation. The disciplinary measures are taken in the sequence above, except when the leading authorities of the institution assess otherwise.



V. The Management of financial resources and mechanisms for quality and performance improvement of the long-term specialization studies

Article 67

The Administrator and Finance Office of the relevant faculty draft a financial report, reflecting in details the costs of the study program, including the operational costs, fixed costs of the facilities and equipment, costs of staff salaries (professors, tutors, assisting academic staff, experts, etc.). The Administrator and Finance Office manage the secondary income collected from fees of the long-term specialization study programs and draft the final economic balance sheet.

Article 68

For the improvement of quality and performance assurance through analysis and periodical monitoring of the long-term specialization study programs, in the aspect of the compatibility of new study programs with the strategy of the faculty, university and healthcare service, on a university level, functions the Internal Quality Assurance Unit, which is competent to evaluate periodical formation activities in the main integral units of UMT, in accordance with the standards. The evaluation of long-term specialization study programs is performed through determining the strengths and weaknesses to achieve the academic goal and future improvement suggestions. The Internal Quality Assurance Unit, in cooperation with the involved academic staff, carries out the institutional self-evaluation through measuring instruments and methodologies by information data in a coded classification system and archiving.

Transitional and final provisions

Article 69

The student is insured during the entire specialization period and for all foreseen activities in the specialization program. Sufficient documentation from the institution is provided. One insurance policy copy is handed to the student.

The student is insured for the purpose of professional responsibility for the damages he can cause to third parties and damages caused to him during the specialization period and foreseen specialization program obligations.

The insurance policy covers:

1. Health and life insurance for the trainees: insurance up to 1,000,000 ALL;
2. Insurance of Professional Responsibility toward Third Parties: insurance up to 5,000,000 ALL.

The insurance policy is paid and made by the relevant faculty with the insurance company in favor of student.



Article 70

This regulation is drafted in accordance to the long-term medical specialization standards and with the legal acts and bylaws in force. The regulation enters into force after its approval and can be updated each new academic year. The defined criteria at the start of a specialization cycle cannot change with the annual updates of the regulation, until the end of that cycle. If changes are necessary, future regulations must explicitly exclude the started specialization cycle.

Article 71

The University of Medicine, Tirana has the right to make agreements with public or private institutions for the development of long-term specialization studies in the field of medicine, as well as the expansion of the formation network that cooperates with UMT.

Article 72

Minimal criteria for third cycle, long-term specialization study programs in the field of medicine, in the University of Medicine, Tirana is the proficiency of at least one of the foreign languages (English, Italian, French, German, Spanish) at B2 level, with the condition that the final deadline for presenting the foreign language certificate at C1 level, based on bylaws in force, for this category of students, to be before the end of the first academic year.

Article 73

The Academic Senate of the University of Medicine, Tirana has the right to update and approve this regulation.

The Rector of the University of Medicine, Tirana has the right to interpret this regulation.

This Regulation enters into force right after the approval by the Academic Senate of the University of Medicine, Tirana.

UNIVERSITY OF MEDICINE, TIRANA

PRESIDENT OF THE ACADEMIC SENATE

PROF. ARBEN GJATA

(Wet seal, signature)



Appendix No.1

The foreign countries that fulfill the 'western' definition in reference to the long-term specialization studies regulation in the field of medicine

- All member states of the European Union
- Great Britain
- Switzerland
- The USA
- Canada
- Japan
- Australia
- New Zealand
- Turkey



Appendix No. 2

APPLICATION FORM

I the undersigned here _____, born on _____,
in _____, residing _____,
Identification card/passport no _____,
Address _____,
Phone no _____, mobile _____, E-mail _____,

REQUEST:

To apply for the Long-term Specialization at the Faculty of _____,
Benefitting from (only one of the following alternatives can be marked with an 'x'):

- ☐ Acceptance quotas covered by the Ministry of Health
- ☐ Acceptance quotas covered by the Ministry of Justice
- ☐ Acceptance quotas covered by the Ministry of Defense
- ☐ Acceptance quotas covered by the Ministry of Internal Affairs
- ☐ Uncovered quotas (free)

At the time of this request's presentation, under my legal responsibility,

I DECLARE THAT:

- I hold:
 - ☐ Integrated "Master of Science" Diploma of the Second Cycle at _____,
Issued by IAL _____, Country _____
 - ☐ Recognized in the Republic of Albania (for foreign diplomas)
 - ☐ "Master of Sciences Diploma of the Second Cycle at _____,
issued by IAL _____, Country _____
 - ☐ Recognized in the Republic of Albania (for foreign diplomas)



- I have a pondered GPA from all years of university studies (first+ second cycle or integrated diploma of the second cycle) _____ (rounded two digits after the decimal point).
- I am not going through and have not gone through a long-term specialization program in the field of medicine before.
- I am proficient in the following foreign language/s:
 - English, level _____
 - Italian, level _____
 - French, level _____
 - German, level _____
 - Spanish, level _____
- Attached to this form, I have submitted:
 - Motivation letter.
 - The photocopy of my valid identification document, ID card or passport.
 - Certified copy of the university diploma in the Republic of Albania, for the first cycle 'Bachelor' study program and second cycle 'Master of Sciences', or the second cycle integrated program, as well as the grade record. In case of international diplomas, certified copies with the recognition document of the Republic of Albania are submitted, accompanied by the diploma/s and the respective grade record, or another valid registration document issued the country of the university where studies have been conducted, issued by the relevant higher education institution.
 - In case of international diplomas, original copy of the recognition document of the Republic of Albania, accompanied by the diploma and the respective record, or another valid registration document issued by the country of the university where studies have been conducted, issued by the relevant higher education institution.
 - Proof that recognition documentation has been submitted to MoES (in case the recognition procedure is not complete). The recognition document must be submitted no later than the foreseen electronic study test, and before the announcement of the final result from the Evaluation Commission.
 - Original copy/s of the foreign language certificate/s of the Republic of Albania.
 - Notarized photocopy of the license to exercise one's profession of the Republic of Albania.
 - Notarized photocopy of the registration proof at the relevant Professional Order in the Republic of Albania.
 - Valid criminal record.
 - Supporting letter from the respective Ministry
 - Competition's payment proof (non-redeemable)
 - Two personal photos



- I declare that I am aware of the fact that at the end of the competition process and before the final registration in the long-term specialization the relevant contract is signed, in the cases one benefits from quotas covered by the Ministry of Health or other Ministries, which is obliged to engage the student after the specialization ends at the determined facilities foreseen in the contract and for the period set in the contract. Non-compliance with this contract hold relevant penalties foreseen in the contract signed between the parties.
- I authorize the UMT, Ministry of Education and Sport, Ministry of Health and the State Examination Agency to handle my personal information in the context of applying and registering to the specialization studies, as well as eventually make them public.
- I also authorize the Ministry of Education and Science and the State Examination Agency to conduct verification and obtain all information related to: the university studies where I have applied for registration, study periods conducted in the past and any kind of verification related above.
- I declare that I have not applied to register in any other higher education institution, for the academic year in which I am applying.
- I declare that I am not conducting another study program in other higher education institutions, and that I will not simultaneously conduct another study program, until the end of the study program for which I am applying.
- I declare that I am familiar with the long-term specialization regulation in the field of medicine, as well as the respective Instruction of the Rector of the University of Medicine, Tirana, and I am clear about the application and competition procedures, as well as I fulfill the foreseen criteria of the abovementioned regulation, the respective Instruction, and Decision No. 89, on the 16th of November 2016 of the Academic Senate of the University of Medicine, Tirana.
- I declare the validity of the information and documentation I have presented. I am aware that, in case I declare untrue information or present false or untrue documentation, I am subject to the measures foreseen in the Criminal Code and all other legal acts and bylaws in force. In case of doubt on the truthfulness of the declared information, the University of Medicine, Tirana, Ministry of Education and Sport and/or the State Examination Agency begin their control procedures by eventually forwarding this information to the competent legal bodies.

(_____)

Name Paternity Surname
of candidate

Signature

(_____)

Name Surname
of employee receiving application

Signature



Place: _____ Date: _____, Time: _____

Appendix Nr. 2a

APPLICATION FORM (for transfers)

I, the undersigned here, _____, born on _____,
in _____, residing _____,
with identification card/passport no _____,
Address _____,
Phone nr _____, mobile phone _____, E-mail _____,

Request:

To transfer in order to continue the Long-term Specialization study program:

_____, ID _____

At the time of this presented request, under my legal responsibility,

I DECLARE THAT:

- I hold:
 - Integrated “Master of Science” Diploma of the Second Cycle at _____, Issued by IAL _____, Country _____
 - Recognized in the Republic of Albania (for foreign diplomas)
 - “Master of Sciences Diploma of the Second Cycle at _____, issued by IAL _____, Country _____
 - Recognized in the Republic of Albania (for foreign diplomas)
- I have a pondered GPA from all years of university studies (first+ second cycle or integrated diploma of the second cycle) _____ (rounded two digits after the decimal point).
- I am following a long-term specialization program in _____, at the IAL _____, country _____
- I am proficient in the following foreign language/s:
 - English, level _____



- Italian, level _____
 - French, level _____
 - German, level _____
 - Spanish, level _____
- Attached to this form, I have submitted:
 - Motivation letter.
 - The photocopy of my valid identification document, ID card or passport.
 - Original copy of the Republic of Albania of the university diploma, for the first cycle 'Bachelor' study program and second cycle 'Master of Sciences', or for the second cycle integrated program, as well as the grade record. In case of international diplomas, original copies of the recognition document of the Republic of Albania are submitted, accompanied by the diploma/s and the respective record grade, or another valid registration document issued by the country of the university where studies have been conducted, issued by the relevant higher education institution.
 - In case of international diplomas, original copy of the recognition document of the Republic of Albania, accompanied by the diploma and the respective grade record, or another valid registration document in the country of the university where studies have been conducted, issued by the relevant higher education institution.
 - Proof that recognition documentation has been submitted to MAS (in case the recognition procedure is not complete). The recognition document must be submitted no later than the foreseen in the electronic study test, and before the announcement of the final result from the Evaluation Commission.
 - Original copy/s of the foreign language certificate/s of the Republic of Albania.
 - Notarized photocopy of the license to exercise one's profession of the Republic of Albania.
 - Notarized photocopy of the registration proof at the relevant Professional Order in the Republic of Albania.
 - Valid criminal record.
 - Supporting letter from the respective Ministry
 - Competition's payment proof (non-redeemable)
 - Two personal photos
 - Full curriculum of the specialization studies program followed so far;
 - Proof of all grades and credits attained in each subject and settled obligations, as well as the respective syllabi for each accomplished subjects, which will serve in the equivalence of the grades obtained in the subjects of the studies program followed so far;



- Proof for the internships period and participation in the foreseen activities of the specialization program followed.
- I declare that I am aware of the fact that at the end of the competition process and before the final registration in the long-term specialization the relevant contract is signed, in the cases one benefits from quotas covered by the Ministry of Health or other Ministries, which is obliged to engage the student after the specialization ends at the determined facilities predicted at the contract and for the period in accordance with the contract. Non-compliance with this contract hold relevant penalties predicted at the contract signed between the parties.
- I authorize the UMT, Ministry of Education and Sport, Ministry of Health and the State Examination Agency to handle my personal information in the context of applying and registering to the specialization studies, as well as eventually make them public.
- I also authorize the Ministry of Education and Science and the State Examination Agency to conduct verification and obtain all information related to: the university studies where I have applied for registration, study periods conducted in the past, and any kind of verification related with what was said above.
- I declare that I have not applied to enroll in any other higher education institution, for the academic year in which I am applying.
- I declare that I am aware that before final registration I must present documentation of deregistration from the long-term specialization program I have followed so far, and that not presenting deregistration documentation does not allow the final registration in the specialization program I am applying. I declare I will not simultaneously conduct another study program, until the end of the study program for which I am applying.
- I declare that I am familiar with the long-term specialization regulation in the field of medicine, as well as the respective Guidance of the Rector of the University of Medicine, Tirana, and I am clear about the application and competition procedures, as well as I fulfill the predicted criteria of the abovementioned regulation, the respective Guidance, and Decision No. 89, on the 16th of November 2016 of the Academic Senate of the University of Medicine, Tirana.
- I declare the validity of the information and documentation I have presented. I am aware that, in case I declare untrue information or present false or untrue documentation, I am subject to the measures foreseen in the Criminal Code and all other legal acts and bylaws in force. In case of doubt on the truthfulness of the declared information, the University of Medicine, Tirana, Ministry of Education and Sport and/or the State Examination Agency begin their control procedures by eventually forwarding this information to the competent legal bodies.

(_____)
Name Surname
of candidate

(_____)
Name Surname
of employee receiving the application



Signature

Signature

Place: _____ Date: _____, Time: _____

Appendix Nr. 3

Student Trainee Booklet Format

Trainee Booklet

First Page

The Republic of Albania

Ministry of Education and Sport

University of Medicine, Tirana

Document format Photo

Second Page

UMT Logo

TRAINEE BOOKLET

Faculty

Name, Father's Name, Surname

Born onin.....

Register No..... Year.....

DEAN OF FACULTY

Tirana, on

FACULTY SEAL

Booklet pages



Academic year.....

Group.....

Subject	Professor	Grade	Credits	Date	Signature

Booklet pages

Academic Year.....

Group.....

CLINICAL AND PROFESSIONAL PRACTICE				
Name	Clinical Leader	Evaluation	Date	signature

Booklet pages

Annual Theoretical and Practical Evaluation Exam

Academic Year.....

Practical Exam..... Grade..... Date.....

Oral Exam..... Grade..... Date.....

Common Grade..... Passing..... Failing.....

Specialization Program Supervisor.....

Evaluation Commission.....

BOOKLET PAGES

Final evaluation exam

Academic Year

Practical Test Grade..... Date.....



Oral Exam..... Grade.....Date.....

Experimental-education diploma thesis..... Grade.....Date.....

Specialization Program Supervisor.....

Evaluation Commission.....

Last page

Notes:

1. The specialization booklet is valid during the entire studies period
2. The booklet should be well-kept and clean.

(ALL PAGES ARE SIGNED)

