



REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
R E C T O R A T E

Legal Directorate

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TRANSPARENCY PROGRAM FOR THE UNIVERSITY OF TIRANA

I. INTRODUCTION

In accordance with Article 7 of Law no. 119/2014 "On the right to information" the transparency program has been prepared for the University of Tirana. This program defines the legal framework of the activity of the authority within the framework of law no. 119/2014 "On the right to information" (LRI).

This program is evaluated as a concrete way through which UT builds and increases transparency in its institutional work, under the guarantee of LRI. UT will update the Transparency Program from time to time, in accordance with point 2 of article 5 of the LRI.

The information made public in this program aims to make the work of the UT transparent, through its detailed reflection on the official website www.unitir.edu.al as well as in the public reception areas. The Transparency Program is displayed in the sections, texts/content, time frame for making it public, the method of making it public, as well as the relevant structure that produces or administers the document.

In the content of the transparency program, the publication scheme is evidenced, which reflects the menus where the document is addressed on the official website. In addition, each document is also accessible in the scheme.

The documentation made public will be updated in form and content. The official website of the UT is built in such a way that it provides information without requirement for the public in easily understandable accessible formats. The sections of the official website also reflect information that is characterized by restrictions on the identification of personal data due to the preservation of the privacy of individuals/entities, data, etc.

The publication scheme is presented through the summary table highlighted in this program.

II. GENERAL PRINCIPLES

The general principles underlying the UT Transparency Program are:

1. "The right to information" is a constitutional right provided for in its article 23, accessible to everyone without any exception.
2. Presumption of maximum publication of data. The UT offers public function, therefore the information derived from its activity is published in accordance with the legislation in force.
3. The correct implementation of the law and legal provisions that specifically regulate the activity of the UT and namely: Law 80/20015 "On higher education and scientific research in institutions of higher education in the RA" and all by-laws issued in its implementation, " Labour Code of the Republic of Albania" amended, law no. 44/2015 "Code of Administrative Procedures", law no. 9367, dated 7.4.2005 "On the prevention of conflict of interests in the performance of public functions" amended, law 35/2016 "On copyright and other related rights", law no. 9049 dated 10.4.2003 "On declaration and control of assets, financial obligations of elected officials and of some public clerks", law no. 8480 dated 27.5.1999 "On the functioning of collegial bodies of the state administration and public entities", as well as by-laws (DCM, Instructions, etc.), Statute of the UT December 2018, Regulation of the UT approved by decision no. 5 dated 12.4.2010 by the Academic Senate of the UT, amended; Regulations for the operation of the IT

system at the University of Tirana" approved by letter no. 317/1 dated 31.3.2014; UT Code of Ethics; Internal Work Regulations approved by Order No. 17 dated 18.12.2012, etc.

4. The information is adapted in a clear and understandable language.

5. Supervising body of the public information procedures is the Information and Data Protection Commissioner" (referred below as IDP).

6. The review of the transparency program is done according to the same procedure through which it was approved.

7. Public information without requirement should be:

- thorough
- accurate
- updated
- easy to be consulted
- understandable
- easily accessible
- compatible with the original documents in the possession of the public authority.

III. PUBLIC INFORMATION WITHOUT REQUIREMENT

The information allowed for publication is expressly provided for in Article 7 of Law no. 119/2014 "On the right to information".

In accordance with this approved transparency program, the University of Tirana makes available to the public on its website www.unitir.edu.al and in the public reception areas the following categories of information:

- The organizational structure of the public authority;
- Full texts of ratified conventions, laws, by-laws, codes of conduct, policy documents, manuals or any other document related to the exercise of its functions and affecting the general public;
- 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;
- Data on the location of public authority offices, working hours, the name and contacts of the coordinator for the right to information;
- Data on the education, qualifications and salaries of the officials who have the obligation to declare assets, according to the law, salary structures for other officials, as well as a description of the selection procedures, powers and duties of the public authority's senior officials and the procedure they follow to make decisions;
- Monitoring and control mechanisms that act upon the public authority, including strategic work plans, audit reports from the State Supreme Audit or other entities, as well as documents containing indicators of the authority's performance;
- Data on the budget and expenditure plan for the following financial year and previous years, as well as every annual report on the implementation of the budget.
- Information on the procurement procedures or the competitive procedures of the concession/public private partnership, respectively, according to the provisions of law no. 9643, dated 20.12.2006, "On public procurement", which are carried out on behalf of the public authority, including: the list of concluded contracts, the contracted amount, the contracting parties and the description of contracted services or goods, information on implementation and monitoring of contracts, as well as various guidelines and policies;
- Information about the services that the authority provides to the public, including the standards for the quality of the service, a description of the categories and forms of social assistance and the subsidy of excellent students, given by the public authority and of the procedures to benefit from them, information and frequently requested documents, any other information deemed useful by the public authority;
- The UT also creates and archives a digital copy of its official website, completed with the information required in the approved transparency program, as well as the methods, mechanisms and periodicity of publishing public information, which are made available to the public without requirement;
- Acts containing rules, norms or limitations of the basic rights and freedoms of the individual, as well as having a direct effect on them, are made public by posting them on the official website, within 48 hours of the approval of the act by the UT.

The information published under this scheme is updated upon every change.