



ANNUAL REPORT

Canadian Institute of Technology

**Academic Year
2018-2019**

Tiranë, September 2019

I. INTRODUCTION – LEGAL BASIS AND PURPOSE OF THE REPORT

This report has been drafted in accordance with Article 32, points 1-2 of Law No. 80/2015, dated 22.07.2015 “On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania”, as well as with the Instruction no. 5 of MASR, dated 19.02.2018.

University College "Canadian Institute of Technology" is licensed to open bachelor programs by Council of Ministers Decision no. 781, dated 10/11/2011 "On licensing the 'Canadian Institute of Technology'".

Whereas in 2012, by order of the Minister of Education Nr. 487, dated 18/10/2012, “CIT” received the license for the opening of the second cycle programs.

On December 2, 2016, through Decisions Nr. 564, 565, 566, 567 of MAS, “CIT” was also licensed to open four new programs, two in the first bachelor cycle and two in the second cycle, master of science.

The institution is accredited by the ASCAL Accreditation Board, according to decision no. 116, dated 15.12.2017, for a period of 5 years.

The report provides information to the "Ministry of Education, Sport and Youth" on the progress of the institution's objectives, curricula developed, number of enrolled and graduated students, teaching and scientific staff, financial status and other aspects of activity of the institution. The report also presents the work done and the results achieved by the University College "Canadian Institute of Technology", also simply known as "Canadian Institute of Technology" (CIT) during the 2018-2019 academic year. It realistically describes the state of the institution at the end of the 2018-2019 academic year.

The purpose of this report is:

1. Informing the monitoring and supervisory institutions, business partners, employees, students, and the general public of the accomplishment of its mission and the implementation of the applicable legal provisions giving them a complete, accurate and understandable picture of the activity of "Canadian Institute of Technology".
2. Ensuring transparency before the monitoring and supervisory institutions, staff and students, and the general public by preparing and publishing complete, accurate and understandable information on its activities, programs developed, results achieved and other aspects of work of this institution.
3. Strengthening institutional and public accountability by establishing a system of continuous accountability to supervisors, students, and other stakeholders.
4. Implementation of the Law on Higher Education in Albania.

ACADEMIC SENATE

INSTITUTION, ITS OBJECTIVES AND THEIR FULFILLMENT

a) Fulfillment of the goals and objectives of the institution and the main units. Fulfillment some of the main goals and objectives

The academic year 2018-2019 has brought a number of challenges, efforts, demands and achievements, which "CIT" has been able to successfully overcome and achieve the goals and objectives set out in the short, medium and long term by the Board of Administration and Academic Senate of the institution. These objectives are set out by the highest bodies in a collegial manner and are included in the day-to-day work of all academic and administrative instances. "Canadian Institute of Technology" as a consolidated institution, has continued to pursue the academic process and strengthen other key processes, ranging from teaching, administration, student and academic support, research, human resource management, service towards students, etc.

"Canadian Institute of Technology" is one of the few English language education institutions in Albania, with the mission "to prepare students with knowledge-based skills that they will use in service of life, career and society. " To achieve this goal, CIT offers high quality first and second level study programs that promote curricular and extracurricular activities that serve the needs of local and national industry. "Canadian Institute of Technology" through the promotion of carefully prepared curricula, teaching, research, various organizations, etc., has pursued its mission of developing personal skills and abilities, promoting competitiveness and improving quality of education in the service of society, respecting the cultural diversity and values of Albania.

The main goal for the academic year 2018-2019 has been to orient the development of the institution in the field of improving teaching standards, improving the curricula; accreditation of some programs; creating a special environment for student empowerment; expanding collaborations with other higher education institutions; promoting scientific research within basic units, etc.

The main goals of the CIT, based on the achievement of the long-term institutional objectives and those of the main units for the 2018-2019 academic year are presented below:

1. *Developing the institution in the direction of improving curricula, enhancing the quality of teaching and bringing in quality staff, with degrees and titles.*
2. *Creating a special environment for acquiring adequate knowledge.*
3. *Creating a special environment for efficient development of skills for students.*
4. *Expanding and collaborating with other institutions in related fields or those of a strategic interest.*
5. *Building an inclusive, cohesive and collaborative community within the university college.*
6. *Reinforcing a broad culture in the field of Research, Development and Creativity (RDC).*

The main objectives for the 2018-2019 academic year have been:

Objectives of the Faculties for the 2018-2019 Academic Year Approved by the Academic Senate, as follows:

➤ *Objectives of the Faculty of Engineering:*

- Continue organizing national and international conferences
- Application for research grants in ERASMUS and ERASMUS PLUS.
- Exchange of students and staff under the CEEPUS program
- Publication of two peer-reviewed scientific articles for academic staff.
- Participation in two international conferences for academic staff.
- Managing more than two international projects
- Signing of new cooperation agreements with interest groups, enterprises or public entities
- Signing of new agreements for student internships
- Completion of PhD for lecturers attending the third level, for the year 2018-2019
- Contribution to the journal of the CIT Review institution
- Establishment of research groups according to the main directions of study at the faculty and CIT, or in new fields.

➤ *Objectives of the Faculty of Economics:*

- Teaching by introducing innovative and more practical approaches
- Helping students achieve their academic and professional goals
- Publication of more than two peer-reviewed scientific articles in high impact factor journals
- Completion of PhD for lecturers attending the third level, for the year 2018-2019
- Attending more than two conferences (national and international)
- Participation in a joint project with other higher education institutions, at home or abroad
- Application for research grants in ERASMUS and ERASMUS PLUS.
- Exchange of students and staff under the CEEPUS program
- Contribution to the journal CIT Review
- Signing of new cooperation agreements with interest groups, enterprises or public entities
- Signing of new agreements for student internships
- Establishment of research groups according to the main directions of study at the faculty, CIT, or in new fields.

INSTITUTIONAL OBJECTIVES FOR 2018-2019 ACADEMIC YEAR

In addition to the objectives mentioned above, of the faculties, the Academic Senate of the CIT adds that besides the conferences to be held by the Faculty of Economics and Engineering, another objective has been also to work intensively on establishing a concrete cooperation with an international university institution to offer joint degrees or other collaborations in the field of academic exchanges, publications and student internships.

The Senate also decided to continue the trimonthly publication of CIT Review ; i.e., 4 issues in total during one academic year.

The main institutional objectives for the 2018-2019 academic year were as follows:

- Accreditation of MSc programs in Computer Engineering and IT (with three profiles) and in Finance and Accounting (with two profiles);
- Establishing an agreement with a foreign institution for diploma equivalence or the provision of joint degrees;
- Improvement of teaching curricula for Bachelor and Master programs;
- Improvement of the course syllabi;
- Conducting seminars and open roundtable conferences;
- Establishing new teaching internship agreements for students to provide them with new and varied opportunities to gain experiences that will adapt them more quickly to the labor market;
- Continuing offering high quality study programs;
- Using the latest literature on course programs, which will continue to be implemented under the collaboration agreement that CIT has with "McGraw-Hill Education";
- Enrollment of students with high GPA in the programs offered;
- Providing experienced academic staff and creating a comfortable environment for students to achieve the goals of the program in the most appropriate way;
- Employing students in the labor market who are independent and oriented to achieve their goals;
- Orienting students to internships and competitions at home and abroad;
- Being a project-oriented institution with both students and partners;
- Requiring that each course program should minimally include a course project that can be delivered individually or in groups;
- Collaborating with students graduating from this institution (ALUMNI) to follow the trend of market demands as well as improve themselves through their evaluation.
- Reviewing curricula under the focus of conversations with stakeholders, businesses and companies operating in the labor market;
- Advertising and recognition of the institution and the programs it offers widely.
- Continuation of the agreement with “CEEPUS” for exchange and mobility of students and academic staff;
- Participation in ERASMUS projects and other similar projects created for staff and student exchange and mobility;
- Promoting RDC (Research, Development & Creativity);
- Supporting research groups within faculties;
- Creation and support of a scientific research center including research staff in the institution and main units,

- Applying for different projects in and out of Albania.

IMPLEMENTATION OF SOME OF THE INSTITUTIONAL MAIN OBJECTIVES

For the academic year 2018-2019, University College "Canadian Institute of Technology" has accomplished most of the abovementioned objectives. As for the objectives that remain unfulfilled, a separate section will be compiled, during 2019-2020, so as to achieve them. However, the time-bound objectives will be subsequently presented again for the new academic year.

Below is a brief description of the successful fulfillment of some of the main objectives.

- ***Program Accreditation: Master of Science in Finance and Accounting (two profiles) and Master of Science in Computer Engineering and Information Technology (three profiles)***

At the end of this academic year, the external evaluation process of the two second cycle Master of Science programs in Finance and Accounting (with two profiles) and Master of Science in Computer Engineering and Information Technology (with three profiles) was completed. The process of evaluating these programs was successful.

This will enable students to obtain an accredited diploma, while the institution demonstrated a successful and well completed process.

- ***Agreement with Georgian College, Ontario, Canada***

In pursuit of the objective of establishing and concluding agreements with foreign and partner institutions, to offer joint degrees or other academic collaborations, CIT University College signed a very important agreement during May 2018 with “Georgian College” located in Ontario, Canada.

This agreement was signed on 10.05.2019 with the aim of establishing an inter-institutional partnership, which will serve as a bridge between the two institutions in the fields of:

- 1) creating the opportunity of offering a “Dual Degree” (joint degrees);
- 2) shared marketing/recruiting initiatives.

ICT University College is continuously working to establish this agreement on a solid basis as well as to design the delivery of joint programs under the legislation in force in both countries.

- ***Engage a qualified staff with degrees and titles***

Throughout the academic year 2018-2019, CIT University College has continued to maintain its internal staff as well as to recruit experienced and trained staff, when necessary. The qualifications of the full-time and part-time staff are illustrated in the table below:

Academic Staff	Qualifications	No.
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1st Sem		
<i>Internal Staff</i>	17, MSc. 15, Dr. or PhD. 6, Assoc. Prof. 4, Prof.	42 in total
<i>Invited Staff</i>	-	-
<i>External Staff</i>	1 MSc. 7 Dr. 1 Assoc. Prof. 1 Prof. Dr.	10 in total
Total		52
Academic Staff	Qualifications	No.
2nd Sem		
<i>Internal Staff</i>	17, MSc. 15, Dr. or PhD. 7, Assoc. Prof. 4, Prof.	43 in total
<i>Invited Staff</i>	-	-
<i>External Staff</i>	2 MSc. 1 Dr. 4 Assoc. Prof.	7 in total
Total		50

Academic staff, by qualifications.

The distribution of academic staff has been in 11 programs offered by both faculties (Engineering and Economics), as well as in four basic units and two research units.

"Canadian Institute of Technology" University College, as noted above, for the academic year 2018-2019 aimed to maintain the continuity of cooperation and retention of academic staff, as well as hired new staff where there was a lack of experienced experts and specialists in required fields. The goal of "ICT" University College remains the attraction of qualified staff, with academic titles and degrees, obtaining a distinguished expertise in engineering and economics.

"Canadian Institute of Technology" University College consists of two faculties, six basic units, of which four departments and two research units. The institution offers 6 Bachelor and 5 Master of Science programs.

The institution has endeavored that, in the study programs, the number of full-time staff engaged in the implementation of the programs be within the norms: 70% full-time academic staff, and no more than 30% part-time academic staff.

Data on units and programs	
<i>Number of base units</i>	6
<i>Number of major units (faculties)</i>	2
<i>Study Programs</i>	6, Bachelor 5, Master of Science

Institution by units and programs

➤ *Supporting staff in postgraduate qualifications*

“Canadian Institute of Technology” University College in pursuit of enhancing quality in the teaching process, has significantly supported and contributed to young researchers. The support of the academic staff within the institution has been especially focused on those who have been pursuing their third cycle of studies. The main units of the institution have assisted this staff commitment by reducing the teaching load and by granting them the opportunity to complete their studies even by taking work breaks.

➤ *Utilization of latest the literature as part of the curricula, in accordance to the collaboration agreement of “ICT” College University with “McGraw-Hill Education”*

Since **2016 up to present**, CIT has made use of the creation of the **Virtual Library**. This has been achieved in collaboration with **McGraw-Hill Education**, based on the signed agreement between both sides. For the institution, this agreement has been a guarantee in the academic domain, as McGraw-Hill Education is one among the two biggest companies in the world offering such service. The literature with which this company provides the universities is among the most updated.

As such, both the academic staff and students work with an up-to-date literature and the best in respective fields. Moreover, the students have the opportunity to study using the same literature as their peers in the most developed countries.

➤ *Providing opportunities for learning practices for students in the best companies in the country*

“CIT” University College has continued to sign new agreements for the academic year 2019-2020, through which numerous opportunities have been offered to students for learning practices in consolidated and renowned institutions in the market.

Thus the agreements signed during this academic year with AMF, Albtelecom, Albanian Scholarship of Titles – ALSE, Infosoft Systems, etc., have contributed to provide students with opportunities and diversity in their teaching practice.

Staff and student exchanges in the framework of CEEPUS program

This academic year “CIT” UC endeavored to intensify the collaboration with academic institutions participating in the CEEPUS program. Through this program, at present academic year, a considerable number of lecturers and students have profited.

From this program, 7 students and 3 academic staff have benefited a one-month university exchange each in partner universities. On the other hand, students who come to visit CIT through this program are 5.

➤ *An institution that guides students and their skills to projects*

All programs offered by “CIT” UC are in compliance with the mission and vision of the institution as well as the objectives set. Course syllabuses according to relevant curricula are enriched and updated reflecting contemporary literature in English, as well as include skills which support advancement of students towards the market needs.

At the same time, based on both the institution's objectives and those of the main units mentioned at the beginning of the report, each subject aims to have a project completed by the students.

CIT has intended and continues to support the objective: to be a "project-oriented" institution, so that students learn and practice their skills in practice, whether individually or in a group.

➤ ***Publication of the journal "CIT Review", a genuine scientific journal***

“CIT” University College continues the publication of the journal “CIT Review”, a genuine scientific journal with ISSN and a board of prominent international personalities in the field of science.

This journal enables academic staff of “CIT” University College as well as research groups to publish their findings and achievements and to grow the collaboration with journal board members who are also outstanding personalities at foreign universities.

➤ ***Realization of international conferences by faculties***

In pursuit to the objectives set at the beginning of the academic year, “CIT” University College has managed to hold two international conferences, in cooperation with two recognized institutions. The institution and its main units have jointed to the realization of these conferences:

- 1) **The 7th International Conference "The Faces of Prosperity" (25.05.2019)** in collaboration with Powislanski University, Kwidzyn, Poland;
- 2) **7th ICSD 2019 Conference (On Sustainable Development), Rome, Italy - 4-5 September 2019**, organized by European Center of Sustainable Development and University College "CIT".

➤ ***Qualitative growth and support in scientific and cultural student activities***

In order to implement the annual plan and to strengthen student support, the faculties and the institution have managed to organize several activities such as:

- 1) **#DigiGirlz #Event** - Organized on March 29, 2019 between Microsoft Albania and “CIT” CU;
- 2) **Open Summer Academy: Go Digital** - Organized by “CIT” CU during the period 08/07/2019-13/07/2019 (summer school).
- 3) **Student Conference: On Economics, Finance, Business and Social Sciences - SCE 2019**, organized on June 24, 2019 by Epoka University and in collaboration with “CIT” CU.

A number of other social and cultural activities have been organized in this area to support multi-dimensional student formation. This is because students should not only be focused on

science but their education should be complemented in social and cultural terms, in order to be descent representatives of Albania and in any other country as well.

c) Information on scientific research in the Institution of Higher Education

During the 2018-2019 academic year the academic staff of “CIT” have been engaged in participation in various scientific publications and journals as well as in other publications, round tables, journals boards and scientific committees.

Among the various activities of a scientific nature involving both staff and students during this academic year are:

Activities supporting students and their performance

1. **#DigiGirly # Event** – Organized on March 29, 2019 between Microsoft Albania and University College “CIT”. This activity was organized by Microsoft Albania and CIT joint the initiative of one of the main companies in the word to make digital technologies attractive for both boys and girls. CIT offered its premises so that female students from various high schools could participate in the field of technology. The activity was organized on a global level and for this reason that day was marked as a day of raising the awareness that access to technology should be free of any discrimination¹.
2. **Open summer Academy: Go Digital** – was organized by CIT during the period 08/07/2019-13/07/2019. The program of this particular summer academy covered the main areas of knowledge in technology, economy, business, career advising etc. 22 students from all over Albania participated in the event and they attended lectures delivered by 20 different lecturers. Even international personalities such as Dr. Piero Scutari, adviser for public policies at the Italian Parliament and Dr. Gianpaolo Del Rose, manager of GRCERT, Milano-Italy participated in this event².
3. **Students’ Conference on Economy, Finance, Business and Social Sciences – SCE 2019**, organized by Epoka University in collaboration with University College CIT ON 24 June 2019. The conference aimed at supporting students in their knowledge-oriented career path as well as anticipate students’ challenges ensuring larger engagement in their scientific journey and current labor market³.

Conferences, seminars and scientific roundtables

1. Organization of the 7th **International Conference “The Faces of Prosperity”** on 5 May, 2019 in collaboration with Powislanski University. The conference was organized in Kwidzyn, Poland and members of the academic staff and not only joined the conference online. The Faculty of Economy, as part of realizing its objectives, made such a collaboration

¹ <https://cit.edu.al/sq/news/digigirls-albania>

² <https://cit.edu.al/event/open-summer-academy/>

³ <https://eco.epoka.edu.al/event-student-conference-on-economics-finance-business-and-social-sciences-sce-2019-4620.html>

possible as well as accomplished its aim of organizing an international conference with a foreign institution.

2. **Blackhat 2.0** – A rare organization in the field of ICT and Cybernetics where CIT was represented by its lecturer Bledar Kazia. This particularly original event in the area of cybernetics security and raising awareness about its importance was organized by means of collaboration of CIT with other partners in order to provide support to the youth and students who wanted to specialize in the particular area of expertise.

3. **7TH Conference ICSD 2019 On Sustainable Development, Rome, Italy, 4-5 September, 2019**. This conference was organized by “European Centre for Sustainable Development” and CIT became a co-partner for the second time in a row with the same institution. The main objective of the conference was related to publishing findings and scientific research in the field of “sustainable development” making it possible for both experienced and young researchers to publish and make known their scientific findings in this particular area. This was the second time that CIT organized such a conference in collaboration with ECSD in Rome, Italy⁴.

Awards and prizes delivered to academic staff

1. **Dr. Elton Domnori**, head of Software Engineering Department in the Faculty of Engineering was awarded during the ICT 2019 Awards Ceremony the prize of “Researcher of the Year” (4 May 2019), which he shared with Dr. Andi Bejleri⁵.

2. **PhD Blendi Shima**, head of Business Administration-IT Department in the Faculty of Economy was awarded the prize of “Best Researcher” for the best study in the 9th International Conference on “Economic Policy and EU Integration” organized by Aleksander Moisiu University on 7 May 2019.

Data related to infrastructure supporting the teaching and scientific research process

a. Infrastructure serving the scientific research for both students and academic staff

All the informatics labs are equipped with the necessary software required for the teaching process. Each computer has got “the boot option”. Operating systems consist of Windows 10 and Linux (Ubuntu 14.04). Each computer in the lab is equipped with the package Office Professional 2010 or 2013 (Word, Excel, Access, Power Point, Outlook etc.) The following professional programs are also installed:

- MS SQL Server 2014
- Microsoft Visual Studio 2015

⁴ <https://ecsdev.org/conference/7icsd-2019>

⁵ <https://cit.edu.al/event/ict-awards-2019>

- NetBeans 8.2
- Octave
- Wireshark
- Bizagi Modeler & Express
- Workbench
- Packet Tracer
- Wamp Server etc.

All the installed programs have been licensed by means of a contract with *Microsoft Imagine Academy* or are free. CIT remains among the fewest institution of higher education that has purchased the software programs used by students and academic staff.

All the labs are equipped with the necessary teaching gadgets in order to provide a modern teaching process. Installation, maintenance, and updating of computer equipment remains the responsibility of staff of IT department. Installation of new programs is based on the real needs of the academic staff. Currently, CIT is working on the establishment of a Big Data lab, which will be equipped with a computer with special calculating abilities to tackle issues related to Big Data.

All the installed computer programs are adopted for teaching purposes by means of installing applications as required by specific departments.

An antivirus program has also been installed on all computers, Microsoft Security Essentials, which secures documents and other related data from various malwares.

Six different labs serve the interests of students, the Physics lab, the Chemistry lab as well as four Informatics labs.

Specifically,

LAB 1: consists of 21 computers + 1 video projector

LAB 2 consists of 21 computers + 1 video projector

LAB 3 consists of 29 computers + 1 video projector

LAB 4 consists of 29 computers + 1 video projector

The above mentioned labs can be accessed at any time during the week (from Monday to Saturday) from 9: 00 to 21: 00 hrs.

Likewise, all the premises of the institution have got access to WI-FI

b. Library and sources supporting the scientific research

Apart from rich sources consisting of thousands of titles offered electronically by the publishing house McGrawHill, currently CIT library possesses sources in hard copies amounting to 3 000 titles mainly related to IT, Software Engineering, Business, Management, Industrial Engineering, Research Methodologies, English Literature, Arts etc.

In addition, during this academic year, CIT library added 200 new titles in hard copies as well as electronic ones. 40% of the above mentioned sources are related to Faculty of Engineering specifically software and computer engineering; whereas, the rest are related to Business and Economy. For each electronic title, CIT library possesses a hard copy as well; thus students can have access to two different forms of studying. CIT Library offers for the academic staff free, open academic databases, free magazines and scientific research databases as well as free online courses provided by well-known universities in the world.

d.) Information on study programs

During the academic year 2018-19, UC “CIT” continued its teaching process in two faculties.

Each faculty has offered the following study programs:

1. FACULTY OF ECONOMY

a. In the first cycle of studies, awarding degrees in:

“Bachelor in Business Administration”;

“Bachelor in Business Administration and IT”

“Bachelor in Finance and Accounting”

b. In the second cycle of studies, awarding degrees in

“Master of Science in Business Administration”;

“Master of Science in Finance and Accounting” (in two profiles)

2. FACULTY OF ENGINEERING

a. In the first cycle of studies, awarding degrees in:

“Bachelor in Software Engineering”;

“Bachelor in Industrial Engineering”

“Bachelor in Computer Engineering and IT”

b. In the second cycle of studies, awarding degrees in

“Master of Science in Software Engineering”;

“Master of Science in Industrial Engineering”

“Master of Science in Computer Engineering and IT” (in three profiles).

CIT provides full time study programs.

First cycle study programs (Bachelor) last 3 years (180 ECTS); whereas second cycle study programs (Master of Science) 2 years (120 ECTS).

CIT offers its study programs in two cycles of study, i.e. Bachelor and Master of Science. In the first cycle of studies are offered 6 study programs in two faculties; whereas in the second cycle of studies 5 study programs in two faculties are offered. The institution aims to engage students who graduate from the first cycle of study in the second cycle of study.

• ***Internal Quality Assurance Unit (IQAU)***

In order to guarantee quality assurance, CIT by means of decision of the Academic Senate No. 16 dated 22 May 2013 established IQAU, based on legal provisions, as a permanent structure which functions in due accordance with Law no. 80/2015 “For the Higher Education and Scientific Research in Institutions of Higher Education in the Republic of Albania”.

Quality Assurance as a process not only technical but also content-oriented has aimed during the academic year 2018-2019 to have an all-encompassing character requiring from each member of staff to reach his/her maximum performance.

It is worth mentioning here that during 2018-2019 we have organized various roundtables with students related to issues such as the establishment of students’ structures within CIT, distribution of scholarships, social, cultural and sports activities, engagement of students in discussing study programs and curricula as well as provision of library sources.

During this period, we have distributed almost each semester questionnaires related to organization of study programs, performance of lecturers in their respective courses, improvement of the teaching quality as well as course materials, to name a few. The questionnaires were anonymous and conducted on line. Data were processed and submitted to responsible instances aiming to improve the quality, increase the required standards as well as accomplishing the institutional objectives.

Questionnaires and surveys

- *There are 3 questionnaires/surveys in total conducted by IQAU during the academic year 2018-2019.*
- *Out of these, 2 questionnaires have focused on the content and application of the syllabus as well as evaluation of the teaching quality;*
- *One survey was conducted with Alumni in order to identify their employment rate and get some labor market feedback as well as evaluate the quality of the study program.*

