



REPUBLIC OF ALBANIA  
UNIVERSITY OF TIRANA  
FACULTY OF FOREIGN LANGUAGES  
COMMISSION FOR THE PROMOTION OF ACADEMIC STAFF

Tirana, on \_\_\_\_/\_\_\_\_/ 2025

## COVER SHEET

### FOR THE CANDIDATE'S DOSSIER FOR THE DEFENSE OF THE ACADEMIC TITLE "ASSOCIATE PROFESSOR" / "PROFESSOR"

The dossier submitted by the candidate includes the following documents:

- ☐ Candidate's request for the defense of the academic title "**Associate Professor**" / "**Professor**", indicating the date of submission.
- ☐ Letter from the Rector of the University of Tirana forwarding the candidate's dossier for review and evaluation by CPAS.
- ☐ Letter from the Dean of the Faculty (Head of the main unit of the HEI) addressed to the Rector of UT, forwarding the candidate's dossier for CPAS review.
- ☐ Evaluation reports from the base unit rapporteurs, including justifications for equivalencies (if applicable) for monographs, postdoctoral studies, or other activities.
- ☐ Decision of the base unit regarding the candidate's dossier.
- ☐ Candidate's form documenting fulfillment of the criteria for the academic title "**Associate Professor**" / "**Professor**" (approved format).
- ☐ Photocopy of the candidate's ID card or passport, and marriage certificate if surname has changed.
- ☐ Updated Curriculum Vitae (professional biography) in Europass format.
- ☐ Notarized copy of Doctoral degree diploma (and recognition by MAS if the degree is obtained abroad).
- ☐ Certificate of current employment issued by the head of the institution.
- ☐ Certificate of teaching activity (5 years full-time, or 8 years part-time, or combination) issued by the institution.



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☐ Certificate of conducting a lecture cycle (minimum 3 years) for **Associate Professor**, or certificate of course ownership for **Professor**, issued by the institution.

☐ Proof of foreign language proficiency.

☐ List of published scientific articles, with copies of publications, journal information, and indexing proof in international databases.

☐ Document showing the candidate is listed in **Scopus Author Search** and/or **Web of Science**.

☐ List of references in scientific activities (symposia, conferences, congresses) including programs, reference certificates, and proceedings, with original documents.

☐ 2 CDs / memory sticks containing scanned application materials.

☐ Document confirming payment of the application fee for the respective title.

**PRELIMINARY COMMENTS by CPAS Secretariat** (*quantitative, not content-based*)

- Submitted documentation is complete
- Submitted documentation is incomplete

Comments on deficiencies:

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**Candidate's**  
(Name, Surname, Signature)

**Signature:**  
**CPAS Technical Secretariat:**  
(Name, Surname, Signature)



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**ONLY IF EQUIVALENCIES ARE REQUIRED, the following section must be completed:**

☐ **List of monographs with original copies.**

- Document certifying monograph originality.
- Content evaluations by at least 2 independent professors in the relevant research field (at least 1 from EU, OECD, or G20 countries).
- Decision from base unit confirming acceptance of the monograph.
- Document certifying publisher ranking according to **SENSE Ranking of Academic Publishers** (A, B, C, or D for foreign publications).

☐ **Evidence of postdoctoral studies abroad (minimum 6 months):**

- Detailed report on research activities, confirmed by doctoral supervisor.
- Document showing outputs/results of postdoctoral studies.

☐ **Participation in scientific activities with supporting documents and base unit evaluation.**

- **Participation in scientific or editorial committees (national/international conferences):**
  - Certificate from organizing institution confirming peer review/editing activities.
  - Products of editing/peer review performed.
- **Participation as member of scientific or editorial committees of journals:**
  - Certificate from journal specifying evaluations/edits.
  - Evaluations/edits conducted by candidate.
- **Participation in research projects as leader, coordinator, or member:**
  - Certificate confirming involvement and role in national/international research projects.
- **Receipt of competitive funding at national/international level:**
  - Document from funder confirming candidate's role as organizer/leader.
- **Projects funded by foreign donors benefiting the institution, with candidate as coordinator:**
  - Certificate from donor confirming coordinator role.
  - Evaluation by base/main unit of institutional benefit and candidate's role.
- **Participation in evaluation of national/international research projects:**
  - **Certificate from project funder.**
  - Evaluation conducted by candidate.
- **Participation/leadership in organizing committees of scientific conferences:**
  - Certificate specifying evaluations/peer review performed.
  - Evaluations/peer review performed by candidate.
- **Participation in technology transfer/patent projects:**
  - Relevant documentation or certificate verifying the project.