

I. SUMMARY TABLE OF THE UT TRANSPARENCY PROGRAM

Categories of the public information without requirement	Legal basis	Document /content	Time frame for publishing	Manner of publication	Responsible structure
UT is a public entity institution of higher education whose function and purpose is the development of post-secondary upper education and the qualification and awarding of scientific degrees and academic titles. It is divided into structure	Article 7/1/a/d of Law no.119/2014; Article 18, 22 and following of Law, 80/2015.	www.unitir.edu.al	After the approval of the structure by the Board of Administration.	Posted on the official website of www.unitir.edu.al .	Board of Administration/Directory of Human Resources

<p>Law no. 8834 dated 22.11.2001 "On the ratification of the Convention on the Recognition of Education Qualifications"; law no. 9840 dated 10.12.2007 "On the ratification of the Framework Agreement between the Council of Ministers of the Republic of Albania and the Commission of the European Communities on the rules of cooperation for assistance to Albania, within the framework of the implementation of the IPA pre-enlargement instrument"; DCM no. 265 dated 21.4.2010 "For the approval of the agreement, between the CM of RA and the Government of the RK, for cooperation in the fields of education and science"; The cooperation protocol between MES of the RA and Ministry of Education</p>	<p>Article 7/1/b of the law no. 119/2014</p>	<p>www.unitir.edu.al</p>	<p>Within 48 hours from the entry into force or the arrival in official form of a legal or sub-legal act in the field of higher education.</p>	<p>Posted on the official website of www.unitir.edu.al</p>	<p>Directorate of Legal and Public Relations Directorate of Scientific Research and IT</p>
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<p>Information on the procedures to be followed to make a request for information, the postal and electronic address for filing requests for information, as well as the procedures for appealing the relevant decision.</p>	<p>Article 7/1/c/g</p>	<p>Requests for information are made according to the standard format available www.unitir.edu.al and addressed to the postal address: University of Tirana, Rectorate, "Mother Teresa" Square, second floor.</p>	<p>After the approval of the Transparency Program. Immediately in case of amendments</p>	<p>Available at the official website www.unitir.edu.al .</p>	<p>Directorate of Legal and Public Relations Directorate of Scientific Research and IT</p>
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Data on the location of the offices of the public authority, the working hours, the name and contact information of the coordinator for the right to information.	Article 7/1/ç	Working hours from 8 AM until 4:30 PM, from Monday to Friday, from 8 AM until 2 PM. Address: University of Tirana, “Mother Theresa” Square, second floor, Tirana	After the approval of the order appointing the Coordinator for the Right to Information.	Available at the official website unitir.edu.al .	Directorate of Legal and Public Relations.
Description of selection procedures, competencies of senior officials and the follow-up procedure for obtaining the	Article 7/1/d; Article 36-56 of law 80/2015; Statute of the UT articles 29 and onwards; CAP (Code of Administrative Procedure) articles 21 and onwards.	In Law 80/2015, in the Statute of the University of Tirana available on the official website of the University of Tirana	Within 48 hours from the approval of the Transparency Program	Available at the official website of unitir.edu.al .	Directorate of Human Resources, Directorate of Legal and Public Relations.
Monitoring mechanisms; audit reports; documents with performance indicators	Article 7/1/dh of the law no.119/2014, Article 7/e/ë/, article 116 of the law 80/2015; article 57 of the Statute of the UT, law no.8270 dated 23.12.1997 amended “For the State Supreme Audit”; law no.9720 dated 23.4.2007 “For the audit of	Audit reports carried out in subordinate units	Immediately after the approval of the relevant reports or their filing at the UT.	Available at the official website of www.unitir.edu.al	Directorate of Internal Audit

Budget	Article 7/1/e of the law no.119/2014, Article 38/h/, article 49/c/ of the law no. 80/2015, of the law no.10296 Dated 8.7.2010 “For financial management and control” amended, law no.9936 dated 26.6.2008 “For the management of the budget system”	Budget table for current expenses and investments. Pursuant to law DCM 781, dated 26.12.2018 at the Institutional Center of the Albanian Academic Network. www.rash.al	From the entry into force of legal acts to change or bylaws. Immediately after approval by the UT Board of Administration. Every 3 months Financial documents on request.	Available at the official website unitir.edu.al .	Economic and Support Services Directorate
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Information on the procurement procedures.	Article 7/1/è of the law no.119/2014, Law no.9643 dated 20.11.2006 “For the public procurement”	Procurement register; Register of contracts www.rash.al	Immediately after sending to APP. Every 3 months.	Available at the official website of www.unitir.edu.al and www.app.go	Directorate of Procurements and Investments
Services of the authority for the public.	Article 7/1/f of the law no.119/2014, articles 69-82 of the law 80/2015; Scholarships for excellent students according to the article 11/1/b/, article 85/1 of the law 80/2015; Projects of the scientific research according to articles 93-96 of the law 80/2015; expertise services with lecturers in the fields of science; services of determination of	Application forms and accompanying documentation	Updated regularly	Available at the official website www.unitir.edu.al	Directorate of Learning Programs and Quality Assurance; Directorate of Scientific Research and IT; Directorate of Foreign Relations and Students; Directorate of Economy and Support Services; Faculties through finance offices; IFBZ.
Presentation of opinions in the drafting of pacts, etc.	Article 7/1/gj of Law no. 119/2014, Law no. 146/2014 "On notification and consultation	The portal www.unitir.edu.al	After signing the accompanying report	At the official website unitir.edu.al	Directorate of Law and Public Relations
Storing documentation by the UT	Article 7/1/h of the law no.119/2014, The law. 9154 dated 6.11.2003 “For the archives” and the Methodology	Table	By individual request	At the official website www.unitir.edu.al	Directorate of Human Resources, Protocol and Archives sector
The register of requests and responses, according to Article 8 of this law no. 119/2014	Article 7/1/i of the law no.119/2014,	Requests for information are made according to the standard format. Reflected in the register of requests for	Within 48 hours from the approval of the Transparency Program	Displayed at the official website www.unitir.edu.al	Directorate of Law and Public Relations, The Coordinator for the right to Information

Frequently requested information and documents.	Article 7/1/k of the law no.119/2014,KPR A.	Salary certificates from the court or lawyers, seniority at work; data for the listing of candidates in	Upon request within 10 working days, after approval by the holder	Upon request	Directorate of Law and Public Relations, The Coordinator for the right to Information
Additional useful information	Article 7/1/l of the law no. 119/2014,	Data on the projects in which UT is engaged, students of excellence and excellent students of UT, students who are exempted/half the tuition fee, summer schools,	After approval by the relevant body/holder	Displayed at the official website of unitir.edu.al	Directorate of Foreign Relations and Students; Directorate of Scientific Research and IT; Directorate of Law and Public Relations.

II.PUBLICATION

In line with the approved transparency program, the University of Tirana provides the public with access to the aforementioned categories on its website www.unitir.edu.al and in public reception areas. These are conveniently located under a dedicated menu titled "Transparency Program".

III. MONITORING

The Commissioner for the Right to Information and Protection of Personal Data monitors the implementation of law concerning the right to information, advocating for transparency within public authorities. This includes raising awareness and providing information on matters related to the right to information. Additionally, the commissioner offers recommendations to public authorities concerning the development and execution of institutional transparency programs

ATTACHMENT No. 3 (the request)
 REQUEST FOR INFORMATION

Name surname: Mr./ Ms. _____	Postal address: _____ e-mail: _____ Phone: _____	Date: __/__/201__ Signature:
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(when sending the request electronically, the sender should include name, surname, signature and a scanned ID)

Detailed description of the inquired information

Other data

The form in which the information/documentation is requested _____ _____
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For official use only		
Date of receipt: __/__/201__	Request order number:	Comments: _____ _____

The information completed in this form and the ID data will be processed in accordance with the law no. 9887, dated 10/03/2008 "For the protection of the personal data".

- The address and contact information can be accessed through free consultation of information in the premises of the public authority, through the unique governmental portal e-albania.al or, when it applies, through the official website of the public authority.
- Direct your request, to the coordinator for the right to information, of the institution that owns the required information. Their contact information is published at the institutions' official webpage.
- If found that you have been denied any of your rights based on the law, you have the right to file a complaint to the Commission for the Right to Information and the Protection of Personal Data.

ATTACHMENT NO. 3 (the response)



**REPUBLIC OF ALBANIA
(PUBLIC AUTHORITY)**

Reg. No. _____

Tirana, on __/__/201__

Subject: The requested information is provided

Inquirers: Mr./Ms. _____

Address:

Under the capacity of the inquirer, you have filed at (the public authority), in compliance with article 11 of the Law no. 119/2014, "For the right to Information", the request for information, registered with number __, dated __/__/201__ (according to the relevant register of requests and responses).

After analysing the request, attached you can find (description of requested acts/information/documentation).

1. _____
2. _____
3. _____

PUBLIC AUTHORITY

Note:

According to the standard form the official email address and the contact information of the public authority are mandatory.

ATTACHMENT NO. 4/a



REPUBLIC OF ALBANIA
(PUBLIC AUTHORITY)

Reg. No. _____

Tirana, on __/__/201__

Subject: On the rejection of the requested form of information/documentation.

Inquirers: Mr./Ms. _____

Address:

Pursuant to point 4 of article 14 of the law no. 1 19/2014 “For the Right to Information”, for reasons that (reasons why the authority does not offer...(e.g.) *the means /apparatus / equipment that make it possible to provide information in the requested form*), is rejected the provision of information in the requested form.

You can file a complaint for the refusal of your request at the Commission for the right to information and the protection of the personal data, in accordance with article 24/1,2/a of the law no. 119/2014 “For the right to information”.

PUBLIC AUTHORITY

Note:

According to the standard form, the official email address and the contact information of the public authority are mandatory.

ATTACHMENT NO. 4/b



REPUBLIC OF ALBANIA
(PUBLIC AUTHORITY)

Reg. No. _____

Tirana, on __/__/201__

Subject: On the extension of the deadline for responding to the request

Inquirers: Mr./Ms. _____

Address:

Pursuant to point 3 of the article 15 of the law no. 119/2014 “For the Right to Information”, for the reasons that (highlight the reasons in accordance with the provisions in sections “a”, “b”, “c” of the article 15/3), is decided to extend the deadline for replying to the request with 5 working days.

You can file a complaint if not notified for the extension of the deadline, to the Commission for the right to information and the protection of the personal data, in accordance with article 24/1/2/a of the law no. 119/2014 “For right to information”.

PUBLIC AUTHORITY

Note:

This official act is notified immediately to the inquirer.

According to the standard form, the official email address and the contact information of the public authority are mandatory.

ATTACHMENT NO. 4/c



REPUBLIC OF ALBANIA
(PUBLIC AUTHORITY)

Reg. No. _____

Tirana, on __/__/201__

Subject: Announcement for starting the procedure for the review of the classified documentation and extension of the deadline

Inquirers: Mr./Ms. _____

Address:

Pursuant to point 5 of the article 17 of the law no. 1 19/2014 “For the Right to Information”, you are being notified that the procedure for the review of the classified information “state secret” has started, in accordance with law no. 8457, dated 11/02/1999 “For classified information state secret”, amended.

In this case, the deadline for the assessment of providing the information is extended to (30 work days)

PUBLIC AUTHORITY

Note:

According to the standard form, the official email address and the contact information of the public authority are mandatory.