

Project Name: **“Strategic Support on Strengthening the Quality Assurance Structures at the Private Higher Education Institutions in Albania”**
Project Number: **561510-EPP-1-2015-1-AT-EPPKA2-CBHE-JP**
Project acronym: **QAinAL**

Minutes of the Meeting

Subject:	2.7 Targeted training for the QA officers at Paris Lodron University of Salzburg
Date:	14-16 December 2016
Venue:	Paris Lodron University of Salzburg, Hellbrunnerstr. 34, Salzburg, Austria A-5020
Status:	Hands-on training and workshop
Prepared by:	Mjellma Carabregu

1. OBJECTIVES

- What can be done to increase research output?
- What are suitable indicators for research output?
- What is the research environment at the partner institutions, and which incentives in support of research should be expected from the university management?
- Drafting guidelines and questionnaire for research evaluation

2. MINUTES OF THE HANDS-ON TRAINING

Day 1: December 14, 2016

1. Opening session: The participants were welcomed by **Prof. Mag. Dr. Peter Eckl**, Chairman of the Department of Cell Biology and Physiology, Chairman Curriculum Commission Molecular Biology and project grant-holder.
2. Presentation by:
3. Univ.-Prof. Mag. Dr. Peter Eckl, PLUS presented about "Research evaluation measures".
4. Mjellma Carabregu, from WUS Kosova presented "Challenges on setting-up and implementing research and development structures, documents and indicators in the HEIs of Kosova" by putting an emphasis on obstacles towards implementation of the scientific research and development activities in the following fields: a. Profile of higher education institutions; Governance and processes; Human resources; Infrastructure; International cooperation; Linking with the economy and society.
5. The following project partners gave a presentation about the research evaluation measures at the Albanian private higher education institutions: EPOKA University, European University of Tirana, Marin Barlti University; New York University and POLIS University.
6. All the presentations were interactive and the participants asked questions and discussed about the matters presented about in particular to challenges that higher education institutions of Albania and Kosova have to implement research evaluation measures and their further needs.
7. There was a **Brainstorming session** lead by Univ.-Prof. Mag. Dr. Peter Eckl. The participants were divided into three working groups and discussed about: What can be done to increase research output? What are suitable indicators for research output? What is the research environment at the partner institutions? and which incentives in support of research should be expected from the university management?

In the end the results were presented from the three working groups, which will be used as an input for finalization of the Guide for research evaluation and questionnaire for research evaluation developed by Univ.-Prof. Mag. Dr. Peter Eckl. The results of three working groups have been attached as an annex to the Minutes.

December 15, 2016

1. The Albanian project partners had the opportunity to bring the students thesis / paper and test them for plagiarism into the system of Salzburg University. Thus, the

second day started with a practical demonstration by: **MSc. Richard Posch**, Center for Flexible Learning who has put into the anti-plagiarism software some of the working papers brought by the Albanian partners (mainly New York University). Then, the results of the software have been explained including all the modalities on how the software detects plagiarism in a paper and the measures taken PLUS towards such cases, including pro's and con's on implementing such a system and its weaknesses towards translated texts. Afterwards, Ms. Posch gave a presentation as well on "Plagiarism testing of texts brought by the partners and their analysis".

2. **Prof. Dr. Fatima Ferreira**, Vice-rector for research, at the University of Salzburg delivered a presentation on "Research-guided Teaching".
3. **Univ.-Prof. Mag. Dr. Peter Eckl**, Chairman of the Department of Cell Biology and Physiology, Chairman Curriculum Commission Molecular Biology, had a presentation on "Research-guided teaching in the biological curricula".
4. In the afternoon session the workshop continued on drafting of a document related to research evaluation to be implemented at the partner institutions.

December 16, 2016

1. **Mag. Dr. Paul Lengfelder** on "Development and improvement of teaching evaluation questionnaires" which was followed by a discussion of the questionnaires of the partner universities and drafting of a final questionnaire.
2. In the Project Consortium several issues have been discussed and agreed related to the plan of activities, development of project outcomes and outputs, reporting, equipment purchase, training.

SUMMARY of the PROJECT CONSORTIUM MEETING:

- **3.1 Identification of the needed equipment** completed during May – September 2016
- **3.2 Preparation of the tender procedure** completed
- **3.3 Launch of the tender** has been done on November 18, 2016 with a deadline to December 2, 2016. Since there was no offer submission, the Committee has decided to extend the deadline to December 21, 2016 at 14.00 o'clock.
- 2.4 Job Descriptions for the QA officers has been extended from October 15, 2016 to December 23, 2016.
- 2.5 Round-table discussion: The EU project partners are still discussing dates for the round-table in Tirana.
- 4.1, 4.2 and 4.3: Dates for the Training for management staff and teachers, administrative staff and students are still to be agreed among the EU project partners.
- 5.4 Online coaching: Identification of free online platforms to be used by the partners.
- 6.2 Internal financial controlling: Deadline for submission of the financial report extended to December 23, 2016.
- 7.1 All the project partners to send their links where news has been published related to our project activities.
- Finalization of the documents related to research evaluation will be send by Prof. Eckl, on December 20, 2016
- All of the institutions in Albania to further work on updating their documents related to QA, as previously identified via surveys and brainstorming sessions.

List of participants

No	Name and Surname	Institution	Position
1	Nertila Gjini	University of New York Tirana	Deputy Rector
2	Brikena Kazazi	University of New York Tirana	Project Board Member
3	Edlira Late	University of New York Tirana	QA officer
4	Esmeralda Hasani	UMB	QA officer
5	Ilir Panda	UMB	Lecturer
6	Ledian Bregasi	Polis University	Head of Scientific Research Department
7	Eralda Ribaj	Polis University	Part of Unit Quality Assurance
8	Edmond Agolli	Polis University	Member of QA Unit
9	Arban Uka	Epoka University	Vice Head of QA Unit
10	Evliana Berani	Pjeter Budi College	ViceRector for Academic Issues and Policy Dep.
11	Alba Kruja	Epoka University	Lecturer
12	Jubjana Vile	Epoka University	Ass. Lecturer
13	Peter Eckl	University of Salzburg	
14	Tonin Gjuraj	UET	Rector
15	Richard Posch	University of Salzburg	
16	Eurona Leka	UMB	Project Coordinator
17	Semiha Loca	UMB	Lecturer
18	Mjellma Carabregu	WUS Kosova	Director
19	Fatima Ferreira	University of Salzburg	Vice-Rector for Research
20	Arban Uka	EPOKA University	Vice-Head of QA Unit
19	Paul Lengenfelder	University of Salzburg	Vice-Rector of Educational Affairs

AGENDA

of the trainings at the University of Salzburg, Austria
14-16 December, 2016

“Strategic Support on Strengthening the Quality Assurance Structures at the Private Higher Education Institutions in Albania”

Project number: 561510-EPP-1-2015-1-AT-EPPKA2-CBHE-JP

Wednesday	December 14, 2016
Venue:	University of Salzburg (Seminar room School of Education; Uni-Park Nonntal)
9:00 – 9:30	Opening session: Welcome and Agenda <ul style="list-style-type: none"> • Prof. Mag. Dr. Peter Eckl, Chairman of the Department of Cell Biology and Physiology, Chairman Curriculum Commission Molecular Biology
9:30 – 10:00	Presentation by: <ul style="list-style-type: none"> • Univ.-Prof. Mag. Dr. Peter Eckl Topic: “Research evaluation measures”
10:00 – 10.30	Presentation by: <ul style="list-style-type: none"> • WUS Kosova Topic: Challenges on setting-up and implementing research and development structures, documents and indicators in the HEIs of Kosova.
10:30 – 11:00	Coffee break
11:00 – 12:00	Presentation of research evaluation measures at the Albanian private higher education institutions
12:00 – 14:00	Lunch break
Afternoon session	
14:00 – 16:00	Brainstorming session in several working groups: What can be done to increase research output, what are suitable indicators for research output, what is the research environment at the partner institutions, and which incentives in support of research should be expected from the university management.
16.00 – 16.30	Coffee break
16.30 – 17.30	Presentation of the results

Thursday	December 15, 2016
Venue:	University of Salzburg (Seminar room School of Education; Uni-Park Nonntal)
9:00 – 10:30	Practical demonstration: <ul style="list-style-type: none"> • MSc. Richard Posch, Center for Flexible Learning Topic: "Plagiarism testing of texts brought by the partners and their analysis"
10:30 – 11:00	Coffee break
11:00 – 12:00	Presentation by: <ul style="list-style-type: none"> • Prof. Dr. Fatima Ferreira, Vice-rector for research, University of Salzburg Topic: "Research-guided Teaching"
12:00 – 14:00	Lunch break
Afternoon session	
14:00 – 14:30	Presentation by: <ul style="list-style-type: none"> • Univ.-Prof. Mag. Dr. Peter Eckl, Chairman of the Department of Cell Biology and Physiology, Chairman Curriculum Commission Molecular Biology Topic: "Research-guided teaching in the biological curricula"
14.30 – 15.00	Presentation by:
15:00 – 15:30	Coffee break
15:30 – 16:30	Drafting of a document related to research evaluation to be implemented at the partner institutions.

Friday	December 16, 2016
Venue:	University of Salzburg (Faculty of Natural Sciences)
9:00 – 12:00	Presentation by: <ul style="list-style-type: none"> • Mag. Dr. Paul Lengfelder Topic: "Development and improvement of teaching evaluation questionnaires" followed by a discussion of the questionnaires of the partner universities and drafting of a final questionnaire.
12.00 – 14.40	Lunch break
Afternoon session	
13:30 – 16:00	Project consortium meeting

University of Salzburg, Austria:

PARIS-LODRON UNIVERSITY SALZBURG
Hellbrunnerstr. 34,
Salzburg, Austria
A-5020

Annexes:

1. Presentations and Results from the brain-storming session
2. Adjusted Calendar for the 2nd project year



3. Guidelines for research evaluation
4. Questionnaire template for research evaluation
5. Signed list of participants