

**REPUBLIC OF ALBANIA
MINISTRY OF EDUCATION AND SPORT
UNIVERSITY OF MEDICINE, TIRANA**

REGULATION

“FOR THE ORGANIZATION OF DOCTORAL STUDY PROGRAM”

**APPROVED AT THE UMT ACADEMIC SENATE’S MEETING
WITH DECISION No. 7, dated 28.01.2014**

**Head of Senate
Prof. Dr. Jera Kruja
(Wet seal, signature)**



REGULATION

“FOR THE ORGANIZATION OF DOCTORAL STUDY PROGRAM”

Based on Law No. 9741, dated 21.05.2007 “On the Higher Education in the Republic of Albania”, amended; Decision of Council of Ministers (DCM) No. 864, dated 05.12.2007 “on the opening of doctoral study programs in higher education public institutions and determining the criteria that a student needs to fulfill in order to obtain the diploma for scientific degree “Doctor”, amended; DCM No. 593, dated 18.08. 2011 “For some amendments in DCM no. 864, dated 05.12.2007 “On the opening of doctoral study programs in higher education public institutions and determining the criteria that a student needs to fulfill in order to obtain the diploma for scientific degree “Doctor”, amended; and the Guideline No. 5, dated 22.01.2008 of the Ministry of Education and Science, the Academic Senate of the University of Medicine, Tirana based on the draft regulation defined by the Chairmen of the Council of Professors of UMT`s, in its meeting dated 28.01.2014, approved the following regulation.

Article 1

General

- 1.1 Doctoral study programs, based on paragraph 1.3.1 of article 26 of the Law No. 9741, dated 21.05.2007 “On the Higher Education in the Republic of Albania”, amended, constitute the third level of university training (third cycle), by the completion of which a diploma for scientific degree “Doctor” is issued.
- 1.2 Doctoral study programs are developed through a scientific research project, which is documented by the relevant faculty. These programs can be organized even among different medical disciplines. The educational objectives of the Doctoral study programs must be widespread, motivated and related to the scientific orientation of the selected field or in selected areas in the case of Doctorates in two or more discipline.
- 1.3 Doctoral study programs include in depth scientific-didactic theoretical training, acquisition of research methodologies and of specific operational techniques, carried through teaching modules, high quality seminars, internships or practices near qualified structures, etc. These activities must be clearly defined, controllable and related to the education objectives of the Doctoral study program. These programs include independent scientific research and creative activities, as a basis for dissertation of doctoral thesis in order to receive the scientific degree of "Doctor".
- 1.4 Responsible for the organization and the successful management of Doctoral study programs based on paragraph 1 of article 19 of Law No. 9741, dated 21.05.2007 “On the Higher Education in the Republic of Albania”, amended, is the Council of Professors of every UMT faculty where these study programs are conducted.



Article 2
The opening for Doctoral study programs

2.1 Every Department or Unit base of Medical Universities faculties can submit a proposal for opening a doctoral study program when meeting the following criteria:

- a) Has academic staff with the title "Professors" "Associate Professor" or "Doctor", title earned from western Universities and at least two year research-teaching experience after doctoral studies;
- b) Has the necessary academic staff to supervise every Doctoral student in research activities and in performing their respective didactic duties;
- c) Has a specific operational and researching facility, for the predicted activities in the Doctoral study program (laboratories, libraries, studies etc.);
- d) Has supportive financial resources;
- e) Collaborates with international universities or with public or private research parties that guarantee exchange programs for the academic staff and Doctoral students;
- f) Has defined modalities for verification of the research or creative activity of the Doctoral students, especially related to the preparation of the Doctoral thesis;

2.2 The Head of Department or Main Unit, in his capacity as coordinator of the program, upon the approval by the Council of Faculty, through the Dean, presents to the Professors of the respective faculty, the proposal for the opening of a new Doctoral study program or the proposal on reorganization of an existing program. The proposal must be formulated according the requirements and forms presented in Appendix 1.

2.3 The Council of Professors, within 1 (one) month from date of the presentation of the program, reviews the program accordingly to the legal acts or by-laws in force, and if it meets the requirements. If the Council of Professors of the faculty approves the program as well as the head scientist proposed, the Dean of faculty conveys it to the rectories for a final review at the Academic Senate. The Council of Professors proposal must contain:

- a) The scientific field and the name of the Doctoral study program, which must refer to a disciplinary or interdisciplinary sector with the respective explanatory report;
- b) The study program, according to the approved format by the Academic Senate of UMT, which must be presented according the rules provided in the Statute and to include the didactic and scientific organization of the program, the academic plan for the theoretical in depth training stage, as well as the predictions for periods of stay in foreign research institutions;
- c) Deadlines of accomplishing the study program;
- d) The detailed tuition fee for every student, as well as other funding sources for the Doctoral studies, if there are any;



- e) Predictions on the maximum number of students that can register every year in Doctoral programs, not less than 3 (three);
- f) The academic staff that can cover the implementation of the theoretical disciplines in the Doctoral studies, as well as supervision of the Doctoral candidate, according to the title and the scientific degree, and the respective number of students for every supervisor. In order for a visiting academic professor to be included in the educational team, he must be approved by the Council of Professors of the respective faculty;
- g) Information on the organizational structure and on the study program direction, Department or Main Unit that administers the Doctoral program when it is interdisciplinary etc.;
- h) Information on the previous experiences of the structures on post-graduation education, if any;
- i) Agreements of UMT, with at least one university of a developed country, which guarantees exchange programs for the academic staff and of Doctoral students, as well as the accomplishment of common research projects;
- j) The Unit or Main Units proposing the Doctoral study program, which guarantee the necessary building and laboratory infrastructure for the development of the program;
- k) Diploma model;
- l) Information on the foreign academic staff that will be involved as scientific supervisor or as scientific partner of the Doctoral.

2.4 The UMT Rector conveys the Doctoral study proposals to the Academic Senate, which reviews them within a month from the submission date.

2.5 Upon the approval from the Academic Senate, each Doctoral program (new or reorganized) together with the respective forms, signed by the Department or Main Unit Supervisor in the capacity of program coordinator, the Dean and Rector, is sent to the Ministry of Education and Sport for further procedures.

2.6 For the opening of the Doctoral studies, UMT must submit at the Ministry of Education and Sports an application, accompanied with the following documentation:

- a) The document in which is defined the scientific field and the name of the Doctoral study program, which must be referenced to a disciplinary or interdisciplinary sector and be accompanied by the respective explanatory report;
- b) The study program, approved by the Academic Senate of UMT, which must be presented according to the rules provided in the Statute as well as to include the didactic and



scientific organization of the program, the academic plan for the theoretical in depth training stage, as well as the predictions for periods of stay in foreign research institutions;

- c) Deadlines of accomplishing the study program;
- d) The justified tuition fee for every student, as well as other funding sources for the Doctoral studies, if there are any;
- e) Predictions on the maximum number of students that can register every year in Doctoral programs, not less than 3 (three);
- f) The academic staff that can cover the implementation of the theoretical disciplines in the Doctoral studies, as well as supervision of the Doctoral candidate, according to the title and the scientific degree, and the respective number of students for every supervisor. In order for a visiting academic professor to be included in the educational team, he must be approved by the Council of Professors of the respective faculty;
- g) Information on the organizational structure and on study program supervision, Department or Main Unit that administrates the Doctoral program when it is inter-disciplinary etc.;
- h) A document on the previous experiences of the structures on post-graduation education, if any; Agreements of UMT, with at least one university of a developed country, which guarantees exchange programs for the academic staff and of Doctoral students, as well as the accomplishment of common research projects;
- i) The Unit or Main Units proposing the Doctoral study program, which guarantee the necessary facilities and laboratory infrastructure for the development of the program;
- j) Information on the foreign academic staff that will be involved as scientific supervisor or as scientific partner of the Doctoral.

2.7 The Doctoral study programs are considered officially approved when the Council of Ministers approves the respective proposal form the Minister of Education and Sport.

Article 3

Base requirements and procedures for the registration of candidates

3.1 The Council of Professors selects the scientific supervisors, able to supervise the scientific work of the students, based on the assessment of their published research activities, locally and internationally. The student's scientific supervisor is responsible for guidance, counseling and assessment of the student needs, as well as monitoring the development of the student's research work. He holds the academic title "Professor", "Associate Professor" or the scientific degree



“Doctor” (Doctoral), earned from a developed country university and has done and publish detailed research activity on the respective scientific field.

3.2 The number of students that is simultaneously supervised by one supervisor is defined in the rules of the institution, according to the Council of Professors proposal in every faculty of UMT.

3.3 To request registration on the Doctoral study programs, the student needs to fulfill these requirements:

- a) To have completed higher education studies in the requested field and to hold a second level diploma or a second level integrated diploma or a diploma from the old system or an equivalent academic title, earned abroad and recognized by the relevant authorities;
- b) To have a general Grade Point Average (GPA) of 7 and above from the first and second cycle studies, preferring candidates with higher GPAs. For the applicants that having completed their second cycle studies in one of the developed countries (European Countries and of the North America), the GPA criteria is not applied.
- c) To have proof of knowledge in one of the foreign languages English, French, Italian or German, issued from the Faculty of Foreign Languages, University of Tirana, or from international institutions recognized from the Ministry of Education and Sport (TOEFL, IELTS, Italian Institute of Culture, Göethe Institute , Alliance Francaise etc.);
- d) To have 2 (two) recommendations from individuals that hold a scientific title, which know the professional and academic abilities of the candidate;
- e) To comply to the scientific and ethical standards in his Doctoral project;

3.4 The candidates request, directed to the Council of Professors of the faculty, for the approval of the Doctoral study program, in which is emphasized the proposal on the thesis and the scientific supervisor, is included in the individual portfolio, which also contains the following documents:

- a) A personal Curriculum Vitae and the bibliography of their scientific work, which must be documented, if the candidate has any;
- b) Notarized copy of the diploma as required in paragraph 3.3/ of article 3; accompanied with a transcript or diploma supplement. The international Diploma must be accompanied by the official document of recognition from the Ministry of Education and Sport;
- c) Notarized copy of the diplomas or the equivalent certificates of third cycle qualifications or of a diploma or equivalent certificate of them; accompanied with a transcript or diploma supplement, if the candidate holds one;
- d) Official document for the continuation of the specialization study program, accompanied with a transcript, if the candidate is enrolled in such a program;
- e) Notarized photocopy of the ID card/biometrical passport;
- f) 2 (two) photos;
- g) 2(two) recommendations from an individual holding an academic title.
- h) A declaration accepting to pay off all the financial obligations connected with the study costs of this period, according to the specifications carried out by the institution;
- i) A proof of foreign language/s knowledge (notarized photocopy) in accordance to paragraph 3.3/c of article 3;



- j) A certificate from his work place, if employed;
- k) Declaration of willingness to supervise the candidate by the scientific supervisor;
- l) The decision of the Department of Base Unit on the Doctoral thesis proposal;
- m) Dean's confirmation for the acceptance of the documentation for application;
- n) Dissertation platform and work plan divided in years, compiled from the candidate and the scientific supervisor.

3.5 The request portfolio for the enrollment in the Doctoral study programs is submitted to the Dean. Upon checking if the portfolio contains all the required documents, the Vice-Dean of the Scientific Sector submits it for a preliminary review to the Department Supervisor or the respective Base Unit.

3.6 Department or Base Unit Supervisor, within 10 days, reviews the proposal of the respective portfolio and fills forms according to the model attached to the study program regulation. The completed portfolio with the respective proposal and the previous forms is returned to the Deputy- Dean of the Scientific Sector.

3.7 Within 1(one) week from the Department or Base Unit Supervisor submission date, the completed portfolio with Dean's forwarded letter is presented for review in front of the Council of Professors of the respective UMT faculty.

3.8 The Council of Professors approves the winning candidate of the Doctoral study program.

3.9 The Dean of the main unit determines the deadlines for non-winning candidate's appeal. The Dean reviews every appeal and makes a final decision.

Article 4 Publication

4.1 The criteria, procedures and deadlines for the enrollment competition in the Doctoral study programs will be published in the written media and on the official website of each main unit, at least one month before the application deadline.

Article 5 Base requirements for the conduction of the Doctoral study program

5.1 During the Doctoral study period, before the thesis defense, the student must fulfill the following requirements:

- a) To have performed at least three scientific papers or presentations, from which one of them to be held in a scientific/professional international activity (symposium, conference, congress) admitted on the basis of a scientific preliminary assessment and published in "proceedings" indexed with ISBN code.
- b) To have published, as the main author, at least three scientific articles in scientific magazines. At least one of the articles must be published or accepted to be published in an international scientific magazine, with an editorial board.



- c) To have presented in front of the respective faculty's Council of Professors (CP) the full portfolio containing also the completed dissertation, with an approved summary by the scientific supervisor. Upon the portfolio review, the CP conveys to the Dean the decision for continuation or termination of the Doctoral defense. When the CP takes a positive decision, it proposes to the Dean and the jury the Doctoral defense.

5.1.1 During the Doctoral study period, before taking the Doctoral exam, the student must fulfill the following requirements:

- a) To have performed as main author at least three scientific papers or presentations, from which two of them were held in a scientific/professional international activity, in a developed country (symposium, conference, congress), admitted on the basis of a scientific preliminary assessment and published in "proceedings" indexed with ISBN code. The list of countries, for which the scientific international activities and references will be recognized, is approved by the order of the Minister of Education and Sport, by the proposal of the Higher Education and Science Council, the Commission of Academic Titles and Rector's Conferences Assessment;
- b) To have published, as main author, at least three scientific articles in scientific magazines. At least one of the articles must be published or accepted to be published in a recognized developed countries scientific magazine, according to the list approved by the Ministry of Education and Sport order, proposed to Higher Education and Science Council and Commission of Academic Titles and Rector's Conferences Assessment. In absence of this list, are considered as appropriate the published works indexed in PubMed. In the case of faculties with special specifications, the Council of Professors of Main units determine the appropriate index of the publications in accordance to these specifics;
- c) To have prepared and presented at the Faculty CP the dissertation, followed by a summary approved by the scientific supervisor. The structure of the dissertation and its summary are determined in the regulation of Doctoral studies;
- d) To have proof of English language knowledge, by taking one of the recognized international exams;

5.2 At least once a year, the project coordinator and the department or the educational-scientific team must review the work progress of the student in the Doctoral study program. If from this analysis it is concluded that the student is not able to continue the program, through the Dean, it can propose deregistration of the student to the Council of Professors from the program.

Article 6

Rights and obligations of the Doctoral students

6.1 The student has the right to:

- a) Demand the creation of conditions for the attendance of lectures and of other activities defined in the curriculum;
- b) Be equipped with educational materials (texts and written lectures) by paying a fee



- c) Use the faculty's library or the respective research unit's one.
- d) Voluntarily withdraw from the program by submitting a written request;

6.2 The student is obliged:

- a) To be familiar with the regulation of the Doctoral study program and with the respective legal basis (DCM, Ministry of Education' Guidelines etc.)
- b) To fulfill all the legal obligations deriving from the laws, decisions, guidelines and regulations;
- c) To complete the approved Doctoral research program;
- d) To achieve high results in the completion of the Doctoral study program;
- e) To pay off to the university (faculty) in a timely manner, all the financial obligations that derive from the registration and the continuation of the Doctoral study program;
- f) To report to the base unit of the program (department or scientific teaching team), at least once a year, about the work progress on the completion of the program.
- g) To comply with the scientific and ethical standards defined for the Doctoral;
- h) To complete his work at the right time;

Article 7

Responsibilities of the student's scientific supervisor

7.1 To guarantee the student will comply with all the rules of Doctoral supervision.

7.2 To guarantee that the supervision will be conducted by the deadline.

7.3 To give the right academic support and the necessary consultancy to enable the student to meet high research standards. This includes help in:

7.3.1 Naming the work, in preparing the proposal and the working platform.

7.3.2 Recommendations on the literature and other sources of information.

7.3.3 Consultancy on the organization of notes and work preparation.

7.3.4 Tracking of the implementation and completion of the study according the approved protocol.

7.4 The supervisor has the responsibility to notify the student on the dangers of falsification and plagiarism.

7.5 In case of co-supervision, the responsibilities must be clear to both parties and they need to regularly be in contact.

7.6 To regularly (through regular meetings) assess the student's progress by asking him to submit a written report and by monitoring his work according the required standard so the student is aware if his work is at the required standard and to support the student accordingly.

7.7 To help the student in his work that will be presented in scientific activities locally or internationally.

7.8 To prove that the candidate has fulfilled all the remarks and recommendations of the jury when they've returned the work for revision.

7.9 To motivate the student to publish parts of his research.



7.10 The supervisor should evaluate all the manuscripts presented to him by the candidate, based on the following criteria:

- a) Importance of the thesis being studied;
- b) Formulation and clarity of the scientific research;
- c) Originality of the scientific discussion;
- d) The scientific level of the structure, the analysis and of the processing of the scientific data;
- e) Methodological accuracy and clarity of these analysis;
- f) Conclusions and new concepts;
- g) Critical confrontations between candidate's conclusions and existing theories and concepts.
- h) Candidate's creativity in the study field covered by the thesis.
- i) Study limitations presented in text by the candidate.
- j) Balanced and clear structure of the parts of the Doctoral thesis.

Article 8

Responsibilities of the scientific program coordinator

8.1 To compile every year a list with current theses being studied.;

8.2 To ensure that all students have a scientific supervisor and to respect the rules for the scientific supervisor assignment;

8.3 To guarantee that the proposed supervisors are experts of the research field, have the required qualifications, time and commitment to offer the candidate quality supervision and quality management of his work;

8.4 To guarantee that the thesis supervisors are not overloaded with diplomas supervision;

8.5 To guarantee that the candidates fulfill the standards for working on the thesis;

8.6 To propose topics and supervisors of Doctoral works;

8.7 To be concerned in ensuring the necessary facilities to the candidate;

8.8 To guarantee that the supervision politics are respected;

8.9 To guarantee that the standards of scientific research are met in the progress of the Doctoral;

8.10 To review progress reports of the research presented from students and their supervisors and to guarantee that the supervisors have regular contact with the students. In cases when problems are found, it proposes the CP necessary changes;

8.11 To guarantee that the supervision procedure and of review on the progress of the research is correct;

8.12 To make the student familiar with all legal acts, secondary legal acts, instructions, regulation, etc. that have to do with the process of earning the scientific degree;

8.13 The coordinator together with the Chancellor of the Faculty should keep track of the periodical payments of the scientific supervisors.



Article 9
Deadline for the completion of the Doctoral studies

9.1 The deadline of the Doctoral thesis defense must not pass four years from the enrollment in the program. For justified reasons (severe disease, misfortune, etc.) the candidate can ask the CP of the respective faculty the extension of the deadline for the completion of the Doctoral studies by presenting and documenting the reasons of this extension. The extension of the deadline for the completion of the Doctoral studies can be up to two years.

9.2 For students in work relations will be followed the deadlines defined in Guidance No.5, dated 22.01.2008 "On setting the necessary standards for the opening, closure and reorganization of the Doctoral study programs, as well as the base elements according to which IAL must prepare the respective regulation".

Article 10
Features of the organization process of the approval of joint Doctoral programs

10.1 The University of Medicine Tirana can organize joint Doctoral study programs with one or more universities (local or international) under agreements (by Appendix 2) taking into consideration the following:

- a) The program of the Doctoral study and the preparation of the thesis should be carried out in alternated periods in each of the involved universities;
- b) Assignment of two supervisors, one for each university for the students who are enrolled in such programs. Positive assessment from both supervisors is a condition that must be met in order to pass the Doctoral thesis defense;
- c) Setting the language in which the Doctoral thesis will be compiled and presented, or parts of it, as defined in the agreement between the universities involved, if one of the universities is foreign;
- d) Members of the jury for the thesis defense are assigned by the decision of each main unit's heads, where the topic is developed;
- e) Each university gives the students who successfully complete such a study program the title "Doctor" or its equivalent, noting in the respective diplomas "Doctoral thesis in collaboration with university.....";

Article 11
Features of the organization process on the approval of the inter-disciplinary Doctoral program

11.1 Faculties of the University of Medicine, Tirana can organize inter-disciplinary programs of Doctoral studies with one or more other faculties of UMT, taking into consideration the following:

- a) The program of the Doctoral study and the preparation of the thesis should be carried out in alternated periods in each of the involved universities;
- b) The field of research should be related.



- c) Assignment of two supervisors, one for each university for the students who are enrolled in such programs. Positive assessment from both supervisors is a condition that must be met in order to pass the Doctoral thesis defense;
- d) Members of the jury for the thesis defense are assigned by the decision of each main unit's heads, where the topic is developed;
- e) Each main unit gives the students who successfully completes such a study program, the title "Doctor" or its equivalent, noting in the respective diplomas "Doctoral thesis in collaboration with Faculty.....";

Article 12

Formation and operation of the jury for the Doctoral defense

12.1 Doctoral defense is conducted in front of a jury composed by 5 members, of whom 2 are members of the academic staff of the respective main unit, and 3 are external members. In case of new UMT faculties, when the criteria of the composition of the base units for the presence of professors holding titles and degrees is not met, the members of the jury are invited from another base unit of the main unit that is closest to the study field of the Doctoral.

12.1.1 At least three of the jury members must hold the title "Professor". In cases when it cannot be found two other members with this title, members that hold the title "Associate Professor" are admitted and who have the necessary academic and scientific experience inside the country and outside. The composition of the jury is proposed to the Council of Professors from the coordinator of Doctoral program /department supervisor. The CP reviews the proposal and approves the jury for the implementation of the Doctoral exam. The CP decides on two or three opponents, one of whom must be from outside of the institution. Opponents are also members of the jury for the dissertation evaluation. They must have demanded academic titles and rich research and published activities in and out of country, in the respective field of study, in which the Doctoral study program is offered. One jury member of the Doctoral exam can be from a well-known university in the world, recognized for quality and rich research and published activity in the relevant, who has earned the scientific degree "Doctor", at least, in the scientific field that the Doctoral student is continuing his studies, and over 5 (five) years of academic research experience.

12.2 Jury members must have at least the scientific degree "Doctor" earned in western universities (Doctoral) and at least two years of educational-research post-Doctoral experience in university environment. The jury members can also be from universities out of country (fulfilling the above criteria for the academic title). One of the jury members is the head and the two other members are opponents.

12.3 CP forwards to Dean of the faculty the jury for the Doctoral defense, based on the proposal of the base unit.

12.4 The decision for the approval of the jury is made by the Dean of Faculty, as proposed by CP.

12.5 It is made available to the jury, apart from the dissertation work, also an individual file (according to Appendix 3) that reflects the fulfillment of the legal criteria on earning the "Doctor" degree, which should be signed by all the members of the jury.



12.6 The opponents give their written assessment for the dissertation in not less than 4 pages' format a4, where they clarify that the work in general meets the requirements set out in the Doctoral program, taking into consideration the original values that the work presents as well as noting the positive and negative sides of it (if there are any).

12.7 Doctoral defense is conducted with full attendance from the jury not earlier than a month from the approval date. When for legitimate reasons one of the jury members cannot be present on the appointed day for the Doctoral defense, the department supervisor informs the Dean by proposing another date for the defense. When the jury member is absent at the second date, and then he is substituted by another jury member. The Dean informs the CP. Dean takes the decision for the change of the date of the Doctoral defense and/or of the jury member, upon the preliminary approval from the CP.

12.8 In case of rejection of the dissertation, the student must get a written notice from the Dean on the decision taken, accompanied with the relevant argumentation. In case of acceptance, the procedure continues.

Article 13 **Doctoral defense**

13.1 Doctoral defense, as a rule, is open to the public, except the cases when the problems treated are of a special nature (state secrets and confidential information). The Dean, upon the approval of Professor's Council, authorizes the defense with limited public. When the presentation includes personal information, such as: of patients or images and identifiable photos of them, all necessary measures for the confidentiality of the personal information must be taken.

13.2 The procedure for the dissertation defense includes:

- a) Presentation from the head of Jury on the content of the file's documentation of the candidate which is reaching its completion from the Doctoral candidate of the defense criteria, the Jury's composition and the declaration of the opening of the defense procedure;
- b) Presentation of the topic from the Doctoral candidate within a time interval of 30 minutes;
- c) Oral presentation of the opponents and their deposit in the candidate's folder;
- d) Questions from the members of the Jury about the dissertation and the opponents headed to the Doctoral and the scientific supervisor;
- e) Discussions from the Jury members and the people present;
- f) Clarifications, answers and eventual replies from the Doctoral student and scientific supervisor;
- g) Distribution of the open and blank voting papers for the members of the Jury, who evaluate the Doctoral through a secret ballot;
- h) The inclusion in the minutes the voting result and the written announcement of the decision.

13.3 The work is graded from 0-100 points, 100-80 points= "very good"; 79-65 points="good"; 64-50 points= "satisfactory"; 49 and less points= "fail";



13.4 After the Doctoral defense, the author hands within 7 (seven) days (time during which he is equipped with a document that proves the Doctoral defense) one copy of the dissertation at the National Library and a copy in the scientific Library of the UMT and of the respective faculties (when such facilities are existent) upon being equipped with a proof of their deposit; otherwise the respective diploma will not be issued to him.

13.4.1 The Faculties forward to the Rector the necessary documentation for the registration procedure of the scientific degree "Doctor". This documentation includes:

- a) The Jury's decision for the issuance of the "doctor" degree, signed from all the jury members (2 copies)
- b) Information on the candidate's registration, and
- c) Informative detailed file from all the jury

In case of violation of the procedures or of the legal criteria for issuing the scientific degree "Doctor" is identified, the Rector has the right to return the documentation for revision.

13.5 After the successful completion of the Doctoral defense; the Doctoral student earns the scientific degree "Doctor" and the diploma is signed by the Dean of the respective faculty and the Rector of UMT.

13.6 In case of dismissal (evaluation "fail"), the work can be presented for re-defense only 1 (one) time in front of the same Jury; not earlier than 6 months from the date of the dismissal. For legitimate reasons (health, family misfortune, higher forces) of the Doctoral student, based on his request, the Council of Professors can extend the defense period up until 12 (twelve) months.

Article 14

Suspension of the procedure for the Doctoral defense

14.1 If the Doctoral student quits, through a written request sent to the Dean, from the further continuation of the procedure; then the defense is considered suspended. Dean sends a written brief to the Professor's Council, the Jury and the scientific supervisor on the procedure suspension. Retrial of the procedure is possible only 1 (one) time, taking into consideration the progress of the Doctoral student until the actual procedure period. The CP, upon reviewing the cases, gives a decision each time.

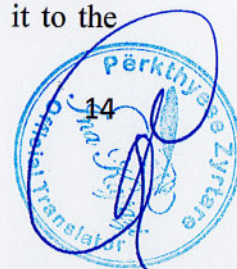
14.2 The Doctoral procedure is suspended also when the scientific supervisor resigns of legitimate reasons such as: health reasons; when the results achieved by the Doctoral student, despite the supervisor's work, are not promising that he is able for the further continuation of his program, etc.

Article 15

Cancellation of the "Doctor" degree

15.1 If after the dissertation defense, is concluded and proved that the "Doctor" degree is defended through falsifications or in non- legal terms, it is cancelled at any time and for every case that is concluded as plagiarism or manipulation of the date in the candidate's work.

15.2 In case the Dean urgently requires, the Council of Professors reviews the deducted case. The Decision of the Council of Professors is reviewed and approved from the UMT Council of Ethics, which proposes to the Rector the cancellation of the "Doctor" scientific degree earned by the candidate. The Rector, upon reviewing the case, takes a decision, which forwards it to the



Commission of Evaluation of the Academic Titles to un-register from the respective registration of this institution. The right for the "Doctor" scientific degree cancellation belongs directly also to the UMT Rector and the Commission of Evaluation of the Academic Titles, when there is incontrovertible information on the plagiarism.

15.3 Before a final decision is taken from the UMT's Rector, the person affected by this decision is given the opportunity to explain his position.

Article 16

Rules for work and literature presentation

16.1 The work must comply with the format requirements. If the work is not presented according to the required format, it will not be accepted until all the format requirements are met.

16.2 Three copies of the scientific work must be original. In the cover must be included the name of the university, of the faculty, the program, the full title of the theses, the name of the candidate, the name of the scientific supervisor, the year of defense.

The back part of the cover must include:

- The abstract in Albanian and English. Each variant must contain 200 words using font size 10. This element should enable local and foreign readers to understand how the studied case is treated. The English abstract is a requirement of the international standards.
- The field and key words. The student collaborating with the scientific supervisor determines the field and chooses the key words based on their suitability with the used terminology in the respective discipline. The help in the identification of the thesis among collective catalogues in libraries.

Summary of professional accomplishments is prepared in enough copies for every member of CP and of the jury, from which, the jury members must have a copy each.

16.3 Length of the work- Determination of the length of the work is done by the CP of the faculty according to the specifications of each faculty.

16.4 Type of paper- Must be used high quality paper, white, A4format. The photos must be printed in photographic paper.

16.5 Printing- Material must be printed only in one side of the paper. All the copies of the study must be typed in computer, printed clearly and to be easily readable. Manuscripts will not be accepted.

16.6 Quality of printing- The text must be typed with line spacing one. The line space 1 must be used for the preparation of long table, extracts, notes, long explanations and bibliography as well. Only one font type can be used. Font type should be Times New Roman. Font size should be 12.

16.7 Margins- Margins for the whole text must be:

Top margin 1"

Bottom margin 1"

Left margin 1.25"

Right margin 1.25"



16.8 Page numbers- All page numbers must be included at the bottom and in the middle of the page.

16.9 Preface must be typed with cursive letters.

Introduction must have roman numbers.

The study part must have Arabic numbers.

Pages containing the bibliography, appendixes must be numbered with Arabic numbers following the text numbers.

16.10 Notes- Notes must be done in a computer.

16.11 Tables- It is advised to include tables in the text. Tables must be put in the center of the page, within the assigned margins. Every table should have a reference Arab number. The number of the table must follow the corresponding chapter number. The word "table", number of the table and the legend must be placed at the top of the table. If the table continues on the other page the legend should not be repeated. If a table included citations, references must me emphasized.

16.12 Diagrams- If diagrams are presented as photos, they must be placed in the respective pages, illustrations and graphs do not always follow the text and the table.

16.3 Accompanying materials- If the work contains accompanying materials such as: computer disks, video or cassettes etc. that are important part of the work, they must be attached to the work.

Article 17

On the research ethics

17.1 When the student submits the dissertation, he must note that the study is his original work;

17.2 A candidate is not allowed to present as original work a material that he has presented before to the unit, but the candidate can present part of the work if he clearly states which part is previously used;

17.3 A candidate can present a contributed part that is previously published individually or in group. If the work is part of a group effort, an explanation for the part written by the candidate must be included in the work;

17.4 Plagiarism involves the usage of ideas and words from another person's publications without giving the proper reference. The relevant reference is required if the candidate is using other people's ideas;

17.5 Usage of ideas and other people's work must be individually identified in text or each used work must be marked in the reference list or bibliography;

17.6 All the citations from other people's work must be quoted and written down the source.

17.7 If passages taken from others are longer than five rows, are not quoted, but only written down as a reference;

17.8 Possible clarifications of the candidate must be placed in square brackets.

17.9 If the original source cannot be identified, but is mentioned in another document, then the comments must be made, for the original source and secondary source;

17.10 Supervisors must clarify since the beginning of the work that any kind of fraud, falsification and plagiarism will not be tolerated, but in the contrary there will be different punishments;

17.11 In cases when academic dishonesty has happened, the Dean will be notified for further action;



17.12 Intellectual property and author's right for work (as well as for a published material), is defended by law of the author's right and other applicable legal acts in this direction. The note on the reservation of author's right, the respective symbol ©, name of the author ownership, year of work must be included in the following page after the title of the work.

Article 18 Funding

18.1 Financial value of the Doctoral is planned and covered by secondary incomes of the organizing department's budget, from different projects, from the tuition fee and candidate's education, from other public or private sources. Each of the faculties presents to the Rector proposals for the tuition fee and the student's education.

Article 19 Transitional dispositions

19.1 The approved amendments by DCM No. 593, dated 18.08.2011 "On some amendments in DCM no. 864, dated 05.12.2007 of the Ministers Council "On the opening of Doctoral study programs in public higher education institutions and on determining the criteria that a student needs to fulfill in order to receive the "Doctor" scientific degree diploma, amended, apply to all students that start their Doctoral studies during the 2011-2012 academic year, while students that have started earlier, before the entry in power of this decision, can finish them according the criteria and procedures that have been in power before this new decision.

19.2 Students that are registered in Doctoral studies after the date 23.01.2013, will finish their studies in full accordance to this regulation.

Article 20

20.1 This regulation enters in force immediately.

Handwritten signature

