

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

**REQUEST FOR THE INITIATION OF PROCEDURES FOR THE AWARD OF THE  
ACADEMIC TITLE “PROFESSOR” / “ASSOCIATE PROFESSOR”**

**To:**

**Prof. Dr. (Name of the Dean)**  
**Dean of the Faculty of X**  
**UNIVERSITY OF TIRANA**

In accordance with the academic qualification procedures set forth in Chapter IV, point 1 of Decision of the Council of Ministers No. 112, dated 23.02.2018, as amended: *“On the determination of criteria for the award of the scientific degree ‘Doctor’ and the state standards for the award of the academic titles ‘Associate Professor’ and ‘Professor’”*, I hereby submit my request as follows:

After being awarded the scientific degree **“Doctor”** in xxxxxxxxxxxxxxxx, Registration No. xxxxxxxxxxxxxxxx, dated xx.xx.2025, I kindly request your authorization to initiate the procedures for obtaining the academic title **“Professor” / “Associate Professor”**.

- In the case of applying for the title **Professor**, the details of the **Associate Professor** title must also be submitted.
- In the case of requesting equivalency, this must be stated and substantiated in the application.

Please find attached the complete dossier of the required documentation, in accordance with the criteria defined in the aforementioned legal framework.

**Respectfully,**

**Dr. / Assoc. Prof. xxxxxxxx**

(signature)

*Department of xxxxxxxx*

*Faculty of xxxxxxxx*

*University of xxxxxxxx*

*Email: xxxxxxxx*

*Tel: 06xxxxxx*