



# DRIVE DEVELOPING RESEARCH AND INNOVATION CAPACITIES IN ALBANIA AND KOSOVO

## **RISS regulation, Job description, Strategy & Action plan**

### **Polytechnic University of Tirana**

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## **1. PUT' Vision and Mission**

### *The vision:*

The Polytechnic University of Tirana (PUT) is a qualitative Public Institution of Higher Education and a leader in its fields of expertise. It aims at perfecting and consolidating academic training and solving important research and scientific problems at the national and regional level.

### *The mission* of PUT is:

- a) to create, transmit, develop and defend knowledge through teaching, research and services, as well as to train senior specialists and train new scientists;
- (b) to provide opportunities to benefit from lifelong Higher Education in its areas of expertise;
- c) to support economic development at national and regional level;
- d) to contribute into raising the standards of democracy and civilization of society and preparing young people for such a society.

## **2. PUT Research Strategy**

In line with its vision and mission, the institution has designed and implements PUT Strategic Plan 2019- 2024, which states the aim and objectives of PUT at perfecting and consolidating academic training and solving important research and scientific problems at the national and regional level.

## 2.1 Strategic Objectives

PUT, through the scientific research is highly committed in fulfilling the following objectives:

1. Development of human resources, infrastructure and financial capacities in service of scientific research and put services.
2. Increase the quantity and quality of research activities and services in support of the strategic planning priorities.
3. Increase of scientific research contribution in qualitative improvement of academic opportunities in three study cycles.
4. Consolidating the role of the Institute of Geosciences, Energy, Water and Environment as a key research unit of excellence in the relevant areas of expertise
5. Evidence and distribution of basic and implemented scientific research outcomes developing in PUT
6. Increase of the contribution of scientific research, creative activities and expertise in the related engineering fields in supplying income to PUT.

## 2.2 Internationalization

The aims of PUT regarding internationalization are to:

1. Increase international recognition of university degrees issued by PUT, in all educational cycles.
2. Increase international activity in the field of scientific research, through participation in national, European and regional research programs, projects and beyond.
3. Expand international cooperation in the field of exchange of academic staff in all educational cycles.

4. Intensify international student exchanges in the framework of international programs and bilateral agreements.

5. Promote joint education and diplomas with counterpart international institutions, mainly second and third cycles, thereby giving added value to first cycle education and university degrees issued by PUT.

### **3. Digitalization Strategy**

#### **3.1 In the academic field**

PUT aims at the sustainable development of teaching methods and methodologies by relying on new communication and development technologies and providing all the opportunities for academic staff to continuously adapt and develop.

PUT aims to be a leading HEI in the use of IT throughout its operations by supporting efforts to develop digital infrastructure to the service of learning with the aim of increasing the use of professional development software for academic staff and students.

In order to fulfil this objective it is aimed at:

1. Extension and use of IT throughout PUT activities.
2. Development of digital infrastructure to the service of learning, aiming at increasing the use of professional development software for academic staff and students.

#### **3.2 In the field of scientific research**

In order to fulfil this objective, it is intended:

1. A better management of scientific research through the creation of easily accessible digital databases and a better inventory of PUT's scientific assets;

2. Publicizing all funded projects, within the framework of national and international programs of research and development for the wider use of scientific information;
3. Publication of scientific research results in well-known journals both at home and abroad

#### **4. RISS regulation**

The aim of the Directorate of Scientific Research and Projects, based on the general mission of UPT, is direct participation in the administration of the system of scientific research resources at the institutional level, through the provision of its functional support. It also ensures the efficient management of scientific research activities and the functional coherence of research structures through the promotion, cooperation, coordination and promotion of various forms of scientific research and innovation, as well as the awarding of the scientific degree "Doctor" and the academic titles "Associate Professor" and "Professor", in accordance with the legal basis in force.

##### **4.1 Scientific Research structures at PUT**

Polytechnic University of Tirana has established the Scientific Research Structures:

1. The scientific-research activity at PUT is performed in: the Base Units of the Faculties; and the Base Units of Research and Development Institution.
2. The Base Units of the Faculty and the Institute of Research and Development at PUT:
  - a) develop their activities in accordance with the mission and priority areas of research, technology and innovation, as well as with regional, national and international development programmes;
  - b) are subject to the funding criteria for research activity outlined in this Statute and in the legal framework in force;

c) must make their activity and the respective results public, except in special cases, which are regulated by the legal framework.

3. The Main Units of PUT carry out basic or applied research activities through national and international research projects and other creative activities specified in the Statute, in accordance with its specific nature and objectives and the legal framework in force.

4. The research activity carried out at PUT aims to enhance the quality of education through its integration with teaching.

All the research areas are generated based on the Statute and Strategic Plan of the university by the departments of each faculty and they are approved by the academic senate as specified in the Statute of the PUT.

The approved research areas for each faculty area published on the Academic Senate Decision no. 5 date 29.09.2020:

<https://upt.al/images/stories/ngjarje/Vendim%20Senati%20Nr.%2005,%20date%2029.09.2020.pdf>

#### **4.2 The main activities of the Scientific Research and Projects Directorate**

- Cooperates with the Rectorate of PUT in the drafting of medium-term scientific research policies and projects;
- Drafts the short-term (annual) policies of scientific research and projects, cooperating with the main units and directorates of PUT;
- Promotes and guides the obtaining of the scientific degree "Doctor" and the academic titles "Associate Professor" and "Professor" for members of the academic staff;
- Assists and supports in the preparation of the dossier of obtaining scientific degrees and academic titles as well as verifies, monitors and controls the procedure of forwarding its documentation to the Rector, in the capacity of the President of the Academic Senate of PUT;
- Promotes the scientific degrees and academic titles obtained by members of the academic staff;

- Encourages and supports the constituent units of the PUT in the design of the institution's research projects as well as joint projects with the counterpart institutions of the country and abroad;
- After verification, monitoring and formal-administrative control of research projects, prepares their accompanying documents for approval by the Rector, cooperating with the main units of the institution;
- Coordinates and co-ordinates the work with other institutions in the case of joint scientific projects, in the framework of national and international programs;
- Directs and supports the various scientific publications in the institution, after carrying out their careful reporting. Organizes the periodic publication of the PUT scientific journal, "Bulletin of Technical Sciences";
- Promotes the best quality scientific publications carried out inside and outside the country, carried out by the academic-scientific staff of PUT, etc.

### **4.3 Job Description for the position of Research Head**

#### **Main tasks:**

- Manages activities related to scientific research and projects;
- Maintains contact with Ministries and Embassies regarding projects and scientific research;
- Communicates with actual/potential partners regarding projects and scientific research issues;
- Manages the distribution of information related to projects and scientific research in the constituent units of UPT;
- Maintains contacts with foreign or domestic donors on the application or implementation of projects;
- Assists and supports the project coordinators in matters related to the projects;
- Takes part in meetings, receptions, activities, commissions as ordered and determined by the head of the institution;



- Prepares the situational analysis and the annual plan of the directorate in cooperation with the technical sectors;
- Organizes and manages with professionalism the work for the normal functioning of the directorate and responds to the fulfilment of tasks by his directorate;
- Divides the tasks between the sectors of the directorate and coordinates the work between the sectors of the directorate;
- Manages the human resources of the directorate, supervises and follows the fulfilment of the work in the most professional manner by the specialists of the directorate;
- Conducts meetings with the employees of the directorate, requesting the implementation of assigned tasks, as well as communicates the tasks and orders received from the Rector of UPT;
- Ensures compliance with deadlines and procedures in the performance of works;
- Coordinates work with other departments in the performance of functions and tasks;
- Performs other special tasks provided by the rector of UPT, which are related to the nature of his work or the sectors of the directorate, but which do not conflict with the rules and laws in force.

#### **General duties:**

- Determining the aims/goals of the directorate
- Determining the real state of the directorate in relation to established goals
- Determination of strategies for achieving goals
- Drafting of plans for the realization of goals and implementation of plans as well as achieving results

#### **Management and Decision making duties:**

- Plans the objectives of the directorate
- Organizes the work and tasks of the directorate staff
- Directs, coordinates and motivates human resources with the aim of fulfilling tasks

- Controls and supervises the realization of the plans/tasks/work of the directorate with the aim of fulfilling organizational goals
- Decision-making in this position must be in accordance with the legal framework in force

#### **Technical duties:**

- Performs technical tasks related to the nature of his work

#### **4.3.1 Skills and abilities**

The head of the Scientific Research and Projects requires to possess the following skills and abilities:

- Good communication skills in team leadership
- Good project management skills
- Time management abilities and problem-solving skills
- Flexibility
- Initiative and Interest in innovation
- Analytical capacity

### **5. Action Plan**

#### ***1. Development of human resources, Infrastructural capacities and financial services for research and services at PUT***

The action plan for achieving this goal consists of: The adoption of a dedicated research budget at PUT detailed up to the Base Unit level; Drawing up and implementing a detailed plan for modernizing existing laboratories and setting up new laboratories; Drafting and implementing a detailed plan for the modernization of the scientific libraries of the faculties; and Recruiting and training new researchers to the service of continuous scientific research development in the future.

***2. Increase in quantity and quality of research activity and services in support of strategic development priorities of the country***

The action plan for achieving this goal consists of: Conducting periodic studies of industry development trends in order to prioritize scientific research and services and PUT's capabilities to respond to them; Providing expertise in areas of interest to the country's development; Participation in the conception of implementation projects; The qualification of support staff in acquiring the skills necessary for productive interaction with the business sector; and Publishing research and creative work of PUT staff and students as well as disseminating their results in the world of enterprise and academia.

***3. Increasing the contribution of scientific research to the qualitative improvement of the academic offer in all three study cycles***

The action plan for achieving this goal consists of: The development of long-term specialized study programmes such as professional education programmes in the engineering fields to be carried out in accordance with labour market requirements and to provide knowledge of specific occupations; Providing continuous education study programmes as a form of lifelong learning; The sustainable development of Doctorate Studies in each department and Base Unit, referring to the experience of foreign partner institutions through participation in joint activities; Organizing open lectures with the aim of disseminating the results of the research work of staff and students; Promoting student mobility at European universities as part of their undergraduate studies for up to one semester to benefit from advanced innovative experience through research; and Engaging students in productive enterprises and research institutions with specific research tasks and solutions to technical and technological problems.

***4. Consolidating the role of the Institute of Geosciences, Energy, Water and Environment as a key research unit of excellence in the relevant areas of expertise***

The action plan for achieving this goal consists of: Carrying out continuous monitoring of the meteorological, hydrological and seismic conditions of our country's space and assessing the climate and water resources, by not neglecting to contribute to the assessment of situations of extreme weather phenomena with consequences for the country's economy and impact tracking

climate change in the country's sustainable development or alternative energies; Controlling, processing and archiving information in accordance with the standards of (World Environment Organization - WEO); Analysis and evaluation of the strategic requirements of the country's development; Updating monitoring stations by converting them from classic to automated types; Monthly publication of a newsletter; Setting up two laboratories, namely the control unit for hydro-meteorological and environmental equipment for air / water measurements and analyses; Updating the website and re-conceptualizing it according to an interactive model; Wider participation in national and international projects in the areas of IGEWE expertise; and Attracting students to internships at the Institute and their wider involvement in scientific research.

#### ***5. Recording and disseminating the results of basic and applied scientific research conducted at PUT***

The action plan for achieving this goal consists in: Improving the quality of publications by targeting international journals with the highest impact factor; Organization of scientific conferences by the PUT constituent units at least in a 2-year basis; Participation in well-known national and international congresses and conferences with qualitative papers to affirm the role of PUT as a prominent scientific and research institution in Albania; Organizing the "Day of Innovation and Scientific Research", to promote the research and scientific activity of PUT and partner universities and the Annual Conference of the Innovation and Scientific Research of PUT; Publication of TSB in Albanian and in one of the five EU languages; Publishing the results of the research conducted at PUT; Publication of dissertation papers of doctorate thesis and related abstracts in one of the five European Union languages: English, French, German, Spanish, Italian; and Publication of the relevant abstracts of the second and third cycle diploma-thesis, defended in one of the five languages of the European Union

#### ***6. Increase the contribution of scientific research, activities and expertise in relevant engineering fields in providing supplemental income to PUT***

The action plan for achieving this goal consists of: Expanding cooperation with counterpart institutions and the private sector in Albanian- speaking areas by turning them into concrete

projects and studies; and scientific qualifications and experiences of academic and research staff in partner institutions and universities.

## **6. References**

1. Statute of the Polytechnic University of Tirana
2. Polytechnic University of Tirana, Strategic Plan 2019-2024
3. Academic Senate Decision No.5, Date 29.09.2020

