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POSTGRADUATE STUDIES- SECOND CYCLE

THESIS:

**“Translation Errors in the Albanian-English Translations. An Analysis of the Public Notices’ Translations in SEEU”**

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“Translation Errors in the Albanian-English Translations. An Analysis of the Public Notices’  
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Translation of the working title in Albanian:

“Gabimet gjuhësore në përkthimet shqip-anglisht. Analizë e përkthimeve të njoftimeve  
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“Јазичните грешки во албанско-англискиот превод. Анализа на преводите на јавните  
известувања во УЈИЕ ”

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## Abstract

Albanian language, one of the oldest Indo-European languages, has an abundance of works to offer to the world. Despite this, translated literature from Albanian to foreign languages or vice-versa are rare. Nonetheless, many of those that exist have errors, such that they do not communicate the same message as the original. It is hard to convey the precise message from the original language to the translated text; nonetheless, remaining as near to that meaning as feasible is required.

English has become one of the world's most widely spoken languages in recent decades. Given its importance, this study aims to identify and categorize the most common errors in translations from Albanian to English, utilizing public documents from South East European University as the focus of the study. All of the SEEU documents are available in the three official languages of North Macedonia: Macedonian, Albanian and English. These documents are prepared in Albanian and then translated into Macedonian and English, making them ideal for this study.

The documents were analyzed using the Keshavarz's (2015) error analysis model. In the search of the types of errors, the results show errors in three levels: morphological, syntactical and lexical. The errors found in these translations were first considered to be ignorable and unnoticed by the average reader. However, in this study, I discovered that some of these errors are so substantial that they completely distort the meaning of the statements.

Keywords: translation, Albanian, English, error analysis, university

## Parathënia

Gjuha shqipe, si një nga gjuhët më të vjetra indo-evropiane, ka një bollëk veprash për t'i ofruar botës. Pavarësisht kësaj, literatura e përkthyer nga shqipja në gjuhë të huaj ose anasjelltas është e rrallë. Dhe shumë prej këtyre përkthimeve kanë gabime, me të cilat teksti i përkthyer arrin në një pikë që nuk komunikon të njëjtin mesazh si origjinali. Është e vështirë për të përcjellë mesazhin e sakt nga gjuha origjinale në tekstin e përkthyer; mirëpo, pa marrë parasysh kësaj, është e domosdoshme që të qëndrohet sa më afër mesazhit origjinal që është e mundur.

Anglishtja është shndërruar në një nga gjuhët më të folura në botë në dekadat e fundit. Nisur nga rëndësia e saj, ky studim synon të identifikojë dhe kategorizojë gabimet më të zakonshme në përkthimet nga shqipja në anglisht, duke shfrytëzuar dokumentet publike nga Universiteti i Evropës Juglindore si fokus të studimit. Të gjitha dokumentet e UEJL-së janë në dispozicion në tri gjuhët zyrtare të Maqedonisë së Veriut: maqedonisht, shqip dhe anglisht. Këto dokumente përgatiten në gjuhën shqipe dhe më pas përkthehen në maqedonisht dhe anglisht, duke i bërë ato ideale për këtë studim.

Dokumentet janë analizuar duke përdorur modelin e analizës së gabimeve të Keshavarz-it (2015). Në kërkim të llojeve të gabimeve, rezultatet tregojnë se ka gabime në tri nivele: nivelin morfologjik, sintaksor dhe leksikor. Gabimet e gjetura në këto përkthime u konsideruan fillimisht si të neglizhueshme dhe të pavërejtshme nga publiku mesatarë. Megjithatë, në këtë studim, zbulova se disa nga këto gabime janë aq thelbësore sa që shtrembërojnë plotësisht kuptimin e deklaratave.

Fjalë kyçe: përkthimi, gjuha shqipe, gjuha angleze, analiza e gabimeve, universiteti

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## **Chapter 1**

### **INTRODUCTION**

In the human history, translation has played an important part in bringing people together, since ancient times, and it continues to do so. In the Albanian community, translation has influenced Albanian's lives in many ways. As Shala (2021) mentions, in 1900s translation has had a significant influence on Kosova in terms of the employment of linguistic needs and faith in the constitutional system, especially when paired with other human rights such as learning and participation in governmental decision-making.

Given its importance and its influence on the human's life, it is essential that translation is done correctly. In Albania, according to Qendro et al. (2012), improperly translated medicine information on the box have had a negative impact on people's wellbeing. Some of the issues stemmed from the use of medical terms that were unfamiliar to the general public, as well as the usage of idioms to depict the negative consequences of the product (Qendro et al., 2012)

It is true that it is impossible to construct a translated text that is exactly the same as the source text on all levels while translating. For example, while it is feasible to transmit the precise linguistic elements, that is, the same message from the original text, some variation in meaning will still exist, because the same message in the original intended audience cannot elicit the same emotion and impact in the intended audience from the translator (Braçaj, 2016). Often, the translator must look for a matching term with a similar meaning rather than an identical one, because an identical version simply does not exist (Dumitrescu, 2014). According to Braçaj's (2016) research, idioms can be translated differently depending on the context, hence a single method to translate them does not exist.

Furthermore, different types of texts raise different issues. As an example, when translating idioms, in order to translate successfully, one needs to be fluent in both languages: the original text's language and the target language, in order to be aware of all the nuances of meaning that an idiom on the original text might have and then transmit a similar message to the target language (Braçaj, 2016).



Generally, judicial translation is the most difficult translation since its language is intimately tied to the country's judicial system and, in many circumstances, varies from the vocabulary of other nations (Dumitrescu, 2014). A professional translator is familiar with both the judicial system of the source text's language and the judicial system of the target text's language, as well as the topic area and terminology (Bushi & Papajorgji, 2021). According to Bushi and Papajorgji (2021), the passive voice, as a feature of the judicial texts, is used in legal papers to keep the writer anonymous and to detach him or her from the judicial pronouncements, giving the documents a fairer and more unbiased look. Furthermore, according to Dumitrescu (2014), a legal translation may quickly become a literal translation, which might be difficult to understand in many circumstances. To prevent this difficulty, it is necessary to be knowledgeable on the judicial systems in both languages, as well as to be familiar with the different vocabulary and form of writing in judicial papers (Dumitrescu, 2014).

On the other hand, translation also plays an important role in the education, and this study was focused in this area. Public documents of SEEU were chosen, for the reason that they were considered as a perfect subject of study. They are documents, which fit into the legal area, where translation is done following some certain rules appropriate for these types of texts. Many literary works have been translated from Albanian into foreign languages and vice-versa, however, their translation is not based on rules, as much as they are based on different contexts and different requirements, making them an inconvenient subject of study.

Furthermore, the university's webpage plays the role of the mirror, reflecting the university's system and values. In our case, the South East European University's webpage is quite helpful offering all documents in three languages: Albanian, Macedonian and English. These documents are written in one language, and then translated in the other two languages. Therefore, that translation plays a huge part in the representation of the university, and for this reason it plays an important role for the university's image.

My interest is examining these translations, specifically Albanian-English translations, and come up with a detailed analysis on how efficient and correct are these translations, analyzing any errors found on the text, and come up with suggestions on how to improve the weaknesses aroused in the study. For this study, public notices, documents of SEEU were the material which was analyzed, and the study was conducted based on these research questions:

Research question 1: How efficient are the Albanian-English translations in SEEU?

Research question 2: Of what nature are the errors in these types of translations?

Initially, it was hypothesized that the Albanian-English translations in SEEU are effective because they meet the one primary criteria of the translation rules, which is that the translated text conveys the same meaning as the original text. Aside from that, another hypothesis was that the errors would be minor lexical errors, such as using the slightly wrong synonyms, and so on. If the errors would be different from this initial perception, then this could be also seen as an issue for SEEU.

## Chapter 2

### LITERATURE REVIEW

#### 2.1. Translation as a process

Vula (2020) mentions translation is regarded as one of the most important tools for allowing readers, listeners, and viewers to read, listen to, and watch various books, music, and films in various languages, which are realized through the translation process.

Despite the fact that any information that you say in a language can be conveyed in another language, the whole process of translation is not as easy. Because it is nearly impossible to find two languages that are equally in; syntax premises, morphology, semantic, pragmatic premises, etc., the translation process may logically consist of various changes in the text, such as changes in the order of sentence elements, the addition or the loss of other elements (Vula, 2020). This means that it is almost impossible to create a translation which corresponds with the original text in all levels: syntactically, morphologically, semantically, pragmatically, etc. However, there are successful and unsuccessful translations. As Vula (2020) says, when a transformed text or film titles in another language convey the same meaning, information, or message to the audience or readers, that is considered a successful translation.

#### 2.2. English language versus Albanian language

Because of variations in grammar and other foundations, the Albanian and English languages have more differences than similarities (Vula, 2020). Because of the differences between these two languages, numerous modifications occur during translation, including the insertion of sentence parts and the removal of words, in order to make the translation cohesive and intelligible (Vula, 2020). This means that it is impossible to translate a text from English to Albanian or vice versa, which would correspond wholly with the original text. Because of the variations in linguistic structure, translation is frequently done at the word or sentence level in order to get a good translation of meaning or message from source to target language (Vula, 2020). Because these modifications need to be done in order to achieve a near to perfect translation, the translators have to be more than just translators. According to Vula (2020), in general, translation necessitates a thorough understanding of both the source and destination

languages' grammar in order to make modifications without losing the source language's meaning.

According to the findings of the study of Vula (2020), the main differences between Albanian and English include gender distinctions, linguistic relativism, and noun cases. However, we will look these differences categorized morphologically, syntactically, and semantically.

### **2.2.1. Morphological differences between English and Albanian.**

According to Kurani and Muho (2014), the morphological similarities between the languages under study outnumber the discrepancies. While English and Albanian have some characteristics that they differ, some are very similar. Albanian grammatical categories are fairly similar to those of English. In Albanian, nouns have distinct gender, case, and number. Nouns in English have the same numerical categories as in Albanian (singular, plural), but they don't stress the grammatical category of gender (Kurani & Muho, 2014)

There are some characteristics that both languages have, but they express those characteristics differently. For example, as Kurani and Muho (2014) mention, there are three genders of nouns in Albanian: feminine, masculine, and neutral.

An interesting category to look at are adjectives. There are many differences regarding these two languages. For example, adjectives in English do not change as frequently as they do in Albanian, and they remain constant in both number and gender (Kurani & Muho, 2014). Spahiu and Spahiu (2019) agree saying that gender is another feature that distinguishes English and Albanian adjectives, because Albanian adjectives agree in gender with nouns, for example, if the noun is feminine, the adjective will be feminine as well, English adjectives do not have gender and do not change their form regardless of the noun gender. Besides that, there are differences in adjective order between English and Albanian adjectives, because English adjectives must be used in a specific order, Albanian adjectives can be used in any order the speaker desires (Spahiu & Spahiu, 2019). Also, unlike Albanian adjectives, English adjectives do not depend on nouns; they remain the same whether the noun is singular or plural. As a result, their numbers differ as well (Spahiu & Spahiu, 2019).

Nonetheless the similarities outnumber differences. In both languages, adjectives are words that describe and modify nouns and pronouns (Spahiu & Spahiu, 2019). Adjectives in English and

Albanian are divided into four categories based on their morphological structure: simple, derived, compound, and conversed (Spahiu & Spahiu, 2019). Even their formation processes are similar, for example as Spahiu and Spahiu (2019) mention in Albanian and English, adjectives formed by prefixes are mostly used to give words a negative meaning and adding suffixes is the most efficient way of forming adjectives in English and Albanian. Therefore, Adjectives are formed by compounding and conversion in both languages (Spahiu & Spahiu, 2019). Even their placement is the same; Adjectives are placed before nouns (attributive) and after nouns in both languages according to syntactical function (predicative) (Spahiu & Spahiu, 2019). Furthermore, when it comes to the degree of adjective, English and Albanian adjectives are similar. Positive, comparative, and superlative forms exist in both languages (Spahiu & Spahiu, 2019).

### **2.2.2. Syntactic Similarities and Differences between Albanian and English**

Despite morphological differences, the syntactic differences are less prevalent. The structure and word order of English sentences are virtually identical to those of Albanian sentences. Subject + predicate is a frequent construction in both languages, appearing not just in simple sentences but also in subordinate clauses inside complicated phrases (Kurani & Trifoni, 2014). However, there are differences which may confuse L2 learners, at the beginning. In English, the word order is adjective + noun, but in Albanian, it is the reverse. The sequence of the words in both languages may only be modified in rare instances and for stylistic considerations (Kurani & Trifoni, 2014).

Alla (2014) concluded that the subject clause is a nominal or pronominal phrase that acts as the subject of the predicate in the main sentence in both languages.

Furthermore, there is a direct grammatical and structural link between the subject clause and the predicate of the main sentence. In all languages, the predicate complements the subject to express the categories of modality, tense, and person (Alla, 2014).

Because the syntactic functions of words are specified by their inflections, the order of the subject clause in a complex sentence in Albanian is rather variable. However, such flexibility is not feasible in English since the sequence is stricter and the subject clause is followed by the main phrase. In some cases, the subject clause may be put at the end of the complex phrase, and its place may be filled by an "empty" subject realized by the possessive pronoun "it." This language phenomenon does not occur in Albanian (Alla, 2014).

## **Chapter 3**

### **METHODOLOGY**

#### **3.1. Collection of Data**

The corpus of the study consisted of SEEU public notices and documents, which were selected randomly in the SEEU webpage on May of 2021. The random selection was employed to ensure a fairly equal representation of the variables for the study. It included a total of 60 public documents; 30 documents in Albanian and their 30 equivalent documents in English. The list of the documents used on this study is attached on Appendix 1.

#### **3.2. Method of Analysis**

The error analysis method was chosen in order to identify the translation errors between the two versions of SEEU public documents; Albanian and English. This method best served to answer our research questions, and the purpose of this study, respectively the identification of the types of errors and the judgement of whether or not these errors are critical to the text's message.

As it was mentioned earlier, the SEEU documents are initially written in Albanian, and those documents are translated into English and Macedonian. Accordingly, the analysis was focused on identifying errors in the Albanian-to-English translation process. Nonetheless, documents with errors in the Albanian versions, but with the correct equivalent English versions, were found occasionally throughout the analysis. Regardless, they were analyzed with the same method as the other errors found in the English versions. Since these were rare cases, all of them are included in a separate section.

### **3.3. The Process of Analysis**

#### **3.3.1. First Stage – The Identification of the Errors**

The process of analysis consisted of two stages; the initial stage included the identification of the errors. At this step, both versions of the texts, Albanian and English, were evaluated to determine whether there were any deviations from the lexical, morphological, and syntactical levels in the translated texts. The process of gathering this information can be best described by the data-gathering technique for describing incorrect language use created by Corder (1971), (see figure 1).

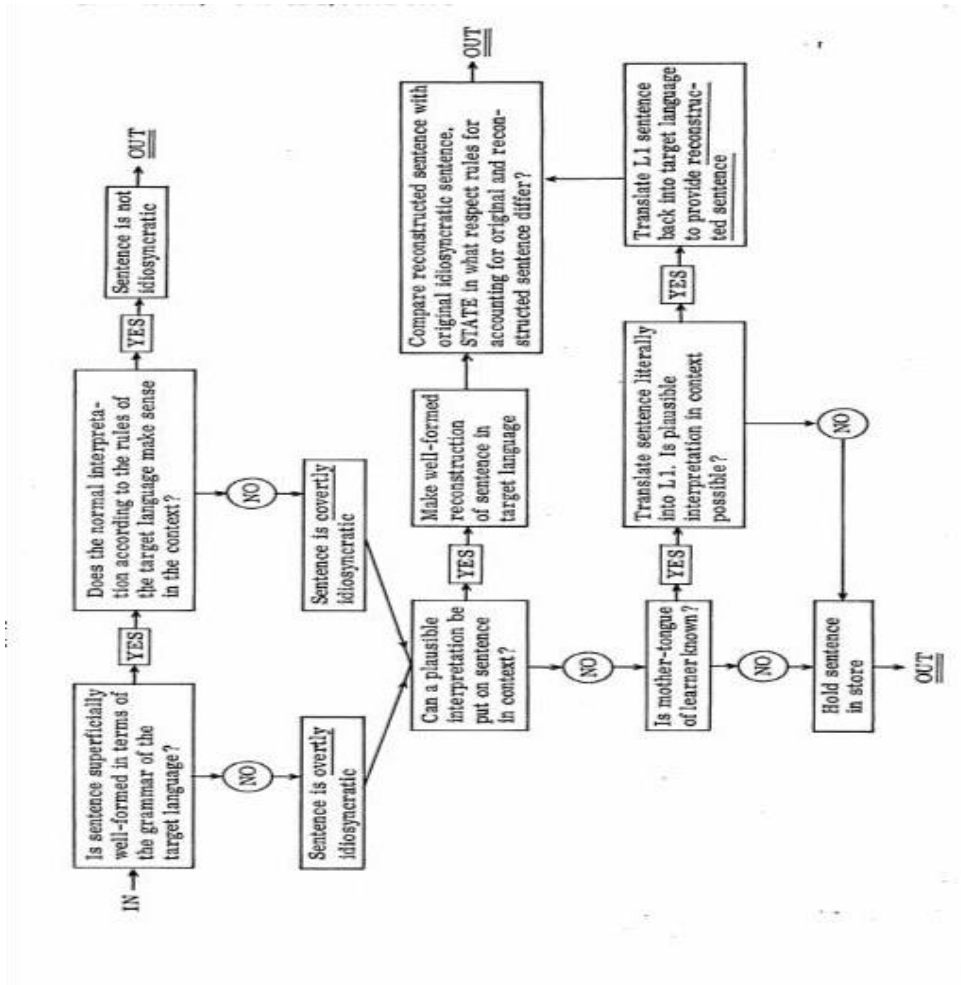
Following Corder's (1971) technique, the texts were initially examined for any incorrect grammatical structure. If there was any deviation from the grammatical rules of Standard English, then the sentence was marked as an incorrect translation (in this case the errors would be on the morphological or syntactical level). According to Corder (1971), the sentences with this kind of error are called "overtly idiosyncratic" (p. 155). "Overtly idiosyncratic" involve those sentences, which can be concluded as incorrect based on its grammatically incorrect word structure (Corder, 1971, p. 155)

In the case of the absence of the grammatical errors, the sentence goes into another examination; the identification of any discrepancy between the two versions of the documents, Albanian and English, or in other words, the identification of the sentences that do not make sense. Covertly idiosyncratic sentences are correct at their structural level, nevertheless they do not express a clear message, or in some cases, the message expressed is different from the intended message (Corder, 1971).

If the sentence passes both examinations as grammatically and lexically correct, they are excluded from the second stage.

Figure 1.

The technique of gathering data for describing incorrect language use (Corder, 1971)



### 3.3.2. Second Stage – The Categorization of the Errors

The second stage of the error analysis procedure is, in essence, classifying the detected errors into categories. The categorization of the errors was done on the basis of Keshavarz’s model of error analysis. This analysis is based on “sample-based categorization”, which means that the categories of the errors analyzed, are not decided beforehand, but rather they are dependent by the kind of errors that are presented during the study (Keshavarz, 2015). According to Keshavarz (2015), five categories of errors are essential: orthographic, phonological, lexical, morphological, and syntactic. Nevertheless, the focus was not directed on the orthographic level,



considering that the SEEU documents are translated by professionals, and in the case of an orthographic error, it was considered to be a technical mistake. The phonological level was excluded, as well; for the reason that the corpus of the study was the written text. At the end, after three months of work, the categories included were the lexical, morphological, and syntactic level.

## Chapter 4

### RESULTS

The errors found on the study have been classified initially into morphological, syntactical and lexical, dedicating a section of this chapter for each of them respectfully. Besides them, another section has been dedicated to some interesting cases, where the English texts had more information than the Albanian one, considering the fact that this study has started analyzing translation errors arising from the translation from the Albanian text to the English one.

Below, errors are presented classified in three categories: morphological, syntactical and lexical. Some sentences might have errors which belong in two or more different categories, but they are classified based on the type of error is the most prominent one.

Furthermore, other versions of translations are suggested, based on the Albanian text and information. These suggestions do not represent the exact content that the Rules translated should have, as we do not possess that knowledge. They are more of a pure translation, rather than suggestions on the content.

#### 4.1. Morphological errors

Type of error	Version	Text
Inflection	Alb	Për më tepër, rregulli kryesor i Planifikimit të Buxhetit ishte përcaktuar që çdo njësi dhe entitet departamental të kategorizojë dhe të përcaktojë.....
	Eng	In addition, the primary rule of the Budget Planning was defined that each department <u>units</u> and <u>entities</u> to categorize and prioritize expenditures....

*Table 1.*

A case representation, where the use of the plural inflection “s” is used wrong. The determiner “each” requires a noun or nouns in the singular form, therefore the phrase “each department units and entities” is considered grammatically incorrect.

<b>Type of error</b>	<b>Version</b>	<b>Text</b>
<b>Inflection / determiner</b>	Alb	Kështu, UEJL, duhet të instalojë një seri supozimesh, ose skenar të krijuar kryesisht për të absorbuar paqëndrueshmërinë dhe rreziqet që vijnë nga ana më e rëndësishme e të hyrave të buxhetit.
	Eng	Thus, SEEU needs to install <u>a set of presumptions or scenario</u> designed to absorb the volatility and risks arising from the most important income side of the consolidated budget.

*Table 2.*

The use of the coordinating conjunction “or” implies that the phrase "a set of" complements the noun "presumptions" as well as the noun "scenario". The phrase "a set of" must be followed by a plural noun, where “presumptions” fulfills this requirement, while “scenario” does not do so. The correct morphological phrase would be "a set of presumptions or scenarios" or "a set of presumptions or a scenario".

In the terms of translation, from these two suggestions, a more accurate phrase would be “a set of presumptions or a scenario”, for the reason that the Albanian noun “skenar” is the singular form, as well as the determiner “a” separates the noun “scenario” from the phrase “a set of”.

<b>Type of error</b>	<b>Version</b>	<b>Text</b>
<b>Omission of determiner</b>	Alb	Bartësi kryesor i aktivitetit kërkimor-shkencor është stafi akademik i Universitetit i angazhuar në realizim e tij me detyrime individuale apo grupe
	Eng	The main responsibility for scientific-research activities in the University lies <u>with academic staff engaged in implementation</u> , with individual and group obligations.

*Table 3.*

The error lies in the omission of the determiner “its” in the phrase “academic staff engaged in its implementation”.

Type of error	Version	Text
<b>Extra preposition</b>	Alb	UEJL i ofron masat organizative të mëposhtme për fshehtësi dhe mbrojtjen e përpunimit të të dhënave personale përmes sistemit për video mbikëqyrje edhe atë:
	Eng	SEEU provides the following organizational measures for confidentiality and protection of personal data <u>of</u> processing by the video surveillance system:

Table 4.

A demonstration of an unnecessary use of the preposition "of," which alters the meaning of the statement. A more accurate sentence in this case would be "*The SEEU offers the following organizational measures to ensure the confidentiality and security of processed personal data in the video surveillance system*".

Type of error	Version	Text
<b>Omission of preposition incorrect form</b>	Alb	..., Bordi i Universitetit, në mbledhjen e mbajtur më 11.06.2016 miratoi...
	Eng	... the University Board, at its meeting held <u>11 June</u> , 2016 approved the...

Table 5.

Two errors are noticeable in this example. Dates in English are generally written using ordinal numbers e.g. "*the 11<sup>th</sup> of June, 2016*". In addition to that, the preposition “on” is omitted altogether. Therefore, a grammatically correct phrase would be “*at its meeting held on the 11<sup>th</sup> of June*”.

Type of error	Version	Text
<b>Wrong</b>	Alb	Objekti i rregullimit
<b>Preposition</b>	Eng	Subject <u>of</u> regulation

Table 6.

Suggested sentence: “*Subject to regulation*”

Type of error	Version	Text
<b>Inflection</b>	Alb	Në këtë linjë buxhetore janë përfshirë edhe punësimet e reja për programin e ri të akredituar (arkitektura dhe dizajni) dhe progresi akademik.
	Eng	In this budget line are also included new employment for new <u>accreditation</u> program (architecture and design) and academic progress.

Table 7.

"*Accreditation*" is a noun, and while nouns can still modify other nouns, for the sake of staying faithful to the original message, in this example, this word should be used as an adjective. Therefore, with some adjustments, the sentence should look like the following: “*This budget line also includes new employment for newly accredited programs (architecture and design) as well as the academic success*”.

Type of error	Version	Text
<b>Inflection</b>	Alb	Kjo rregullore hyn në fuqi më 01.10.2019.
	Eng	This Rule enters <u>in</u> force on 01.10.2019. (into)

Table 8.

The correct preposition is “into” instead of “in”.

Type of error	Version	Text
<b>Inflection</b>	Alb	Universiteti ka për qëllim që të krijojë kushte, në të cilat të gjithë studentët, personeli dhe vizitorët të trajtohen me respekt dhe të mos i nënshtrohen diskriminimit në çfarëdo aspekti të jetës së universitetit.
	Eng	The University’s aim is to create conditions in which all staff, students and visitors are treated as <u>equal</u> and with respect and are not subjected to discrimination in any aspect of University life.

Table 9.

“Equal” is a noun, and complements the meaning of the subject “staff, students, and visitors”. Since the subject is in plural form, the correct phrase should be “*treated as equals*”.

#### 4.2. Syntactical errors

Type of error	Version	Text
<b>Tense</b>	Alb	Të emëruarit, do të tërhiqen nga mbledhja përderisa merren në konsideratë nominimet e tyre përkatëse;
	Eng	Those nominated shall withdraw from the meeting while their respective nominations <u>are considered</u> ;

Table 10.

The tense is incorrectly transferred in the translated text. In the Albanian text, the verb is in present tense and passive voice, and the same form is transferred in the English text. However, in translation, the verb tenses are not necessarily a one-to-one match. And this is one of those cases;

the correct tense would be present continuous tense, which then the phrase would take the following form: "*are being considered*" or alternately: "*are being evaluated*".

Type of error	Version	Text
<b>Subject-verb agreement</b>	Alb	Rektori dhe Sekretari i përgjithshëm ftohen të marrin pjesë në të gjitha mbledhjet dhe do të tërhiqen sipas rastit kur Kryetari i Bordit të Universitetit deklaroi se, <u>çështjet që do të diskutohen, i përfshijnë të dhënat personale të individëve</u> , siç përcaktohen në Ligjin për mbrojtjen e të dhënave personale.
<b>Lexical</b>	Eng	The Rector and Secretary-General shall be invited to attend all meetings, and shall withdraw as appropriate when the President of the University Board declares that <u>issues are to be discussed involving their personal data</u> as defined in the Law on Protection of Personal Data.

*Table 11.*

Long sentences do not sound natural in English, although they're common in Albanian. Therefore, it is better to split sentences i.e. *“The Rector and Secretary-General shall be invited to attend all meetings. They shall withdraw...”*

Following that, the pronoun “their” is mistranslated from the Albanian noun “*individuals*”, causing confusion to the reader, and changing the meaning of the statement. Instead of implying “*the issues that involve any individual’s personal data*”, the use of “*their*”, leaves it unclear who the determiner “*their*” refers to.



Type of error	Version	Text
Word order	Alb	Në ciklin e parë të studimeve akademike mund të regjistrohen kandidatët, të cilët e kanë kaluar maturën shtetërore, apo maturën ndërkombëtare, apo të cilët e kanë mbaruar arsimin e mesëm katërvjeçar sipas rregullave që kanë vlejtur para vendosjes së maturës shtetërore dhe kandidatët, shtetas të huaj që kanë mbaruar arsimin e mesëm adekuat jashtë Republikës së Maqedonisë së Veriut.
	Eng	<u>In the first cycle of academic studies candidates may be enrolled who have passed the state matura or international matura or who have completed four-year secondary education according to the rules that were in force before</u> the placement of state matura, and candidates who are foreign citizens and who have completed appropriate secondary education outside the Republic of North Macedonia.

Table 12.

The sloppy beginning of this phrase is due to the incorrect usage of the relative pronoun "who" following the verb "enrolled," which should have been placed after the noun "candidates" ("who" modifies "candidates"). After correcting that error and adding a few words, a more accurate translation would look like: *"In the first cycle of academic studies, candidates who can be enrolled are those who have passed the state matura or international matura or those who have completed a four-year secondary education according to the rules that were in effect before "*.

Type of error	Version	Text
<b>Conjunction</b>	Alb	Pas kalimit të afateve për parashtrimin e kundërshtimeve dhe të zgjidhjes së tyre, Komisioni qendror i Universitetit vendos për pranimin e studentëve, në formë të ranglistës përfundimtare.
	Eng	<u>After the deadline expires for objections or appeals and answers, the Central Commission</u> announces the final list of students to register.

Table 13.

The first part of the phrase is sloppy due to the erroneous usage of "or" and "and," resulting in a vague meaning. Aside from that, to be more faithful to the original Albanian text, while also being more precise, it should be stated which Central Commission the regulation refers to. After making these changes, a more accurate translation would be: *“The University Central Commission releases the final list of students to register after the time for objections has passed and their solutions are provided.”*

Type of error	Version	Text
<b>Preposition</b>	Alb	Video mbikëqyrja realizohet nëpërmjet kamerave të vendosura në hapësirat kritike në UEJL. Kamerat janë të drejtuara vetëm për kontroll të hapësirave kritike në UEJL.
<b>Passive voice</b>	Eng	Video surveillance is done through cameras installed at critical areas <u>in</u> SEEU where they are targeted only for control of the critical areas for SEEU

Table 14.

The verb *“targeted”* used in the passive voice as in this example, shows a case where the meaning of the translated text is different. The reason is the word choice, where the verb *“target”*

in passive voice, the action of “*targeting*” falls into “*cameras*” and not “*critical areas*” as the original text message conveys.

Preposition “*in*” is also used instead of “*of*”.

Therefore, a more accurate sentence would be: “*Video surveillance is carried out by cameras installed at critical areas of SEEU, where they target to control only those critical areas of SEEU*”.

Type of error	Version	Text
<b>Word order</b>	Alb	Në rast kur do të duket se janë në rrezik integriteti, siguria, ose funksionimi i kompjuterëve, ose i rrjetit të Universitetit, ose në rastet e keqpërdorimit të <u>politikave, kodeve, rregullave dhe ligjeve të Republikës së Maqedonisë së Veriut</u> , atëherë Universiteti ruan të drejtën të ndër marrë çfarëdo veprimesh që i konsideron të nevojshme ( <u>duke përfshirë këtu, mbikëqyrjen e veprimtarisë dhe shikimin e dosjeve</u> ), për <u>të hetuar dhe zgjidhur rastin</u>
	Eng	Where it appears that the integrity, security or functionality of the University’s computer or network resources are at risk, or in instances of abuse of <u>University policies, codes, or the Laws and regulations of the Republic of North Macedonia</u> , the University reserves the right to take whatever actions it deems necessary ( <u>such as monitoring activity to investigate and resolve the situation</u> ).
<b>Lexical</b>		

Table 15.

First and foremost, in the first underlined phrase, there is a difference in the phrases and the main noun modifiers. For example, in the Albanian text the noun phrase “the Republic of North Macedonia” complements the nouns “policies”, “codes”, “regulations” and “laws” i.e., *policies, codes, regulations and laws of the Republic of North Macedonia*. Different from the Albanian

text, in the translated text, “*University*” complements “*policies*” and “*codes*” and the noun phrase “*the Republic of North Macedonia*” complements the nouns “*laws*” and “*regulations*”.

Secondly, for the next underlined sentence, a more appropriate English translation would be: “*such as monitoring activity and reviewing files, in order to investigate and solve the case*”.

Type	Version	Text
<b>of error</b>		
<b>Word order</b>	Alb	Përgjegjësit dhe menaxherët tjerë të emëruar e menaxhojnë performancën në mënyrë aktive dhe i trajtojnë shkeljet e lehta, ashtu si ato paraqiten, me këshillim dhe më pas me vërejtje me gojë në rastë të përsëritjes
<b>Word choice</b>	Eng	Heads and other <u>designated</u> managers actively <u>manage</u> performance and deal with <u>lesser</u> issues as they <u>arise on an informal basis</u> , <u>with advice and with</u> clear verbal warning for repeat offences.

*Table 16.*

Suggested translation: “*Heads and other authorized managers actively oversee performance and deal with minor concerns as they emerge, providing guidance and a clear verbal warning for repeat offenses*”.

Type of error	Version	Text
<b>Word order</b>	Alb	Kryetari e hap mbledhjen sipas rendit të ditës, ia jep fjalën diskutuesit, e konstaton mbylljen e shqyrtimit të temës së caktuar, e vendos çështjen në votim, e konstaton miratimin apo refuzimin e propozim-vendimit, merr masa për sigurimin e mbarëvajtjes së punës në mbledhje, e konstaton përfundimin e mbledhjes dhe ndërmerr veprime të tjera të nevojshme për udhëheqjen dhe drejtimin e mbledhjes, në përputhje me këtë Rregullore.
<b>Word choice</b>	Eng	The President opens the meeting <u>according to</u> the Agenda, gives the floor to the discussant, notes closing remarks of a <u>certain</u> subject, puts the issue to <u>the</u> vote, notes the adoption or rejection of the proposal, notes actions and deadlines, <u>undertakes measures for ensuring successful progress of the meeting, notes the conclusions of the meeting and undertakes other actions necessary for conducting the meeting in line with this Rule.</u>

Table 17.

Suggested translation: “*The President opens the meeting in accordance with the Agenda, gives the floor to the discussant, notes the closing remarks of a specific subject, puts the issue to a vote, notes the adoption or rejection of the proposal, notes actions and deadlines, takes measures to ensure the meeting's successful progress, notes the meeting's conclusion, and takes any other actions required to conduct the meeting in accordance with this Rule*”

### 4.3. Lexical errors

Type of error	Version	Text
<b>Word order</b>	Alb	Të drejtë regjistrimi kanë kandidatët, të cilët kanë akumuluar më së paku 300 SETK nga lëmi përkatës, kanë publikuar punime shkencore dhe kanë njohje adekuate të gjuhëve te huaja.
	Eng	<u>Candidates have the right of enrolment who have accumulated</u> a minimum of 300 ECTS from the respective filed, have published scientific works, and have adequate <u>English</u> language proficiency.

Table 18.

A sentence starting with a phrase with wrong word order, and finishing with conveying a different meaning; the original text conveys that one of the requirements is to have foreign language proficiency, not mentioning which foreign language. A more appropriate one would be: *“Candidates with the right of enrolment are those who have accumulated a minimum of 300 ECTS from the respective filed, have published scientific works, and have adequate foreign languages proficiency.”*

Type of error	Version	Text
<b>Lexical</b>	Alb	Me këtë Rregullore përcaktohen kushtet me të cilat studentët mund të përfitojnë nga programi “Punë-studim” në përputhje me politikat financiare të Universitetit.
	Eng	This Rule determines benefits that students gain from the Work-Study programme in line with the financial policies of the University.

Table 19.

Table 19 illustrates an instance, where the translated text has a different meaning from the original text. The main error in this phrase is that the noun "*kushtet*" has been mistranslated into

“benefits” (a more accurate translation would be “requirements”). Following that, the verb “gain” complements the wrong message of the translated sentence, which is essentially: “*These are the benefits that students will gain from this program*”, instead of the original message: “*These are the requirements that must be met in order to benefit from this program.*”

Type of error	Version	Text
Lexical	Alb	Pamja fizike dhe fiziologjike e të punësuarve në UEJL
	Eng	the physical and physiological appearance of SEEU.

Table 20.

The meaning of this sentence is slightly altered (keep in mind this could also be a technical error). This is the message conveyed by the original text: *the physical and physiological appearance of SEEU’s staff.*

Type of error	Version	Text
Lexical	Alb	Mungesë e lehtë e aftësisë për të kryer punën – çëshjte ose gabime të vogla që mund të përsëriten dhe shkaktojnë humbje të vogël të kohës të vet punëtorit ose të kolegëve tjerë ose mund të kenë ndikim të vogël në cilësinë e punës. Këto çështje kanë impakt të vogël dhe të kufizuar.
	Eng	Minor lack of competence - a less serious issue such as small or repeated mistakes, some loss of time or diversion of the manager or colleagues from their working duties, or lack of competency in one area of work. Such issues have a minor or limited impact on quality.

Table 21.

The sentence is sloppy, considerably long, and it fails to communicate the same meaning as the original text. A more accurate translation would be: *“Minor lack of competence - less serious issues or mistakes that, if repeated, result in some loss of time for the individual or other colleagues, or might have a slight impact on the quality of work. Such issues have a minor or limited impact on quality”*.



Type	Version	Text
<b>Lexical</b>	Alb	<u>Në raste të dështimit të rëndë që mund të ndikojë në shëndetin dhe sigurinë ose rrezik serioz për mirëqenien e njerëzve ose të resurseve, përgjegjësi i njësisë në bashkëpunim me zyrën e burimeve njerëzore mund t’i rekomandojë rektorit/sekretarit përgjithshëm të suspendojë anëtarin e stafit nga puna derisa të kryhen hetimet, pa i shkurtuar pagën.</u>
	Eng	<u>In cases of serious failure to observe known health, safety or security regulations or other serious risk to the wellbeing of people or resources,</u> the Head of Unit in liaison with the HR Office can recommend that the Rector/Secretary General suspends the member of staff from work during the investigation period, on full pay.

Table 22.

The meaning of the two versions alters due to a mistranslation of one word, "observe." While correcting additional incorrectly used synonyms, the underlined original Albanian message might look something like this in English: *“In cases of serious failure, which consequently would have a negative impact on people’s health and safety or other potential serious threats to the wellbeing of people or resources...”*

Type	Version	Text
<b>Lexical</b>	Alb	Zyra e burimeve njerëzore koordinon dhe këshillon lidhur me çështjet e kësaj rregullore në të gjitha nivelet.
	Eng	The Human Resources Office coordinates and advises on <u>competency</u> issues at all levels.

Table 23.

We can receive different results if we look at this case from two distinct perspectives. If the intention is to be as faithful to the original as possible, then the word “*competency*” is not appropriate, because the original text’s word is “*rule*”. However, since this rule deals with competency issues, than the Albanian and English reader get the same message, which at the end is the ultimate goal of the translator.

Type	Version	Text
Lexical of error	Alb	<u>Përgjegjësi</u> e këshillon dhe përkrah punonjësin dhe identifikon trajnimin e nevojshëm. Për çështjen e trajnimit, përgjegjësi i njësisë duhet të ketë konfirmim, si psh. email, se trajnimi i është ofruar punonjësit, një raport për suksesin e trajnimit dhe të dhëna tjera që lidhen me çështjen. Punonjësi dhe <u>përgjegjësi</u> atëherë mund të konfirmojnë nëse çështja e jo-kompetencës është zgjidhur
	Eng	The <u>Head</u> advises and supports the employee and identifies training as required. For the training, the Head of Unit should have confirmation, such as an email, that training has been offered to the employee, <u>a report from the training and other data related to the issue</u> . The employee and <u>manager</u> can then confirm if the non-competency issue is now resolved.

Table 24.

In the above sentence, two distinct names are used to identify the same individual, causing confusion to the reader. Initially, it is discussed about the role of “*the Head*” and “*the employee*”, then “*the manager*” enters the picture, despite the fact that on the original, that “*manager*” is indeed “*the Head*”.

Furthermore, the absence of the noun “*success*”, changes slightly the meaning of the phrase. A more correct phrase could be: “*a report on the success of the training and other data relating to the issue*”.

Type	Version	Text
<b>Lexical</b>	Alb	Sekretari i komitetit ekzekutiv informon rektorin dhe zyrën e burimeve njerëzore. Zyra e burimeve njerëzore informon të gjitha palët dhe ndërmer veprimet e nevojshme
	Eng	The Secretary of the Executive Committee informs the Rector and the HR Office, and <u>they</u> inform all parties and take appropriate action.

*Table 25.*

Based on the structure and meaning of the English text, the pronoun "they" refers to the Rector and the Human Resources Office (with a slight chance to refer to the Secretary of the Executive Committee, as well). In the Albanian language, on the other hand, it is the HR Office that informs all parties.

Type	Version	Text
<b>Lexical</b>	Alb	Cdo pjesëmarrës që konsideron se lidhur me fjalën e tij është shtrembëruar ndonjë fakt, me lejen e Kryetarit, ka të drejtë të paraqitet për replikë, menjëherë pasi të përfundojë diskutimin pjesëmarrësi ndaj të cilit paraqitet replika.
	Eng	Any participant who finds that any fact is distorted in relation to his contribution has the right, with the Chairperson's permission, to reply immediately after the <u>previous</u> participant concludes his/her contribution.

*Table 26.*

The incorrect use of “*previous*”, conveys a confusing message about when that individual has the right to respond. “*Previous participant*” indicates “*the participant who spoke before the one who is speaking now*”, which obviously contradicts the meaning of the remaining phrase. A more accurate translation could be: “... *to reply immediately after the participant, to whom the reply is going to be directed, has finished his/her participation*”.

Type	Version	Text
Lexical	Alb	Shqyrtimi rreth pikës së caktuar të rendit të ditës zgjat <u>derisa të kryhet diskutimi rreth asaj pike</u> , e ndihmuar nga Kryetari me qëllim që të sigurojë pjesëmarrje maksimale.
	Eng	The discussion on a certain point of the agenda lasts <u>until a conclusion is reached</u> , in the time period facilitated by the Chairperson to ensure maximum participation.

Table 27.

The original message of the original text is: ... *until the discussion of that particular case is finished*. The discussion of the cases might finish for many reasons, and does not necessarily always require a conclusion, even though that is the ultimate goal.

The suggested translation: “*The discussion on a certain point of the agenda lasts until the discussion of that particular case is finished, within the time frame set by the Chairperson to ensure maximum participation*”.

Type	Version	Text
Lexical	Alb	nëse mbledhja e nisur për shkak të zgjatjes nuk mund të kryhet <u>gjatë asaj dite</u>
	Eng	if the meeting cannot be finished <u>within a reasonable time</u>

Table 28.

The original text’s message of the underlined phrase is: “*during that day*”.

Type	Version	Text
Lexical	Alb	Zyra e burimeve njerëzore përgatit vërejtjen, e cila nënshkruhet nga përgjegjësi dhe nga Zyra e burimeve njerëzore, <u>ia dërgon atë të punësuarit që ka bërë shkeljen dhe e informon përgjegjësin</u> . Tërë dokumentacionin lidhur me rastin e ruan në dosjen e të punësuarit që ka bërë shkeljen.
	Eng	HR processes any sanction, which is signed by the Head and HR, and <u>informs the offender about the sanction and when it will be applied</u> . HR files the documentation and decision in the individual’s dossier

Table 29.

The underlined sentences in Albanian and English do not convey the exact meaning. The Albanian version says: “*(HR) sends (the sanction) to the offender and informs the Head*”. Furthermore, “*when it will be applied*” is an additional phrase, which is not mentioned in the original text.

Type	Version	Text
<b>of error</b>		
<b>Lexical</b>	<b>Alb</b>	Masat e vendosura nga përgjegjësi i <u>departamentit akademik/administrativ</u> lidhur me rastin disiplinor të dëshmuar kundër kryerësit aplikohen në mënyrë konsektive, si më poshtë: 1. Vërejtje e <u>parë</u> me shkrim; 2. Vërejtje e dytë me shkrim, <u>e cila përfshinë</u> 10% zvogëlim të pagës për muajin e ardhshëm.
	<b>Eng</b>	The measures decided by the Head regarding the proved disciplinary offence against the offender may be applied consecutively, as follows: 1. a written warning; 2. a second written warning and 10 % salary reduction for the next month.

*Table 30.*

As mentioned before, the main goal of the translation is to be as close to the original. In this example, only one phrase missing in the English text, gives it a vaguer meaning than the Albanian text. This missing phrase is: “*the Head of the academic/administrative unit*”, which is missing in the English noun phrase. The other two underlined Albanian phrases are also missing in the English version, but have no bearing on the meaning. For the sake of clarity, here are some more correct translations: “*a first written warning*” and “*a second written warning, which includes the 10 % salary reduction for the next month*”.

Type	Version	Text
<b>of error</b>		
<b>Lexical</b>	Alb	prorektori për Hulumtime dhe Bashkëpunim Ndërkombëtar (ex officio);
	Eng	<u>Pro-rector</u> for research and international relations (ex officio);

Table 31.

and

Type	Version	Text
<b>of error</b>		
<b>Lexical</b>	Alb	Anetaret e keshillit shkencor te institutit zgjidhen me propozim te perbashket te drejtorit te institutit dhe prorektorit per hulumtim dhe marredhenie nderkombetare
	Eng	Members of the Scientific Council of the Institute shall be elected on the joint proposal of the Director of the Institute and the <u>Vice-Rector</u> for Research and International Relations.

Table 32.

These are two different sentences in the same document, where for the same person different names are used (Pro-Rector and Vice-Rector). Another orthographic error in the first sentence would be the “*for research and international relations*”, which are written in lowercase letters.

Type	Version	Text
<b>of error</b>	Alb	<u>Zyra për ndihma financiare obligohet që pas mbarimit të çdo semestri, të evidentojë dhe informojë studentin për shumën e mjeteve që ka përfituar, si rezultat i punës së kryer.</u>
	<b>Lexical</b> Eng	<u>After completion of the engagement in the Work-Study programme, the Financial Aid Office provides the engaged students with detailed information about the amount earned as a result of the completed work.</u>

Table 33.

Unlike the English text above, the original text specifies that the Financial Aid Office is obligated to inform the student about the amount of money earned as a result of the completed work, “after the completion of every semester”.

Type	Version	Text
<b>of error</b>	Alb	Drejtoria Rektoriale mund të vazhdojë punimet nëse më shumë se gjysma e numrit të përgjithshëm të anëtarëve të <u>Drejtorisë Rektoriale</u> janë të pranishëm në mbledhje;
	<b>Lexical</b> Eng	The Rector's Directorate may work if more than half of the total number of members of the <u>management board</u> is present at the meeting.

Table 34.

The “*Rector’s Directorate*” from the Albanian text has been mistranslated into “*management board*”.



Type	Version	Text
<b>of error</b>		
<b>Lexical</b>	<b>Alb</b>	Anëtarët e <u>Drejtorisë Rektoriale</u> , duhet të sillen profesionalisht dhe me respekt gjatë tërë kohës, kurse kryesuesi, duhet ta kontrollojë sjelljen e papranueshme. Mbledhja e caktuar e <u>Drejtorisë Rektoriale</u> mund të shtyhet ose të ndërpritet, në këto raste:
	<b>Eng</b>	Members of the <u>Rector's Directorate</u> should conduct themselves professionally and respectfully at all times and the Chair should control unacceptable behaviour. The planned meeting of the <u>Council</u> may be postponed or curtailed in these circumstances:

Table 35.

Even if "*Rector's Directorate*" and "*Council*" may have the same meaning, given that the Council might consist members from Rector's Directorate, using them interchangeably in the same paragraph or document may confuse the reader.

Type	Version	Text
<b>of error</b>		
<b>Lexical</b>	<b>Alb</b>	Kryesuesi e jep fjalën sipas radhës së paraqitjes për diskutim.
	<b>Eng</b>	The Chairperson gives the floor following the order for debate

Table 36.

There is a possibility of confusion in the English text, for the reason that it is unclear what "*the order of the debate*" is. The original text is clearer, and a more appropriate translation could be: "*The Chairperson gives the floor to the members following the order of requests for debate*".

Type	Version	Text
<b>of error</b>		
<b>Lexical</b>	Alb	Në rast se në programin përkatës studimor nuk paraqitet numër i mjaftueshëm i kandidatëve, <u>atëherë në atë program nuk do të organizohet mësim.</u>
	Eng	If the number of candidates is lower than the number foreseen per study programme, <u>the University has the right not to activate that study programme.</u>

Table 37.

The message of the underlined Albanian phrase is:” *...then that programme will not be available*”. This message is clear that if the condition of the first part of the sentence is fulfilled, then that particular programme will not be available. In contrast, the message of the English text, is that the University has the option to either activate or not activate that particular study programme, despite the condition of the first part of the sentence being fulfilled.

Type	Version	Text
<b>of error</b>		
<b>Lexical</b>	Alb	Të gjitha programet studimore të ciklit të dytë të studimeve ofrohen në gjuhën shqipe, në gjuhën maqedonase dhe në gjuhën angleze.
	Eng	All study programmes in the second cycle of studies are offered in Albanian, Macedonian <u>or</u> English.

Table 38.

The conjunction “*or*” is used instead of “*and*”, implying that all the study programmes are offered in either one or two of these languages, rather than all of them, as indicated in the Albanian text.

Type	Version	Text
<b>of error</b>	<b>Lexical</b> Alb	Megjithatë, pa marrë parasysh gjuhën e programit, Universiteti ka të drejtë të ofrojë një pjesë ligjëratash apo lëndësh në gjuhën angleze, <u>prandaj njohja e gjuhës shqipe, gjuhës maqedonase dhe gjuhës angleze është e nevojshme, kurse njohja e së paku dy nga këto gjuhë të lartpërmendura në nivel akademik, është e domosdoshme.</u>
	Eng	Irrespective of the language of the programme, the University reserves the right to deliver parts of the lectures or materials in English, <u>so knowledge of at least Albanian and English, or Macedonian and English, is required.</u>

Table 39.

According to the Albanian text: “*Knowledge of Albanian, Macedonian and English is necessary, whereas knowledge of at least two of the aforementioned languages in an academic level are mandatory*”. As seen here, in the Albanian version, unlike the English version, it is not specified which of these two languages are mandatory, allowing the possibility of three combinations (Albanian-Macedonian, Albanian-English, Macedonian-English).

Type	Version	Text
<b>of error</b>	<b>Lexical</b> Alb	Të drejtë regjistrimi kanë kandidatët, të cilët kanë akumuluar më së paku 300 SETK nga lëmi përkatës, kanë publikuar punime shkencore dhe kanë njohje adekuate të gjuhëve te huaja.
	<b>Word order</b> Eng	Candidates have the right of enrolment who have accumulated a minimum of 300 ECTS from the respective field, have published scientific works, and have adequate <u>English</u> language proficiency

Table 40.

Initially, there is a repetition of the same error we have discussed above (see E3 in the Syntactical errors). Secondly, the English version implies that the candidates must “*have adequate English language proficiency*”, whereas the Albanian version implies that the candidates must possess adequate foreign language proficiency, not mentioning which.

Type	Version	Text
Lexical	Alb	<u>Në rastin kur aplikuesi ka përfunduar ciklin e parë dhe ciklin e dytë të studimeve në një lëmi që nuk është adekuate</u> me fushën në të cilën paraqitet për fitimin e titullit shkencor të ciklit të tretë në të cilin konkurren, atëherë për kushtet eventuale plotësuese të përshtatjes së njohurive paraprake për regjistrim në programin studimor do të vendosë komisioni i formuar nga fakulteti përkatës
	Eng	<u>In the cases where the applicant has completed first the second cycle in a field that is not appropriate</u> to the third cycle programme for which s/he applies, a Commission from the relevant Faculty will determine additional criteria for enrolment in the new third cycle study programme.

Table 41.

The underlined Albanian message: “*In the cases where the applicant has completed the first cycle and second cycle programme in a field that is not relevant... “.*

Type	Version	Text
<b>Lexical</b>	Alb	Konkursin e publikon <u>Zyra për marketing dhe promovim</u> me kërkesë të Zyrës për planifikim akademik
	Eng	The call for enrolment is published by the <u>Information and Promotion Office</u> at the request of the Academic Planning Office.

Table 42.

In SEEU, there is no Information and Promotion Office. The Marketing and Promotion Office, as mentioned on the Albanian text, is an actual Office.

Type	Version	Text
<b>Lexical</b>	Alb	Çfarëdo informacioni që vendoset në intranetin, ose në ueb faqen e Universitetit, duhet të jetë i përshtatshëm për përhapjen si në <u>bashkësinë e qytezës</u> , ashtu edhe, mundësisht, në pjesën tjetër të botës:
	Eng	Any information placed on the University’s intranet or web-page must be suitable for distribution to both the <u>campus community</u> and, potentially, the rest of the world.

Table 43.

The translated phrase “*campus community*” is different from the original message, which is “*city’s community*”.

Type	Version	Text
<b>Lexical</b>	Alb	Mbledhjet e rregullta mbahen një herë në muaj, duke përjashtuar periudhën e pushimit veror dhe dimëror dhe <u>mbajnë numrin rendor të mbledhjes të vitit përkatës akademik.</u>
	Eng	Regular meetings are held once a month, excluding the summer and winter vacation periods and <u>they record the number of the meeting and respective academic year.</u>

Table 44.

The original Albanian message is: *they are recorded with the number of the meeting in that respective year.*

Type	Version	Text
<b>Lexical</b>	Alb	Në nivel institucional dhe në atë të njëjësive, udhëheqësit akademikë dhe administrativë <u>caktojnë prioritetet</u> dhe i artikulojnë anët e forta, të dobëta dhe prioritetet në Plan-veprimet, të cilat modelohen në nivel të gjerë, shpërndahen dhe përdoren në mënyrë aktive.
	Eng	At institutional and unit level, academic and administrative leaders <u>prioritize</u> and articulate their strengths, weaknesses and priorities in Development and Action Plans which are <u>moderated</u> , widely disseminated and used actively

Table 45.

In the first underlined phrase, “*prioritize*” has been mistranslated from “*assign priorities*”, and it is important for the meaning because furthermore “*prioritize*” complements *their strengths*,

*weaknesses and priorities*, which it could make sense for “*strengths*” and “*weaknesses*”, though with a slight difference in meaning from the original text, but in the combination “*prioritize priorities*”, the phrase is lexically incorrect.

The second word “*moderate*” is mistranslated from “*modelled*”, following with a displacement of a comma, therefore giving a different meaning. Following the message from the Albanian text, a more appropriate translation, could be: “*which are broadly modelled, communicated, and actively employed*”

Type of error	Version	Text
Lexical	Alb	Nuk duhet të pranohet asnjë urdhër nga jashtë për të vepruar ose për t’u përmbajtur nga veprimi në një mënyrë të caktuar, nga cilido individ, <u>autoritet më i lartë</u> ose nga ndonjë parti politike, sindikatë ose grup fetar, përveç nëse kjo lejohet nga legjislacioni në fuqi;
	Eng	No instruction should be accepted to act or refrain from acting in a particular way from any individual <u>except a higher authority</u> or from any political party, trade union or religious group, except as permitted by legislation in force;

Table 46.

This is a case where the use of only one word can change the whole meaning. The essential message of the original states that one should not receive instructions to act or refrain from acting from any individual, except as permitted by legislation in force. However, the English version by adding “except” in the phrase “except a higher authority”, implies that one should not receive instructions to act or refrain from acting from any individual, except in cases when that individual is a higher authority.

Type	Version	Text
<b>of error</b>		
<b>Lexical</b>	<b>Alb</b>	Nëse përdorimi i telefonit ka tejkaluar autorizimet e përdorimit (si p.sh. përdorim për çështje private), ose nuk është në përputhje me këtë Rregullore, atëherë për këtë informohet Zyra e burimeve njerëzore, e cila mund të jep vërejtje, <u>ose</u> të urdhërojë dënim në lartësi të tejkalimit.
	<b>Eng</b>	Usage of the telephone network which is outside this Rule such as for private purposes, without authorization, or use in excess of set limits, is reported to the Human Resource Office which may issue a warning <u>followed</u> by the levy of a fine according to the cost of the call.

Table 47.

“Or” has been mistranslated into “followed”. “Followed” implies that both, the warning and the fine will be issued to the offender, whereas “or” gives the possibility for one or both of the actions to take place.

Type	Version	Text
<b>of error</b>		
<b>Lexical</b>	<b>Alb</b>	Pas shpalljes së <u>kësaj rang liste</u> kandidati ka të drejtë në kundërshtim brenda 24 orëve edhe atë vetëm për <u>gabimet teknike eventuale, të bëra gjatë paraqitjes së pikëve</u>
	<b>Eng</b>	After the announcement of the <u>preliminary list</u> , applicants have 24 hours to object if they believe there are <u>technical mistakes such as the calculation of points</u> .

Table 48.



Despite the slight wrong translation of “*this ranking list*” to “*the preliminary list*”, which in fact does not alter essentially the meaning, the underlined sentence has a slightly different meaning. The original message ”possible *technical errors, made during the calculation of points*” is translated into “*technical mistakes such as the calculation of points*”.

Type of error	Version	Text
Omission	Alb	Ky paralamërim shënohet në dosjen e punonjësit në zyrën e burimeve njerëzore me kopje për përgjegjësën dhe punonjësin dhe <u>mund të konsiderohet në faza tjera të kësaj rregullore</u> . Përgjegjësi i njësisë ose punonjësi mund të kërkojë këshilla nga zyra për burime njerëzore ose nga zyra për shërbime juridike.
	Eng	This written warning is kept on the member of staff’s personal file in the Human Resource Office, with copies for the Head of Unit and employee. The Head of Unit or employee may seek advice from the HR Office or Legal Services.

Table 49.

Missing information: “*can be considered in other stages of this rule*”. This missing information removes from the sentence the message that the written warning despite of just being kept on the files, they can also be considered later on for other issues that the employee might cause.

Type of error	Version	Text
Omission	Alb	Në bazë të nenit 93 paragrafi 11 të Ligjit për arsim të lartë (“Gazeta zyrtare e Republikës së Maqedonisë”, numër 82/2018) dhe nenit 27, paragrafit 1, pikës 6 dhe <u>nenit 30, paragrafit 4</u> , të Statutit të Universitetit të Evropës Juglindore, Bordi i Universitetit, në mbledhjen e mbajtur më 09.09.2019, e miratoi këtë
	Eng	Based on Article 93 paragraph 11 of the Law on Higher Education (Official Gazette of R. of Macedonia, number 82/2018) and Articles 27 paragraph 1 item 6 of the Statute of South East European University, the University Board, at its meeting held on 09.09.2019 approved the following:

*Table 50.*

Missing info: “*Article 30, paragraph 4*”.

Type of error	Version	Text
Omission	Alb	Mandati i përfaqësuesve të studentëve zgjat një vit, pa të drejtë rizgjedhjeje.
	Eng	Students’ mandate is one year, without right to one more appointment.

*Table 51.*

Missing info: “*Students’ representatives have a one-year mandate and are not eligible for re-appointment*”.

Type of error	Version	Text
Omission	Alb	Departamenti, ose zyra që ka nevojë për një vend pune, do ta japë vendimin përfundimtar <u>për angazhimin në punë të studentit.</u>
	Eng	The division, <i>department</i> , or office seeking to fill a position makes the final decision

Table 52.

The underlined word in italics, is an additional information, which is not present in the Albanian text. Whereas the underlined phrase in Albanian is an important missing information in the English text, with the message: *makes the final decision for the student engagement in the job.* Essentially it modifies the meaning of the noun “decision”.

Type of error	Version	Text
Omission	Alb	Replika për të njëjtën çështje i lejohet pjesëmarrësit në diskutim vetëm dy herë dhe <u>sipas rregullit</u> , mund të zgjasë më së shumti 3 minuta, <u>pa të drejtë në replikë tjetër.</u>
	Eng	The reply to the same issue is allowed to the participant in debate only twice and for a maximum of three minutes.

Table 53.

The suggested translation: *“The participant in debate may respond to the same subject only twice and for a maximum of three minutes, according to the regulation, without the opportunity to respond again”*

Type of error	Version	Text
Omission	Alb	Senati, sipas propozimit të Kryetarit, apo ndonjë anëtarë tjetër të Senatit, mund të vendosë që shqyrtimi për disa çështje të ndërpritet dhe të përgatitet më hollësisht për mbledhjen e ardhshme.
	Eng	Missing.....

Table 54.

Missing info: “*The Senate might opt to postpone the debate on particular topics and to prepare in more detail for the next meeting, based on the recommendation of the Head or any other member of the Senate*”.

Type of error	Version	Text
Omission	Alb	Vendimin për ta pranuar ose për ta refuzuar ankesën ai/ajo e dërgon tek të gjitha <u>palët</u> brenda 10 ditëve.
	Eng	The decision to accept or reject the appeal is communicated in writing to all within 10 days.

Table 55.

Missing info: *all parties*

Type of error	Version	Text
Omission	Alb	...zgjedh anëtarë të komisioneve recensuese, miraton plan për realizimin e mësimdhënies.
	Eng	...elects members of <u>peer</u> review committees, adopts a plan for the realization of the teaching process.

Table 56.

The noun “*Peer*” is not mentioned in the Albanian text, but it does provide a more detailed description of these committees, implying that the review committees are members of SEEU’s staff.

Type of error	Version	Text
Omission	Alb	Puna hulumtuese - <u>shkencore</u> e Institutit “Max van der Stoel” realizohet përmes këtyre aktiviteteve:
	Eng	The research activities of the Max van der Stoel Institute are carried out through the following activities

Table 57.

Missing info: *The scientific-research activities of the Max van der Stoel.*

Type of error	Version	Text
Omission	Alb	III. Evidenca për angazhimin e studentëve
	Eng	X

Table 58.

Missing information: “*Evidence of student engagement*”.

Type of error	Version	Text
Omission	Alb	Në bazë të nenit 102 dhe 103, të Ligjit për arsim të lartë (“Gazeta Zyrtare e Republikës së Maqedonisë”, numër 82/18), nenit 27, paragrafit 1, pikës 6, nenit 42, nenit 43 dhe nenit 44, të Statutit të Universitetit të Evropës Juglindore, Bordi i Universitetit, në mbledhjen e mbajtur më 9.09.2019, e miratoi këtë:
	Eng	Based on Article 102 of the Law on Higher Education (Official Gazette of R. of Macedonia, number 82/18) and Articles 27, paragraph 1, item 6, Article 42, Article 43 and Article 44 of the Statute of South East European University, the University Board, at its meeting held on 09.09.2019 approved the following:

Table 59.

Missing info: “*Based on Article 102 and 103...*”

Type of error	Version	Text
Omission	Alb	RREGULLORE PËR ORGANIZIMIN DHE <u>UDHËHEQJEN</u> E PUNËS SË DREJTORISË REKTORIALE
	Eng	RULE ON ORGANISATION AND WORK OF THE RECTOR’S DIRECTORATE

Table 60.

Missing info: “*RULE ON ORGANISATION AND MANAGEMENT WORK OF THE RECTOR’S DIRECTORATE* “

Type of error	Version	Text
Omission	Alb	Rregullore për procedurën e punës së bordit
	Eng	Rule of procedure of the Board

Table 61.

Missing information: “Rule of the work procedure of the Board”

#### 4.3.1. Other examples where the missing information has little or no effect to the meaning:

Type of error	Version	Text
Omission	Alb	Për çështjen e trajnimit, përgjegjësi i njësisë duhet të ketë konfirmim, si psh. email, se trajnimi i është ofruar punonjësit, një raport për <u>suksesin</u> e trajnimit dhe të dhëna tjera që lidhen me çështjen
	Eng	For the training, the Head of Unit should have confirmation, such as an email, that training has been offered to the employee, a report from the training and other data related to the issue.

Table 62.

A missing piece of information here is the word “*success*” from the phrase “*a report on the success of the training*”. This information does not affect drastically the whole message of the sentence.

Type of error	Version	Text
Omission	Alb	Senati i Universitetit diskuton rreth çështjeve të përgjithshme që kanë të bëjnë me <u>punën hulumtuese shkencore</u> , studimin, mësimdhënien dhe lëndët mësimore të Universitetit
	Eng	The University Senate discusses general issues relating to the <u>research</u> , teaching and courses at the University;

Table 63.

Missing information: “*scientific-research activity*” instead of “*research*”

Type of error	Version	Text
Omission	Alb	Anetaret e Senatit kane te drejte te propozojne ndryshime dhe <u>plotesim</u> te rendit te dites. Kryetari e konstaton miratimin e rendit te dites.
	Eng	Senate members have the right to propose changes in the agenda. The President verifies adoption of the Agenda

Table 64.

“*Senate members have the right to propose changes and additions in the agenda*”

Type of error	Version	Text
Omission	Alb	<u>Nëse ka më shumë propozime të vendimeve ose të konkluzioneve</u> , së pari votohet për ato propozime që dalin nga organet e Universitetit e pastaj për propozimet tjera.
	Eng	Proposals for decision or conclusions put forward by organs of the University are voted on before other <u>individual</u> proposals.

Table 65.

Missing information: “*If there are more than one proposal, the proposals for decision or*



*conclusions put forward by... ”.*

“*Individual*” is also used as an extra information, because it is not present in the Albanian version.

Type of error	Version	Text
Omission	Alb	Me këtë rregullore përcaktohet veprimi disiplinor për stafin e Universitetit. Ka të bëjë me veprime dhe sjellje të papranueshme lidhur me punën dhe vendin e punës, si <u>dhe sjellje që kanë efekte negative</u>
	Eng	This Rule regulates disciplinary action for the University staff. It deals with employment related action(s) or behaviour which are unacceptable and <u>which have a real or potentially adverse effect.</u>

Table 66.

“... *related action(s) or behaviour which are unacceptable and behaviors with a negative effect*” is translated into “... *related action(s) or behaviour which are unacceptable and which have a real or potentially adverse effect*”, where the phrase “*which have a real or potentially adverse effect*” complements the nouns “*action(s)*” and “*behavior*”.

Type of error	Version	Text
Omission	Alb	vërejtje finale me shkrim e cila përfshin 15 % zvogëlim të pagës deri në tre muaj ;
	Eng	final written warning and salary reduction of 15% for up to three 3 months;

Table 67.

“*Final written warning which includes salary reduction of 15% for up to three 3 months*” is

translated into “*final written warning and salary reduction of 15% for up to three 3 months*”

Type of error	Version	Text
Omission	Alb	Në fund të procesit Komisioni i dorëzon Rektorit propozimin me shkrim në lidhje me rastin, i cili përmban sanksionin, ose ndërprerjen e procesit për shkak të dëshmive jo të mjaftueshme.
	Eng	At the end of the disciplinary procedure, the Commission either gives their proposal, with any sanction, or indicates that there is no case to answer, in writing to the Rector.

Table 68.

The Albanian message: “*At the end of the disciplinary procedure, the Commission submits in writing to the Rector the proposal for the case, which includes the decided sanction, or which indicates the termination of the process due to insufficient evidence*” has a slight difference in the meaning from the text above.

Type of error	Version	Text
Omission	Alb	Aktivitete shkencore - botuese (botimi i librave universitarë dhe të tjerë, monografi dhe revista shkencore);
	Eng	- Scientific-publishing activity (publishing of university and other books, monographs and scientific journals);

Table 69.

The suggested translation: “*Scientific-publishing activities (the publishing of university books, as well as other books, monographs and scientific journals)*”

Type of error	Version	Text
Omission	Alb	Hapja dhe rrjedha e mbledhjes
	Eng	Course of the meeting

Table 70.

The suggested translation: “Start and course of the meeting”.

#### 4.4. Rare cases – Additional information in the English versions of the documents

During the study, it was found that in some cases the English version had more information than the Albanian version. This was interesting, considering that SEEU writes documents initially in Albanian, and translates them into Macedonian and English. These rare cases were included in this section.

Type of error	Version	Text
Addition	Alb	Organizimi i konferencave, punëtorive dhe seminareve në nivel nacional;
	Eng	Organization of <u>international</u> and national scientific conferences, workshops and seminars;

Table 71.

Additional info: “*international*”.

The Albanian version states that these conferences, workshops and seminars will be on national level, whereas the English versions presupposes that they can also be international.

Type of error	Version	Text
Addition	Alb	Mbledhjet
	Eng	Keeping order in meetings

Table 72.

The Albanian text says only “Meetings”, and the English one gives more details.

Type of error	Version	Text
Addition	Alb	personi, i cili ka themeluar marrëdhënie pune në kohë të caktuar, ose të pacaktuar në Universitet;
	Eng	a person who has an established full or part-time employment relationship at the University;

Table 73.

This sentence is one of the rare cases where the Albanian text is incorrect, and lacks meaning.

Type of error	Version	Text
Addition	Alb	Të drejtë regjistrimi në regjimin e studimeve profesionale të ciklit të dytë (njëvjeçare) kanë kandidatët, që kanë diplomë (të nostrifikuar) universiteti (të ciklit të parë), ose ekuivalent me studimet trevjeçare (së paku me 180 SETK).
	Eng	The right of enrolment in the <u>specialization</u> professional second cycle of studies (one year) is open to candidates who have obtained their undergraduate (first cycle) university diploma (verified) or the equivalent to three-year undergraduate studies (180 ECTS credits)

Table 74.

“*Specialization*” unnecessary added word.

<b>Type of error</b>	<b>Version</b>	<b>Text</b>
<b>Addition</b>	Alb	X
	Eng	The maximum value that may be allocated for a publication at the university level is defined as 1,500 Euro

*Table 75.*

Another example of English version having additional info from the Albanian one. In this case, a very important message.

<b>Type of error</b>	<b>Version</b>	<b>Text</b>
<b>Addition</b>	Alb	Në bazë të neneve 70-93 të Ligjit për marrëdhënie pune (Gazeta zyrtare e R. së Maqedonisë, numër 62/05, 106/08, 161/08, 114/09, 130/09, 50/10, 52/10, 124/10, 47/11, 11/12, 39/12, 13/13, 25/13, 170/13, 187/13, 113/14, 20/15, 33/15, 72/15, 129/15 dhe 27/16) dhe nenit 14 të Statutit të Universitetit të Evropës Juglindore, Bordi i Universitetit, në mbledhjen e mbajtur më 11.06.2016 miratoi këtë
	Eng	Based on Articles 70 to 93 of the Law on Labour Relations (Official Gazette of R. of Macedonia, numbers 62/05, <u>103/08</u> , 106/08, 161/08, 114/09, 130/09, 50/10, 52/10, 124/10, 47/11, 11/12, 39/12, 13/13, 25/13, 170/13, 187/13, 113/14, 20/15, 33/15, 72/15, 129/15 and 27/16) and Article 14 of the Statute of South East European University, the University Board, at its meeting held 11 June, 2016 approved the following:

*Table 76.*

Additional info: “103/08”.

Type of error	Version	Text
Addition	Alb	Nëse punëtori nuk e arrin nivelin minimal të aftësisë sipas specifikimit në planin e provës, në fund të periudhës së provës, përgjegjësi i njësisë bën kërkesë formale për rirangim ose riradhitje të punonjësit, nëse është e mundur, ose për ndërprerje të marrëdhënies së punës
	Eng	If the employee does not reach the minimum level of competency, as specified in the probation plan, at the end of the agreed period, the Head of Unit makes a formal request for compulsory re-deployment or re-ranking if possible or <u>appropriate</u> , or for termination of contract, <u>in writing to HR, copy to the employee</u>

Table 77.

“Appropriate” and “in writing to HR, copy to the employee” are extra info used in the English version.

Type of error	Version	Text
Addition	Alb	X
	Eng	take an active part in reviewing the agenda issues;

Table 78.

Another example of English version having additional info from the Albanian one.

Type of error	Version	Text
Addition	Alb	Zyra për shërbime juridike jep këshilla juridike
	Eng	The Legal Services and <u>Procurement Office</u> provides legal advice

Table 79.

“Procurement office” is an additional information which is not present in the Albanian version, though it is the correct name for this office. There is only one office which is called “The Legal Services and Procurement Office”.

Type of error	Version	Text
Addition	Alb	Instituti “Max van der Stoel” promovon aktivitete hulumtuese – shkencore, ben lidhjen e shkences me arsimin, promovon perdorimin e rezultateve te kerkimit, si dhe zhvillon dhe zbaton projekte shkencore kombetare, rajonale dhe nderkombetare.
	Eng	The “Max van der Stoel” Institute promotes scientific and research activity, links science and education, promotes the use of research results, and develops and implements national, regional and international <u>expert</u> scientific projects.

Table 80.

Additional info, slightly influencing the meaning: “*expert*”.

Type of error	Version	Text
Addition	Alb	Me këtë Rregullore përcaktohet përbërja e Këshillit mësimor - shkencor të fakultetit (në tekstin e mëtejme: Këshilli), thirrja dhe kryesimi i mbledhjeve, mënyra e vendimmarrjes në mbledhje dhe çështje të tjera procedurale të punës së Këshillit.
	Eng	This Rule regulates the structure, <u>management and operation</u> of the Faculty Teaching-Scientific Council (hereafter: the Council), the convening of meetings, chairing, <u>decision-making</u> , application of decisions and other relevant matters dealing with the work of the Council.

Table 81.

The underlined words are additional information, which are not present in the Albanian version.

<b>Type of error</b>	<b>Version</b>	<b>Text</b>
<b>Addition</b>	Alb	X
	Eng	All Council members must declare that they have no conflict of interest. In case of conflict of interest, the conflicted council member will only be excluded from decisionmaking on matters in which there is a conflict of interest.

*Table 82.*

A complete sentence missing in the Albanian version.

<b>Type of error</b>	<b>Version</b>	<b>Text</b>
<b>Addition</b>	Alb	X
	Eng	Minutes are taken of each meeting of the Council by the Administrative-Assistant of the Faculty

*Table 83.*

A complete sentence missing in the Albanian version.

<b>Type of error</b>	<b>Version</b>	<b>Text</b>
<b>Addition</b>	Alb	X
	Eng	Professional and administrative-technical activities for the needs of the Council are carried out by the Administrative Assistant of the Faculty

*Table 84.*



A complete sentence missing in the Albanian version.

<b>Type of error</b>	<b>Version</b>	<b>Text</b>
<b>Addition</b>	Alb	X
	Eng	On the date of entry into force of this Rule, the Rule on the work of the Teaching - Scientific Council from 9th June 2011 shall cease to be valid.

*Table 85.*

A complete sentence missing in the Albanian version.

<b>Type of error</b>	<b>Version</b>	<b>Text</b>
<b>Addition</b>	Alb	X
	Eng	This Rule enters into force on 01.10.2019

*Table 86.*

A complete sentence missing in the Albanian version.

Type of error	Version	Text
	Alb	Në bazë të nenit 5 dhe 10, paragrafi 1 të Ligjit për trajtim të barabartë të grave dhe burrave (Gazeta zyrtare e Republikës së Maqedonisë numër 66/06) dhe neni 14, paragrafi 1, pika 8.4 të Statutit të Universitetit të Evropës Juglindore, Bordi i Universitetit, në mbledhjen e mbajtur më 07.06.2011 e miratoi këtë:
	Eng	Based on Article 5 and 10, paragraph 1 of the Law on Equal Opportunities of Women and Men (Official Gazette of R. of Macedonia, number 66/06 <u>as amended by 117/08</u> ) and Article 14, paragraph 1, item 8.4 of the Statute of South East European University, the University Board, at its meeting held on 07.06.2011, approved the following:

*Table 87.*

Additional information in the English text: “...*as amended by 117/08*...”

## Chapter 5

### CONCLUSIONS

#### 5.1. Types of errors

As previously said, from the start we did not focus on the orthographic level, as the SEEU documents are translated by professionals, and an orthographic error was regarded a technical fault. Because the corpus of the research is the written text, undoubtedly, the phonological level was also disregarded.

Upon that, morphological, syntactical, and lexical errors were found in this study, with the latter being the most common.

Morphological errors were mostly found in the erroneous use of inflections, determiners, and prepositions. At the syntactical level, errors were found in the use of incorrect tenses, subject-verb agreement, word order, and passive voice.

#### 5.2. How efficient are the translations from Albanian to English in SEEU?

The purpose of the study was to determine if translations from Albanian to English were effective, that is, whether the translated (English) text could communicate the same meaning as the original (Albanian) language.

To get this result, we investigate which sorts of errors are more common in the text.

When morphological and syntactical aspects are more visible in a text, it seems unprofessional and affects the effectiveness of the delivery of the message. Nevertheless, in those cases, the meaning is still intact; thus, we may infer that the main criterion of the translation has been met.

However, in a text where the lexical errors are the most prominent, it indicates that the message was not successfully communicated from the original to the translated language, therefore the main criterion for translation has not been satisfied.

Among the errors found on the texts, the biggest issue was the transfer of the same word order and verb tenses from Albanian to English. The sentence structure differs between the two languages. While lengthy sentences are prevalent in Albanian texts, which is due to the fact that the same Albanian words in various functions have distinct inflections, this is not the same in

English i.e., “play” has the same form whether it is a subject, an object, or even a predicate. As a result, extended phrases in English might become confusing and hard to comprehend.

On the other hand, there is not necessarily a one-to-one correspondence between the verb tenses in these two languages, nor is there a one equivalent English preposition for the Albanian preposition. As an example, can be the preposition “në”, which depending on the context it can be “at”, “in” or “on”.

As a conclusion, the root of the problem is the transfer of the Albanian features into the English text.

### **5.3. Exceptional cases**

During the research, an interesting phenomenon was noticed. Additional sentences were found in the English texts but not in the Albanian version. This extra material in the English text ranged from a single word to several sentences or paragraphs. Since we began the study with the knowledge that the Albanian texts are translated into the English texts, we have been unable to provide an answer on this matter. Additional study on the procedure of translating and creating SEEU documents might provide an answer to this issue.

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## Appendix 1

List of documents included in the study:

- RREGULLORE PËR KUSHTET DHE KRITERET PËR REGJISTRIM NË PROGRAMET STUDIMORE TË UEJL NË VITIN AKADEMIK 2021/2022
- RULE ON REQUIREMENTS AND CRITERIA FOR STUDENT ENROLMENT AT SEEU IN THE ACADEMIC YEAR 2021/2022
- RREGULLORE PËR PËRDORIMIN E KOMPJUTERËVE DHE RRJETIT KOMPJUTERIK
- RULE ON COMPUTER AND NETWORK USE
- Service Standards for translation and interpretation
- Standardet e shërbimit për përkthim dhe interpretim
- Buxheti i Konsoliduar Operativ
- Consolidated Operating Budget
- SEEU Alumni Destination Survey 2019
- Raporti i punësimit të diplomuarve të UEJL-së
- RREGULLORE PËR CIKLIN E PARË TË STUDIMEVE
- RULE ON FIRST CYCLE OF STUDIES
- RREGULLORE PËR CIKLIN E DYTË TË STUDIMEVE
- RULE ON SECOND CYCLE STUDIES
- RREGULLORE PËR CIKLIN E TRETË TË STUDIMEVE AKADEMIKE - STUDIME TË DOKTORATËS
- RULE ON THIRD CYCLE ACADEMIC STUDIES – DOCTORAL STUDIES
- RREGULLORE PËR ORGANIZIMIN E PROGRAMEVE PËR PËRSOSJE PROFESIONALE DHE MËSIM JOFORMAL
- RULE FOR ORGANIZING PROGRAMMES FOR PROFESSIONAL DEVELOPMENT AND NON-FORMAL EDUCATION
- RREGULLORE PËR VEPRIMTARINË KËRKIMORE-SHKENCORE
- RULE ON SCIENTIFIC RESEARCH

- RREGULLORE PËR PËRMBAJTJEN DHE FORMËN E DIPLOMËS, SHTOJCËS SË DIPLOMËS, CERTIFIKATËS SË DIPLOIMIT DHE DOKUMENTE TJERA TË LËSHUARA NGA UNIVERSITETI
- RULE ON CONTENT AND FORMAT OF THE DIPLOMA, DIPLOMA SUPPLEMENT, CERTIFICATE OF GRADUATION AND OTHER DOCUMENTS ISSUED BY THE UNIVERSITY
- RREGULLOREN PËR PROCEDURËN E PUNËS SË BORDIT
- RULE OF PROCEDURE OF THE BOARD
- RREGULLORE PËR ORGANIZIMIN DHE PUNËN E SENATIT TË UNIVERSITETIT
- RULE ON ORGANISATION AND WORK OF THE UNIVERSITY SENATE
- RREGULLORE PËR ORGANIZIMIN DHE UDHËHEQJEN E PUNËS SË DREJTORISË REKTORIALE
- RULE ON ORGANISATION AND WORK OF THE RECTOR'S DIRECTORATE
- RREGULLORE PËR ORGANIZIMIN DHE PUNËN E KËSHILLIT MËSIMOR - SHKENCOR TË FAKULTETIT
- RULE ON ORGANIZATION AND WORK OF THE FACULTY TEACHINGSCIENTIFIC COUNCIL
- RREGULLORE PËR ORGANIZIMIN DHE PUNËN E INSTITUTIT SHKENCOR "MAX VAN DER STOEL"
- RULE FOR ORGANISATION AND WORK OF THE SCIENTIFIC INSTITUTE "MAX VAN DER STOEL"
- RREGULLORE PËR ZGJEDHJE NË THIRRJE MËSIMORE-SHKENCORE, THIRRJE MËSIMORE-PROFESIONALE DHE THIRRJE BASHKËPUNËTORI
- RULE ON PROMOTION TO TEACHING-SCIENTIFIC AND TEACHING-PROFESSIONAL TITLES AND ASSISTANT (COLLABORATORS)
- Rule for Ethical Conduct of Academic Staff
- Kodeksi për sjelljen etike të stafit akademik
- RREGULLORE PËR PRANIMIN E DENONCIMEVE PËR KORRUPSION
- RULE ON RECEIVING CORRUPTION ALLEGATIONS



- COMPETENCY RULE
- RREGULLORE PËR KOMPETENCË
- RREGULLORE PËR PUSHIM SABAT
- RULE ON SABBATICAL LEAVE
- RREGULLORE PËR SIGURIMIN DHE MENAXHIMIN E CILËSISË
- RULE ON QUALITY ASSURANCE AND MANAGEMENT
- POLICY ON EQUAL OPPORTUNITY
- RREGULLORE PËR MOSDISKRIMIN DHE TRAJTIMIT TË BARABARTË
- RREGULLORE PËR PËRDORIMIN E RRJETIT TELEFONIK
- RULE ON USAGE OF TELEPHONE NETWORK
- RREGULLORE PËR MËNYRËN E REALIZIMIT TË VIDEO MBIKËQYRJES NË UNIVERSITETIN E EVROPËS JUGLINDORE
- RULE ON VIDEO SURVEILLANCE PERFORMANCE AT SOUTH EAST EUROPEAN UNIVERSITY
- RREGULLORE PËR RUAJTJEN E AMBIENTIT NË UNIVERSITET
- RULE FOR PROTECTION OF THE UNIVERSITY ENVIRONMENT
- RREGULLORE PËR TRAFIKUN NË KAMPUS
- RULE FOR TRAFFIC CONTROL
- RREGULLORE PËR MBROJTJE NGA PIRJA E DUHANIT, ALKOOLIT DHE SUBSTANCIVE NARKOTIKE NË HAPËSIRAT E UNIVERSITETIT
- RULE ON NON-SMOKING, NON-ALCOHOL AND NARCOTIC SUBSTANCES-FREE ENVIRONMENT
- RREGULLORE PËR PËRCAKTIMIN E POLITIKAVE TË UNIVERSITETIT PËR PROGRAMIN “PUNË – STUDIM”
- RULE ON DEFINING UNIVERSITY POLICIES FOR THE WORK AND STUDY PROGRAMME
- DISCIPLINARY RULE
- RREGULLORE PËR MASA DISIPLINORE