****

**REPUBLIC OF ALBANIA**

**THE SCHOOL OF MAGISTRATES**

**STEERING COUNCIL**

**No.\_\_\_ prot. Tiranë, on \_\_\_.\_\_\_2023**

**DECISION**

**No. 41, date 20. 09.2023**

**ON SOME ADDITIONS AND AMENDMENTS IN THE INTERNAL REGULATION OF THE SCHOOL OF MAGISTRATES**

Based on law no. 96/2016, *on the status of judges and prosecutor in the Republic of Albania,* on law no. 115/2016, *on the organs of the management of the system of justice,* the Steering Council of the School of Magistrates, gathered on 20.9.2023, decided:

1. To be done these these additions and amendments in the Internal Regulation of the School of Magistrates, approved by decision no. 31.1.2017, amended:
2. *In Article 10, point 2, letter “d”, is added the phrase:*

d) “In the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

1. *In the Article 11 are done amendments as follows:*

* *In point 1, after the phrase* “the candidate should” *is added paragraph* “complete and upload electronically on MSASM.”
* *In point 1/a, the second sentence is amended as follows,*“The application is completed electronically in the unique form of MSASM platform, (Annex 1.)”
* *At the end of point 1, is added paragraph,* “The registration will be considered completed in the moment when the candidate submits a notarized copy of this document to the School secretary, immediately after the registration on MSASM.”

1. In Article 12, there are the following amendments:

* *Point 1 is changed:* “The School Director creates a commission for the verification of the above mentioned documentation, composed of representatives of the academic and administrative staff, a verification that will be realized through MSASM. ”
* *Point 3, first paragraph is changed:* “The School of Magistrates represents through the official protocol and through MSASM, to both Councils the report on the results of the preliminary evaluation. Files of candidacy for every candidate could be accessed electronically through MSASM, from Councils to give comments or oppositions no later than the end of March of every year. ”

1. *In Article 13, there are the following amendments:*

* *In point 4,* after the word “verify” is added the phrase, “through MSASM” *and at the end of point 4, after the word* “admission” *is added the phrase,* “which is sent in the written form to the School of Magistrates.”

1. *In Article 14, point 4, is added:*

“The High Judicial Council (HJC), the High Prosecutorial Council (HPC) respectively establish the criteria of admission, verify the general and specific criteria on the work position of candidates for chancellor, as well as determine the list of candidates that are qualified to participate in the admission test confirming it in the written form and through “the Management System of the Activity of the School of Magistrates (MSASM).”

1. *In Article 23, is added point 6:*

“The data on the results of all phases of the test for every candidate are downloaded on the “the Management System of the Activity of the School of Magistrates (MSASM), and will be administered in the application of the law on personal data protection.”

1. *In Article 24, is added point 3 with this content:*

“The data on the results of all phases of the test for every candidate are downloaded on the “the Management System of the Activity of the School of Magistrates (MSASM), and will be administered in the application of the law on personal data protection. ”

1. *In Article 26, point 13, after the word “*admitted*” is added the paragraph* “through “the Management System of the Activity of the School of Magistrates (MSASM),” as well as in the written form.”
2. *In Article 27, point 3, is dded the last sentence with this content,* “This list may be download even by “the Management System of the Activity of the School of Magistrates (MSASM).”
3. *In Article 28,is added point 2/1 with this content,* “This list may be download even by “the Management System of the Activity of the School of Magistrates (MSASM).”
4. *In Article 31, point “b”, the phrase* “e-learning “Moodle” *is replaced by* **“**the Management System of the Activity of the School of Magistrates (MSASM).”
5. *In Article 38, is added point 6 with this content:*

“The data of the candidate that are related with the para-professional practice, including the place where is accomplished practice, the head of practice, attendance, describing assessment and the evaluation table with points are downloaded on “the Management System of the Activity of the School of Magistrates (MSASM).”

1. *In Article 40, is added point 7 with this content:*

“The data of the candidate that are related with the professional practice, including the mentor magistrate and the evaluation of professional practice by him, are downloaded on “the Management System of the Activity of the School of Magistrates (MSASM).”

1. *In the Article 41, is added the last sentence in point 5 with this content:*

All the data reflected on “the Management System of the Activity of the School of Magistrates (MSASM), will be administered in the application of the law *on personal data protection*.

1. *In Article 42, is added point 7, with this content:*

“The evaluation of candidates in all phases of the program of education program is going to be accessible through “the Management System of the Activity of the School of Magistrates (MSASM), and will be administered in the application of the law on personal data protection.”

1. *In Article 43, is added point 6 with this content:*

“The evaluation of candidates in all phases of the program of education program is going to be accessible through “the Management System of the Activity of the School of Magistrates (MSASM), and will be administered in the application of the law on personal data protection.”

1. *In Article 44, is added point 6 with this content:*

“The evaluation of candidates in all phases of the program of education program is going to be accessible through “the Management System of the Activity of the School of Magistrates (MSASM), and will be administered in the application of the law on personal data protection.”

1. *In Article 45/1, point 2, is added the first paragraph with this content:*

“The evaluation of candidates in all phases of the program of education program is going to be accessible through “the Management System of the Activity of the School of Magistrates (MSASM), and will be administered in the application of the law on personal data protection.”

1. In Article 48:

* *in point 6/b, after the word* “online” is added the phrase “through “the Management System of the Activity of the School of Magistrates (MSASM).”
* *in point 6/c, after the word* “training” *is added the phrase* that will be completed online through “the Management System of the Activity of the School of Magistrates (MSASM)”;
* *in point 6/d after the word after the word “*transmitted*” is added the word “*“the Management System of the Activity of the School of Magistrates (MSASM).”
* *in point 8, in the last sentence, after the word “*through*” is added the phrase* “the Management System of the Activity of the School of Magistrates (MSASM).”
* *in point 9, after the word “*approve*” is added the phrase “*on “the Management System of the Activity of the School of Magistrates (MSASM)’ .*”*
* *in point 10, after the word “*approves*” is added the phrase “*on “the Management System of the Activity of the School of Magistrates (MSASM)”.*”*

1. In Article 49:

* *In point 1, after the word*  “moderators,” is added the phrase“are part of the in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM),””
* *In point 5, after the word* “appeals” is added the phrase in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM),”
* *In point 6, after the phrase*  “the Program of Continuous Formation” is added the phrase “including the list established in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM),””
* *In point 9, after the phrase* “electronic invitations” *is added the phrase* “on “the Management System of the Activity of the School of Magistrates (MSASM).”
* *In point 10, after the phrase “*“electronic invitations” *is added the phrase* through “the Management System of the Activity of the School of Magistrates (MSASM),”
* *In point 9, after the word HPC, is added the phrase* “has the opportunity that through the access to the “the Management System of the Activity of the School of Magistrates (MSASM),” to provide the necessary data” and after the word “magistrate” is added the word “in the Program.”

1. *In the Article 71, is added point 10 with this content:*

“Takes care for the downloading of all the required data in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM),” up to the downloading of all the required reports and statistics (according to the case.)*”*

1. *Article 81/1, is added:*

**Article 81/1**

**The Seal Stamp for the process of tests and of the academic program in the function of the Department of Initial Formation**

*Added by decision no. 41, date 20.09.2023*

1. Department of Initial Formation is responsible and manages the seal stamp, that will be used in the admission test and in the elaboration of the education program of that academic year.

2. It is produced in 6 (six) copies each academic year, and is eliminated by being burned keeping a process-verbal composed for this purpose.

1. *In Annex 10, part II “the evaluation in the first year”, point 2,**is changed as follows****:***

“The total points valid for the evaluation of candidates for each subject at the end of the year/semester will be **100 points**, out of which, the continuous annual evaluation will be **40 points**, while the evaluation for the final exam will be **60 points**. In the subject “legal reasoning and writing” the continuous annual evaluation and the evaluation for the final exam will be 50 points for each method of evaluation.”

1. *In Annex 10/1, point IV is added as follows:*

“IV.Data downloading in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

All the above mentioned data regarding the evaluation of candidates, is downloaded in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM),” according to the roles established by the administrator/s in the respect of the order of the head or of the authorized servant.”

1. *In Annex 10/2, part II “*the evaluation in the Program of Initial Formation*”, point 2, changes as follows:*

“The total of valid points for the evaluation of candidates for every subject at the end of the year/semester will be **100 points,** of which, continuous annual maximal evaluation will be **40 points,** while the maximal evaluation for the final examination of the subject **60 points**. In the subject “legal reasoning and writing” the annual continuous evaluation and the evaluation with final test will be 50 points for each method of evaluation.”

1. *In Annex 11, part III “Legal criteria for the selection of lecturers and trainers/experts***,***” point 3.2 changes as follows:*

**3.2 The selection of lecturers and trainers/experts**

This Regulation, for the effect of selection criteria, equalizes the staff of home lecturers of the School of Magistrates with that of its external lecturers in the process of Initial Formation. This means that the selection of home or external lecturers will be subject of the following criteria:

1. With experience over 15 years as jurist; &
2. University lecture giving experience or in the School of Magistrates over 10 years;

(Or)

1. With experience over 10 years as jurist or prosecutor; &
2. University lecture giving experience or in the School of Magistrates over 5 years;
3. Professional specified experience in the area/course/theme for which is going to be expert.

For specific subjects of the Program of Initial Formation, in the second year may be activated specialists of those areas, who are not subjected obligatorily to the above criteria*.*

The staff activated as specialist is elected among the applicants who meet the following criteria:

1. Experience in the specialized area, (at least ***3*** years);
2. Pedagogical or training experience, (at least 3 years).

Lecturers available, who will elaborate themes anticipated in the education program, with the proposal of the responsible lecturer will be subjects of some criteria:

1. Over ***5*** years of experience as judge or prosecutor; (or)
2. Over 5 years experience in university lecturing.

In specific cases may be invited personalities of law, who may elaborate one or two themes, because of the importance of the theme and of the lector. These will be considered *invited lecturers*.

This Regulation equalizes, as for the criteria, even the process of the selection of trainers of the Continuous Formation, who should meet the following criteria:

1. Experience over 15 years as jurist; &
2. Lecture giving in University or in the School of Magistrates over 10 years of experience;

(or)

1. Experience over 10 years as jurist or prosecutor; &
2. Lecture giving in University or in the School of Magistrates over 5 years of experience;
3. Professional specified experience in the area/course/theme for which is going to be expert.

For seminars with specific themes of the Program of Continuous Formation, should be activated specialists of those areas of at least ***3*** years experience in the area/course/theme for which is going to be trainer/expert, as well as to have pedagogical or training experience of at least 3 years.

1. *In Annex 11, part III “***Legal criteria for the selection of lecturers and trainers/expert***”, point 3.1, letter “c”, changes as follows:*

“ 3.1/c **Specialists of the Initial Formation,** who are involved in courses and themes specified to their close area of study, which is part of courses of the subjects of the first and second year, but for a burden of no more than 16 classes.”

1. *In the Annex 12, in point 5, is added the third paragraph as follows:*

“*The education plan and program and all processes related to the formation of the education process are downloaded in the electronic platform of “*the Management System of the Activity of the School of Magistrates (MSASM). ”

1. *In Annex 12/1, are added other notes*

**Other notes:**

*The education plan and program and all processes related to the formation of the education process are downloaded in the electronic platform of “*the Management System of the Activity of the School of Magistrates (MSASM).

1. *In Annex 14 are done these additions and changes:*

**GENERAL JOB DESCRIPTION OF THE RESPONSIBLE OF THE INITIAL FORMATION AND OF THE HOME LECTURER AT THE SCHOOL OF MAGISTRATES**

*In point VIII, at the end of the last sentence is added the phrase: “*uses and works on the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

**GENERAL JOB DESCRIPTION OF THE RESPONSIBLE OF THE DEPARTMENT OF CONTINUOUS FORMATION AND HOME LECTURER AT THE SCHOOL OF MAGISTRATES**

*In point VIII, at the end of the last sentence is added the phrase: “*uses and works on the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

**GENERAL JOB DESCRIPTION OF THE RESPONSIBLE OF THE SECTOR OF INITIAL FORMATION AT THE SCHOOL OF MAGISTRATES**

*In point IV/a, at the end of the last sentence is added the phrase***: “**...enriches, processes, downloads the data, monitors, observes and downloads the necessary reports for the Sector of Initial Formation in in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

**GENERAL JOB DESCRIPTION OF THE SCIENTIFIC SECRETARY FOR THE INITIAL FORMATION AT THE SCHOOL OF MAGISTRATES**

*In point IV,*

* *at the beginning of point “a”, is added the phrase*: “Accepts and has in possession from the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM),”
* *In point “b”, after the word “*through*” is added:* “the Management System of the Activity of the School of Magistrates (MSASM), on ...”.
* *In point“d” after the word “*full-time*” is added the phrase*: through the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).” Before the word “the data” is added the phrase, “downloads from the platform the report from*...*”. *After the word* education” is added the phrase, “through the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”
* *In point “e” after the word “*lecturers” *is added the phrase,* “downloading them from the platform.”

*In point V, paragraphs 6 and 7, 9 and 14 change as follows:*

- Keeps and administers the education files of the candidates downloads from the platform, evidences of the frequentation of subjects and course from lecturers, information which is presented to the responsible of the sector of Initial Formation and the School Director 1 (one ) once per month;

- Takes care for the completion of the evaluation questionnaires for lecturers in the platform of every year from candidates for magistrate (remembering this duty); - downloading from the platform the summarized report;

Takes care for:

- The updating and the downloading of the final report from the platform of evaluation questionnaires of the activities from Albanian and foreign lecturers;

- Downloads the report from the platform in relation to the presence of candidates for magistrate and lecturers.

*In point VIII is added the last sentence with this content***:** Enriches, processes, downloads the data, monitors, observes and downloads the necessary reports for the Sector of Initial Formation in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

**GENERAL JOB DESCRIPTION OF THE SCIENTIFIC SECRETARY FOR THE INITIAL FORMATION AT THE SCHOOL OF MAGISTRATES**

*In point IV:*

* *In letter “b” is added the last phrase as follows:* **“**through “the Management System of the Activity of the School of Magistrates (MSASM),”;
* *In letter “c” after the word “*Keeps” *is added the phrase* “takes care”;
* *In letter “f”, paragraph 1 is added the phrase*  **“**downloaded from the platform”.

*In point V:*

* *Paragraph 1, after the word “*registration*” is added the word* “in the platform”.
* *Paragraph 5, after the word “*magistrate*” is added the word* “in the platform”.
* *Paragraph 9, after the word “*candidates*” is added the phrase*“downloads from the platform.”
* *Paragraph 12, after the word “*relevant*” is added the phrase: “*downloaded from the platform.”
* *Paragraph 15 changes as follows:* “Downloads the report from the platform in relation to the presence of candidates for magistrate and lecturers.”
* *Paragraph 17 changes as follows:* “the downloading from the platform of the copy of the list of candidates for magistrate of every academic year.”
* *Paragraph 17 changes as follows:*“Takes care for the completion of the evaluation questionnaires of every year from candidates for magistrate (remembering this duty) and downloads by the platform the summary report.”

*In point VIII, is added the last sentence*: “Enriches, processes, downloads the data, monitors, observes and downloads the necessary reports for the Sector of Initial Formation in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

**GENERAL JOB DESCRIPTION OF THE RESPONSIBLE OF THE SECTOR OF CONTINUOUS FORMATION AT THE SCHOOL OF MAGISTRATES**

*In point IV, is added letter “g”*

1. Enriches, processes, downloads the data, monitors, observes and downloads the necessary reports for the Sector of Continuous Formation in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

*In point VIII, is added the last sentence*: “Enriches, processes, downloads the data, monitors, observes and downloads the necessary reports for the Sector of Continuous Formation in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

**GENERAL JOB DESCRIPTION OF THE SCIENTIFIC SECRETARY FOR THE CONTINUOUS FORMATION AT THE SCHOOL OF MAGISTRATES**

*In point IV:*

* *In letter “c”, after the word “*time*” is added the phrase* “from the electronic platform”.
* *In letter “e”, after the word “*the data*” after the phrase “*in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM), ” *after the word* “of it” is added the phrase “that are generated electronically.”
* *Letter “f” starts with the phrase:*“Takes care for their accomplishment in the platform.”

*In letter V***:**

* *paragraph 5, after the word “*training*” is added the phrase* “downloaded from the platform.”
* *paragraph 12 starts with the phase:*“takes care to be completed in the platform.”

*In point VIII, is added the last sentence***:** “Enriches, processes, downloads the data, monitors, observes and downloads the necessary reports for the Sector of Initial Formation in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

**GENERAL JOB DESCRIPTION OF THE SCIENTIFIC SECRETARY FOR THE CONTINUOUS FORMATION AT THE SCHOOL OF MAGISTRATES**

*In point IV:*

* *In letter “a” is added the last phrase* “through the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”
* *In letter “b”after the word “*sends*” is added the word* “from the platform. ”
* *In letter “d” after the word “*downloads*” is added the word* “on the platform”. *After the word “*reports*” is added the phrase* “downloaded from the platform.”
* *Letter “f” starts with the phrase*“Takes care for the completion.”

*Në pikën V:*

* *Paragrafi 1, pas fjalës “*plotësimin*” shtohet fjala* “në platformë të...”.
* *Paragrafi 2 fillon me togfjalëshin* “Shkarkon nga platforma dhe...”.
* *Paragrafi 12, fillon me togfjalëshin* “Shkarkon nga platforma...”.

*In point VIII, is added the last sentence:* “Enriches, processes, downloads the data, monitors, observes and downloads the necessary reports for the Sector of Initial Formation in the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”

**GENERAL JOB DESCRIPTION OF THE SPECIALIST OF ARCHIVE-PROTOCOL AT THE SECTOR OF SERVICES AND HUMAN RESOURCES**

**AT THE SCHOOL OF MAGISTRATES**

*In point XII, is added the word “3 years”and is replace with the word “1 (one) year.”*

**GENERAL JOB DESCRIPTION OF THE RESPONSIBLE**

**OF THE SECTOR OF TECHNOLOGY OF INFORMATION**

**AT THE SCHOOL OF MAGISTRATES**

*~~In point III, are omitted the following paragraphs:~~*

~~Determines the b=necessities of consume for toners and printers that are under use from the staff of the School, as well as every other goods of consume that are related to the field of informatics and makes their recording with their quantity in the store room. The applications are presented to the chancellor, finance~~

~~The determining of the necessities and hardware problems and the preparation of applications and procedures for their completion.~~

*~~that are replaced with the paragraphs:~~*

* ~~Repairing and formatting of work computers, laptops and of other technological equipments.~~

*In point IV,*

*Is omitted the first sentence in letter* b) ~~Responds for the management of technological equipments such as: identification of the personnel necessities, initial training, continuous training, etc.~~

*Letter g*) is omitted ~~Observation and maintenance of online platforms that School has in usage, in the context of the requests of the initial formation, continuous formation and publications~~.

*Letters i), j) and k) are added*

* 1. Repairs, formats computers of servants, makes the serive and the repair of printers, photocopies.

1. Plans, installs and makes coordination with the Sector of Initial Formation for thr annual tests of magistrates.
2. He/she is responsible for the administration and the maintenance of servers, under the possession of the School of Magistrates.

*In point V are omitted paragraphs 13 and 14:*

~~- Takes care for the functioning and the providing of proper logistics for the staff for the realization of tasks, as well as accomplishes all the other duties that are necessary for the activity of the structures of information;~~

~~- Follows and takes measures for the search, elaboration, preservation, usage and exchange of information in and out of the institution for matters of service and technology of information;~~

*and is added another paragraphs with this content:*

- The formatting of computers as a procedure of the technical maintenance and of their software; the protection from different viruses, installing antivirus licensed by Microsoft provided by AKSHI (The National Agency of the Society of Information);

**GENERAL JOB DESCRIPTION OF THE IT SPECIALIST OF THE SECTOR OF TECHNOLOGY OF INFORMATION AT THE SCHOOL OF MAGISTRATES**

*There are changed as follows points II, III and IV:*

**II**

**MISSION**

Being the administrator of all digital equipments in the School of Magistrates, he administers and manages *web-based* digital systems and/or *app*, that are used, as well as takes measures for their most efficient well-functioning related with the work process to School.

He provides the most efficient functioning of all the systems installed to School.

**III**

**GENERAL PURPOSE OF JOB POSITION**

1. He/she is responsible for the configuration and the administration of digital systems provided by the School of Magistrates.
2. He/she meets the necessities and the requests of the administrative staff, of the candidates for magistrate and of trainers in cases of notifications and the reporting of problems in systems.
3. He/she provides support in the use and the making of trainings for the use of new systems that are installed to School.
4. He/she configures and controls systems in the network to guarantee their functioning and the relation with each-other, configuration of switches and routers to provide the connection and coordination of all equipments in the network system.
5. He/she administers platforms:
6. He/she administers the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM);
7. He/she administers the Electronic Commentary;
8. He/she administers the Forum of the School of Magistrates;
9. He/she administers the Mail-Server of the School of Magistrates;
10. He/she administers the system of access and of cameras (Bosch system).
11. He/she creates and elaborates modules and new platforms that are needed by the School of Magistrates.
12. He/she defines the technical specifics for different digital systems that may be constructed or improved.
13. He/she elaborates and edits different documents, such as: files, views, videos etc., in cases of necessities during the work process.

**IV**

**MAIN DUTIES**

1. He/she administers computer network of the School (Lan and Wireless); the most efficient functioning of equipments, that make possible the connection to the internet and the internal network of computers; the configuration of server and of switches to provide the connection of all computers and equipments in Lan.

2. He/she administers all official addresses of the administrative staff.

3. He/she drafts technical specifications of new digital systems of the School.

4. He/she elaborates different materials such as views, videos and editing programs.

5. He/she administers mail - server (cPanel system).

6. He/she administers the system of the management of the activity of the School of Magistrates; guarantees the well-functioning of the system for all the actors of the platform.

7. He/she users for *moodle* platforms and the electronic commentary, the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM), as well as supports the operating staff for the downloading and data processing.

**GENERAL JOB DESCRIPTION OF THE MAINTENANCE SPECIALIST OF INFORMATION TECHNOLOGY****OF THE SECTOR OF TECHNOLOGY OF INFORMATION AT THE SCHOOL OF MAGISTRATES**

*There are changed as follows points II, III and IV:*

**II**

**MISSION**

He/she takes care for the maintenance and coordination of all digital systems in the School of Magistrates, by guaranteeing their *real-time* well-functioning, as well as provides the progress of work for all the IT supporting infrastructures.

The accurate determination of necessities for the new software systems, in cooperation with the administrator of the systems, intending the accomplishment of duties by the School of Magistrates; for the quick accomplishment of the process of downloading, preservation, and search of the data of the different sectors of the institution for the progress of the education process.

**III**

**GENERAL PURPOSE OF JOB POSITION**

* He/she is responsible for the well-functioning, updating and maintenance of the webpage of the School of Magistrates and the issuing and elaboration of different and detailed statistics.
* He/she makes data analysis and elaboration of different reports for the sharing of information.
* He/she defines the necessities for new computer programs, in cooperation with the administrator of the systems, for the quick process of maintenance, the search of the data of different sectors of the institution and assists in their providing.
* He/she updates and sustains social networks of the School, on its academic activity.
* He/she updates and sustains the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM), and the digital platform, as well as supports the operating staff for the downloading and elaboration of their data.
* He/she defines the technical specifications of the new digitial systems of the School.
* He/she supports and assists the staff of finance for the new external systems under the use by the School, such as: AFMIS, e-fiskalizimi and HRMIS.
* He/she keeps contacts with AKEP for the hosting of the webpage of the institution, for real time updates in relation to the field and the payment of the domain edu.al.
* He/she keeps continuous official contacts with AKSHI, to provide the recent programs licensed by Microsoft, for state institutions such as: Windows, MS Office, Antivirus, for the facilitation of the work of the academic and administrative staff.
* He/she defines the needs of consume for every facility, for the state of hardwares, staff requests, financial needs for IT facilities, proposals for the improvement of the service; defines the specifics for new hardware facilities and controls if these specifics are in harmony with the standard specifics accepted by AKSHI before sending them to the public procurement. The applications are filed to the head of the sector of information technology.
* He/she registers archives and makes possible the direct presentation of different activities qe are organized in the internal spaces of the School.
* He/she maintains and manages the DAR system of the mock trial room.
* He/she takes care for the implementation of new projects provided by organizations in cooperation with the School ose donors.
* He/she creates and manages the digital archive with information such as, images, videos, voices, as well as elaborates and makes the edition of these materials in cases of different activities.
* He/she maintains translation and sound systems in the room of conferences, as well as of other display systems, as well as every equipment in classrooms and in offices.

**IV**

**MAIN DUTIES**

1. Analysis and elaboration of data with different systems for the facilitation and progress of the work of every sector; The identification of the necessities for new software programs for the quick commitment of the preservation, search of the data of different sectors of the institution and helps in their creation;
2. Updates and maintains the website of the School of Magistrates, and other databases that School has under usage, as well as makes reports of the analysis of visibility and use of the website from public;
3. The establishment of technical specifics for ISP to provide the service of internet, the hosting of the website of the institution [*www.magjistratura.edu.al*](http://www.magjistratura.edu.al), and the webmail service, along with ISP make the necessary configurations to preserve fix numbers that School has under use and their recording in the internal central;
4. Keeps contacts with operators to offers AKEP to send the changed DNS of the hosting of the website that the institution has under use for the payment of the domain magjistratura.edu.al;
5. Supports and assists the use of platforms where the School is registered as budgetary institution, for the sector of finance AFMIS and the Sector of Human Resources HRMIS, as well as every platform that the School may have in the future.

*In point V, after the phrase “*electronic commentary” is added the phrase “of the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM), etc.;

1. *In Annex 15, Article 7, point 7.3, is added this content:*

“Before the approval of the article for publication, the School of Magistrates, with its own expenses of with the expenses of the author, makes its anti-plagiarism digital control. For the realization of this control the School of Magistrates, provides tools or software programs that serve to this purpose. The School of Magistrates may provide this control even through the outsource service. No article can be published without the making of such control. The results of this control are transmitted to the Editorial Board for evaluation.”

1. The changes in Articles 10 - 14 as well as in Articles 48 and 49, come immediately into force after the providing of the necessary infrastructure of servers for data storage, that are accessed out of the institution, through a subsequent decision of the Steering Council.
2. Every other change of this Regulation, regarding the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM),” comes immediately into force after the decision of the Steering Board of the Center of Technology of Information close to the the HJC, that approves the technical documents of the electronic platform called “the Management System of the Activity of the School of Magistrates (MSASM).”
3. This decision comes immediately into force!

**VICE-HEAD**

**OLSIAN ÇELA**