REGULATION
"ACTIVITY FOR THE ACCREDITATION COUNCIL"

Article 1
Scope and Purpose
1. Accreditation Council (AC), regulates its activity by virtue of this regulation, approved by the Minister of Education and Science and defines the competences, the organization and the function of the AC, hereinafter referred to as Council, as the rights and the duties of its members. Council operates as a collegial decision making body, at the Public Agency for Higher Education Accreditation and is organized as defined in the Law 9741, dated 21.5.2007 "On higher education in the Republic of Albania", amended, Decision no. 424, dated 02.06.2010, the Council of Ministers "On approval of regulation for the accreditation system, organization and operation of institutions, external quality assurance" as amended.

2. The Council activity is exercised in accordance with this regulation, which aims to provide the domestic legal framework for its operation.

Article 2
Councils Functions

1. Council operates as a collegial body, at the Public Agency for Higher Education Accreditation and is organized as defined in Law no. 9741, dated 21.5.2007 "On higher education in the Republic of Albania", amended.

2. Council carries out its activities independently and in accordance with its rules, approved by the Minister of Education and Science.
3. Council decision must be professional, impartial, transparent and in coherence with the external evaluation conducted by experts.

4. For matters not covered by the expertise of council members, the Council may ask experts or external consultants, to assist in formulating decisions.

5. The Council shall meet not more than 9 (nine) times per year.

6. Council member who is absent in 1/3 of meetings, is replaced.

7. Members of the Accreditation Council must respect the laws and regulations governing for the conflicts of interest.

8. The meeting takes place, when attending no fewer than eight members. It is not developed, if two foreign experts are not present.

9. Accreditation Council decisions taken by qualified majority of ¾ of all members.

**Article 3**

**Duties of Council**

Council performs the following tasks:

1. Approves procedures and evaluation methodology, and key documents of general and specific to the external evaluation and accreditation of academic programs and institutions of higher education proposed by the Public Agency for Higher Education Accreditation, based on legal acts in force and taking into consideration relevant guidelines and European models.

2. Compiles the Draft report of activities conducted at the end of each year, in collaboration with the Public Agency for Higher Education Accreditation, which sends the Minister of Education and Science and is made public.

3. Reviews and approves the composition of the expert group for each external evaluation, proposed by the agency, after their selection according to the areas that will assess the overall list of experts.

4. Reviews, based on legislation, assessments carried out by APAAL and recommends the Minister, to open or not new study programs of at public and private institutions of higher education.
5. Examine the final report of an external evaluation and makes recommendations for accreditation, sent to the Minister of Education and Science.

6. Investigates complaints or allegations of the external evaluation report by the entity concerned. Council evaluates materials submitted, as well as claims of the party and decides to take them into consideration or not, or decides to send any other group of experts to evaluate the institution. In all cases, expert opinions / council members expressed in the minutes and the final decision must be grounded. To the decision it is attached the against opinion. In the decision making process, the Accreditation Council may require the agency or institution under review, additional information or corrections.

7. The Director of APAAL/PAAHE, attends the meeting of the Accreditation Council without the right to vote. One of the sectors of the Public Agency for Higher Education Accreditation, is also in the role of the secretary of the Council of Accreditation.

8. Formulates his judgment, based on evaluation results conducted by other agencies. This other agency may be called in to an Accreditation Council meeting to argue its opinion, indicating the standards used for external assessment.

9. Defines the principles, criteria and procedures, supported by APAAL/PAAHE and by the relevant European recommendations for mutual recognition of accreditation earned by other agencies, as well as procedures for the accreditation of joint programs between two or more Albanian institutions of higher education, or in collaboration with a foreign institution of higher education.

**Article 4**

**Composition, appointment of Board members**

The Accreditation Council consists of eleven members, of which five members of this council are nominated by institutions of higher education, three experts in the fields, two of whom are foreigners proposed by international accreditation agencies, and an expert represents the private sector, a representative from the Ministry of Education and Science, a representative from the Council of Higher Education and Science as well as a student nominated by the National student Council.
Minister of Education and Science Appoints Members of the Council of Accreditation of candidates nominated by parties represented.

Article 5

Office of the Chairman of the Council
1. Accreditation Council Chairman is selected from candidates proposed by the Council. He is appointed and dismissed by the Prime Minister on the proposal of the Minister of Education and Science.
2. Council Chairman, convenes meetings and directs them, sets the agenda, leads the discussion, coordinates, provides law enforcement and makes the right decisions.
3. The Chairman appoints a deputy, among members of the Council, the function replacing the chairman, if his absence or in case of delegation of management of the Council.
4. Establishes working groups to review specific issues that arise during the Council's work.

Article 6

Duties of the secretary of the Council
1. To notify the Accreditation Council for the meeting and distribute the agenda together with supporting material.
2. To compile the acts of the Council of Accreditation.
3. To assist in Council meetings, keep minutes of the meeting.
4. To conceive of all decisions taken by the council during its meetings, according to legal provisions in force.
5. Provide advice to Council members when requested to do so.

Article 7

Meetings of Council
1. The Chairman sets the date and time of next meeting unless the Council decides otherwise.
2. The members of the Council will be notified by the secretariat, if the data and the time of the next meeting will change, in order to become familiar with these changes.

3. The Council shall meet not more than 9 (nine) times per year.

4. Meeting place, when attending no fewer than eight member. The meeting it is not developed, if two foreign experts are not present. When the opening of the meeting is not met that number, Chairman of the Council decided to convene the meeting on another day.

**Article 8**

**Calling meetings of the Council**

1. Information about meetings are made via email, at least 72 hours before the announcement of the last meeting, as well as reports by phone.

2. The notice for calling a meeting shall indicate clearly and detailed matters which will be discussed.

**Article 9**

**Agenda**

1. The Chairman sets the agenda for each meeting. The agenda may include items proposed by at least 5 members of the Council.

2. Request to put an issue on the agenda should be made via email, at least 72 hours before the date set for the meeting.

3. The agenda along with supporting documentation should be distributed to all members via email, at least 48 hours before the meeting date and time.

**Article 10**

**Decision Making**

Council takes decisions on matters included on the agenda or additional issues on the agenda, previously approved as part of the agenda.

**Article 11**

1. Voting shall be by open vote. Voting is individual. The right to vote can not be delegated.
2. Accreditation Council decisions taken by qualified majority of ¾ of all members.
3. In the case of runoff a second vote is carried. When in the second ballot there is equality of votes, the file is postponed for discussion at the next meeting.
4. At the request of two board members the secret ballot is conducted.
5. After the vote on the results of voting chairman determines that the proposal of the decision or conclusion is approved or rejected.

Article 12
Revocation of decisions
1. Decisions taken by the Council shall be deemed relatively worthless in terms of the Administrative Procedure Code, when they were issued in violation of law no. 9741 dated 21.05.2007 "On higher education in the Republic of Albania", amended.
2. The decisions are repealed as an initiative of the Council (competent) or as a result of the request for review or appeal to interested parties.
3. The Council revoke the decision if:
   a. This decision is issued under paragraph 1 of this article;
   b. When the documentation made available to decision-making are false
   c. When this decision came as a result of failure strictly to the criteria and procedures provided in the Council of Ministers no. 424, dated 02.06.2010, the accreditation system, organization and operation of the institutions of external quality assurance "as amended.

Article 13
Meeting Minutes
1. At each meeting a record is kept, where is made an synthetic summary including all matters discussed at the meeting, date and place of meeting, members who participated, decisions taken, as well as forms and result of voting.
2. The members of the council may request including in the minutes the the facts and the reasons for voting against a decision taken by the Council.
3. Each of the members of the Council has the right to register his disapproval in the minutes or opinion against the particular arguments, and require inclusion of a statement made during the meeting, which is prepared in writing.

4. Each of the members of the Council may ask to see records kept. It should clearly and transparently reflect what happens in the meeting, reflecting the opinions for or against the members of the Council.

5. The record is held under the responsibility of the secretary of the Council and is available from the secretary of the Council. It must be signed by the respective members present at the meeting confirming their participation.

**Article 14**

**Regulation Changes**

Proposal to change the rules of activity of the Accreditation Council can be done under the same extraction procedure.

**Article 15**

**Documentation**

1. Documentation of the Council consists of:
   a. Book of minutes of meetings;
   b. Council Decisions
   c. laws and regulations that stipulate the legal aspects of the Council

2. These materials are stored in APAAL, under the responsibility of the secretary and the end of each calendar year shall be deposited in APAAL protocol summarized in a folder marked "Material Accreditation Council (AC).

**Article 23**

**Final Provisions**

1. The provisions of this Regulation shall apply to all members of the Accreditation Council and third persons invited or engaged in the procedures of the Accreditation Council.

2. All matters which are not included in this Regulation shall apply the provisions of the Law on Higher Education in the Republic of Albania".
3. Regulation enters into force upon approval by the Minister of Education and Science.