STRATEGIC
PLAN
2021-2025

KOLEGJI **PJETËR BUDI** PRISHTINË

PRISHTINË KOSOVË

DECEMBER 2020

CONTENTS

1. INTRODUCTION

Pjetër Budi College was established in 2005 by decision of the College Board of the Institute for Studies in a meeting of 15.05.2005 based on the Law on Higher Education (Law 2003/14 of data 17.07.2003 and Administrative Instruction No. 14 / 2013 dated 17.07.2003, on the licensing and registration of the private higher education providers (PHEP) in Kosovo.

It was followed on 2006 by the decision of the Ministry of Education, Science and Technology (MEST), decision no. 494 / 02-1, dated 10.04.2006[1]. Based on the decision of MEST, decision no. 586 / 02-1, dated 09.05.2007., the College was licensed for a period of 5 years[2].

Pjetër Budi College "as a PHEP was accredited in July 2009, as a College for the Study of Applied Sciences - Organisational. On 07.07.2013 Pjeter Budi College received institutional accreditation, decision no. 510/13 for the three-year period, 01.10.2013-30.09.2016 from the Kosovo Accreditation Agency.

Currently at BA and MA level the College offers the following study programs:

• Customs and Spedition (BA)

• Management with specialization in: Tourism and Hospitality Management, Insurance Management and General Management (MA)

Previous evaluations

Pjetër Budi College was licensed by the decision of MEST in 2006, but the institutional and academic accreditation has been transferred to the competencies of the Kosovo Accreditation Agency from 2009 . Therefore, the table below includes only AKA decisions on institutional and program accreditation.

Institutional Accreditation Decisions[3] **.**

Decision number	Date	Official name of the accredited insitution	Accreditation time period	Institution that carried out process
Decision no. 183/09	24.07.2009	"PJETËR BUDI" Institute	01.10.2009 - 30.09.2010	AKA
Decision no. 469/10	19.07.2010	"PJETËR BUDI" College	01.10.2010 - 30.09.2013	AKA
Decision no. 510/13	08.07.2013	"PJETËR BUDI" College	01.10.2013 - 30.09.2016	AKA
Decision no. 646/16	15.07.2016	"PJETËR BUDI" College	01.10.2016- 30.09.2019	AKA

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[1] See Decision of MESTK, no. 494/02-1, 10th April, 2006
[2] See Decision of MESTK, no. 586/02-1, 9th May 2007
[3] See annex: License and Accreditation Decisions

Decision no.	Date				
Decision no. 976/20D	21.07.2020	"PJETËR BUDI" Colelge	Nuk akreditohet	AKA	

Decisions on accreditation of study programs [4].

Decision number	Decision date	Accredited Programs	Type of decision	Accreditation period	Accademic year
No. 183/09	24.07.2009	Customs and Spedition, BA Tourism and Hospitality Management, BA	A	1 year	2009/2010
No. 469/10	19.07.2010	Customs and Spedition, BA Tourism and Hospitality Management, BA	R	3 years	2010-2013
		Business Administration, BA (specializations: Financial Control, Marketing Management) Insurance, BA Customs and Spedition, MA	A	1 year	2010/2011
No. 304/2011	13.07.2011	Business Administration[5], BA (specializations: Banks and Financial Control, Public Administration, Marketing Management, Management of Human Recourses) Insurance, BA Customs and Spedition, MA	R	3 years	2011-2014
No. 457/12	09.07.2012	Management[6] (MA) with specializations: Management of Tourism and Hoteliery; Insurance Management.	A	1 year	2012/2013
No. 510/13	08.07.2013	Customs and Spedition, BA Management of Tourism and Hoteliery, BA	R	3 years	2013-2016

[4] Comment: L-License; A-Accreditation the R-Reaccreditation
[5] Related to program specialization see Decision of AKA, No- 304/11, 13.07.2011
[6] Related to program specialization see Decision of AKA, No-475/12, 09.07.2012

		Management[7], MA (specializations Insurance; Tourism and Hoteliery)			
Nr.561/14	04.07.2014	Business Administration[8]/ BA Insurance / BA Customs and Spedicion / MA	R	3 years	2014-2017
Nr.561/14	04.07.2014	Law/ LLB[9]	A	3 years	2014-2017
646/16	15.07.2016	Customs and Spedicion BA	R	5 years	2016 - 2021
646/16	15.07.2016	Management, MA (specializations Management, Tourism and Hoteliery Management and Insurance Management)	R	5 years	2016 - 2021
646/16	15.07.2016	Tourism and Hoteliery Management BA	R	3 years	2016 – 2019

As a private higher education institution, it has been established in 15th April 2005. During this time period the College has made significant achievements by differentiating it from other similar institutions in Kosova and beyond. Due to the need to plan a long-term development of the College, a decision has been taken to develop a five years Strategic Plan for the period 2021-2025. For this reason, the College has established a working group consisting by the representatives of management, teaching staff, students, administration and business representatives, which has led the process of developing the Strategic Plan.

The working group was comprised by the following members:
1. Besim Ajeti - Founder of "Pjetër Budi" College
2. Artan Haziri - Rector of "Pjetër Budi" College
3. Fitim Maçani – Vice Rector for budget, infrastructure, cooperation student affairs
4. Luljeta Aliu- Vice Rector for teaching, R&D and academic development
5. Anila Mustafa - General Secretary of the College "Pjetër Budi"
6. Mahije Mustafi – Head of the Customs and Spedition Program BA
7. Sulbije Mehmeti – Head of the MA Management Program
8. Elissa Mollakuqe - Head Office for academic development, ECTS, quality assurance and R&D
9. Lulekuqe Ajeti – Master level - student representatives
10. Armond Vrenezi - Bachelor level - represents students

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[7] Related to program specialization see Decision of AKA, No- 510/13, 08.07.2013
[8] Related to program specialization see Decision of AKA, No- 304/11, 13.07.2011 and Nr. 561/14, 04.07.2014
[9] Related to program specialization see Decision of AKA, No- 561/14 , 04.07.2014

11. Agnesa Xhaka - Alumni representative
12. Avni Mustafa - NGO - Roma Versitas Kosovo - represented by civil society
13. Sami Mazreku - Business representative
14. Afrim Tejeci - Business representative
15. Bajram Fusha – representative Slovenian Chamber in Kosova

From the beginning the Working Group favored the idea of a planning process that ensures broad participation of the staff and students in all stages of the preparation of the development of Strategic Plan. This is done in order to ensure consensus among stakeholders about the developmental perspectives of the College as well as the quality and sustainability of the document itself.
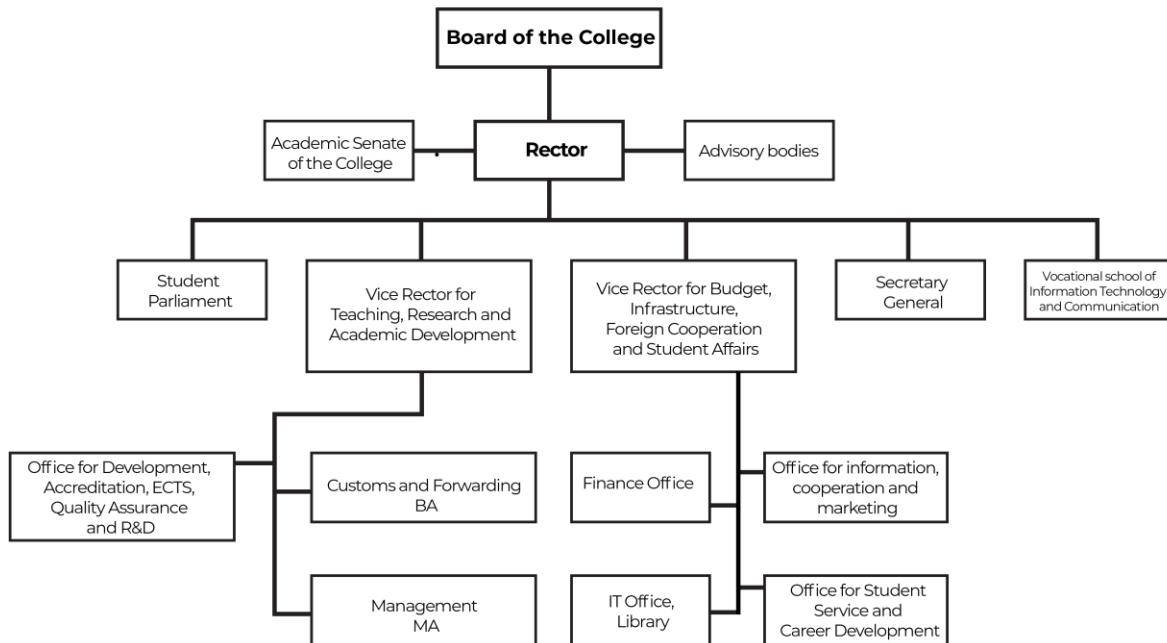
The working group initially has analyzed the previous documents that served as a platform for workshops and having overview about current situation, as well as making clear objectives and directions where College wants to be during this period and beyond. Consequently, there were taken in consideration the previous Self-evaluation report of 2020, Recommendations from the experts team provided by the Kosovo Accreditation Agency, rules and procedures of the Ministry of Education, Science and Technology of Kosovo, previous Strategic Plans of College as well as the European Standards and Guideline 2015 (ESG 2015). Throughout using the SWOT methodology, the Working Group conducted an in-depth analysis and listed strengths and weaknesses manifested by the College, as well as possible opportunities and threats coming from the surrounding environment. During the process of analysis, five main areas for the development of activities of the College were identified: 1) study programs, 2) scientific research work 3) human resources, 4) local and international cooperation and 5) quality assurance. The Working Group of the Strategic Plan conducted in-depth analysis in each of these areas. The process ended with the identification and determination of the College's strategic objectives for the period 2021-2025:
1. Study programs contemporary and comparable with other institutions in the region and beyond which respond the labor market needs;
2. Scientific research work becomes integral part of daily activities at College Pjetër Budi with the aim of developing scientific and research capacities and the advancement of study programs;
3. Development and engagement of qualitative staff for the needs of College Pjetër Budi;
4. Establishing and advancing local and international cooperation in order to achieve common interests;
5. Building a functional system for quality assurance.

For each objective expected results to be achieved by the end of the implementation period of the Strategic Plan were identified. Additionally, measures that describe the actions to be taken to achieve goals were defined too. While drafting the measures, the schedule of the implementation and the cost of implementation were discussed also, and are attached to the Action plan and budget. When it comes to cost, it has been noted that the expenses for implementation of Strategic Plan are in compliance with the potentials of the College.

2. PROFILE OF THE INSTITUTION

The organizational chart of Pjetër Budi College is as follows:

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                        │  Board of the College │
                        └──────────────────────┘
                                   │
   ┌──────────────────┐    ┌──────────────┐    ┌──────────────────┐
   │ Academic Senate  │────│    Rector    │────│  Advisory bodies  │
   │  of the College  │    └──────────────┘    └──────────────────┘
   └──────────────────┘
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Board of the College

Academic Senate of the College — Rector — Advisory bodies

Student Parliament | Vice Rector for Teaching, Research and Academic Development | Vice Rector for Budget, Infrastructure, Foreign Cooperation and Student Affairs | Secretary General | Vocational school of Information Technology and Communication

Office for Development, Accreditation, ECTS, Quality Assurance and R&D | Customs and Forwarding BA | Finance Office | Office for information, cooperation and marketing

Management MA | IT Office, Library | Office for Student Service and Career Development

BOARD OF THE COLLEGE

The Board of College consists of eight (8) members, 5 with equal voting rights and three non-voting members and has the following duties:
- Develop a strategic plan for the development of the institution.
- Monitor the efficient and effective use of resources, liquidity and securing of the College's assets;
- Develop strategies for adequate provision of funds from public and private sources, taking into account the facilitation of the establishment of subsidiary companies and institutes for the use of the results of the academic work of the College;
- Discuss and approve the annual budget plan prepared by the rector;
- Define the principles on work, delegation, leveling, promotion, suspension, dismissal and determination of the level of salaries and working conditions for the staff;
- Take decision on the establishment, termination and change of the internal structure of the study program after approval by the Senate.

RECTOR

The Rector is the main managing authority of the academic and scientific activities of the College. The Rector is responsible for the effective and orderly work of the College and for its management according to the policy set by the Governing Board, and has all the necessary authority to exercise these duties.

The rector has the following duties:
- Acts on behalf of the College and represents it to the general public
- To organize, lead and manage the College
- Chairs the Academic Senate
- Lead the entire academic and scientific process of the College
- Leads academic staff
- Decide on the working rules of procedures for the academic staff of the College
- Hire, delegate, equalise, promote, suspend and determine working conditions for staff in accordance with regulations issued by the College Board and the Academic Senate
- Implement the decisions of the College Board
- Follows and ensures the implementation of the decisions of the Senate and the decisions arising from the implementation of legal framework related to the discipline of the teaching and scientific activity of the College, as well as issues necessary acts in their implementation
- Monitors and guarantees the academic and research freedom of the academic staff of the College
- Organizes or exercises controls in the Study Programs for the quality of teaching, scientific research and qualification of the academic staff
- Administers research, including grants, donations and any other funds in support of the research
- Forms commissions and working groups for special issues, studies and activities
- Directs the process of drafting and approving the regulation and other acts of the College
- Organizes the selection process of the academic staff of the College, and based on legal framework appoints internal and external lecturers for each of the Study Programs of the College
- Signs the first and second cycle diplomas, without the right to delegate the signature, as well as other certificates of the College
- Oversees student life and activities such as cultural groups as well as student activities
- To perform all other duties on behalf of the College, as defined by the Statute or other regulations in force

ACADEMIC SENATE

The Academic Senate is responsible for:
- General strategic issues related to research, study, teaching, and College courses, including
- Criteria for student admission
- Approval of proposals by the evaluation committee for the selection and promotion of academic staff
- Policies and procedures for evaluating and holding exams
- Approval of the content of the curricula
- Providing lifelong learning
- Academic standards for reviewing the courses and study programs

• Quality assurance and evaluation
• Procedure for awarding qualifications and honorary academic titles
• Procedure for expelling students for academic or other reasons
• Development of the College's intellectual property protection policy and its commercial use
• Providing advice on other matters that the Board of the College or the Rector may request from the Senate.

VICE RECTOR FOR TEACHING, RESEARCH AND ACADEMIC DEVELOPMENT

The main duties of the Vice Rector for Teaching, Research and Academic Development are:
• Takes care of the teaching process at the College
• Collaborates with heads of the study programs for the implementation of curricula;
• Plans and prepares the call for student enrolment for bachelor, master and doctoral studies
• Follow the reporting of teaching hours by the study programs
• Supervise and lead the work of the Office for academic development, ECTS, quality assurance and R&D
• Chairs the Study Commission-ex officio
• Maintains regular contact with KAA
• Takes care of and forwards proposals for new study programs
• Responsible for reviewing regulations for BA and MA studies
• Recognition of academic mobility and other student teaching issues.
• Prepares and supervise the calls for hiring and promoting the academic staff
• Plans the future College needs for hiring the teaching staff
• Performs other tasks that may arise from the daily routine and various requirements.

VICE RECTOR FOR BUDGET, INFRASTRUCTURE, COOPERATION STUDENT AFFAIRS

• Plans the preparations and monitors the implementation of the College budget
• Infrastructure manager
• Coordinates the cooperation with other institutions of higher education
• Coordinates local and international cooperation
• Prepares and monitors implementation the contracts for local and international agreements
• Promote university membership in international organizations
• Coordinates the organization of international conferences
• Coordinates the application of the university in international projects
• Coordinates the work of the office for international cooperation
• Coordinates the work and cooperation with the alumni
• Coordinates the mobility of academic, administrative and student staff
• Responsible for the work of IT, Information Office, Library and other student inquiries.

PROGRAM LEADERS

Coordinators of the study programs are responsible for:

• Participate in the organization and holding of lectures, exercises, consultations, exams, seminars, scientific-research work and other teaching and research issues
• Prepare and propose to the Senate the proposal of the scientific-teaching and research work plan
• Give their opinion to the Senate on the proposal for the selection and appointment of teachers, assistants, collaborators and scientific titles;
• Provide proposals for a member of the commissions and professional expertise's, analyze the success of students and their involvement in scientific-research work and propose appropriate measures
• promote and monitor internships
• Monitor and ensure the balance of the teaching staff and take care of their professional and scientific development and progress and propose the needs for new professional staff
• Perform other tasks in accordance with the Statute, regulations and other normative acts of the College,
• Other issues related to successful implementation of the study programs.

OFFICE FOR ACADEMIC DEVELOPMENT, ECTS, QUALITY ASSURANCE AND R&D

The task of the Office is to implement quality standards in "Pjetër Budi" College and to provide active support of the constituent units in improving the quality and creating a quality assurance network in "Pjetër Budi" College.

The duties of the Office for Academic Development, ECTS, Quality Assurance and R&D are:

• Organizes annual workshops on procedures and methodology for updating current study programs and developing new programs based of the labor market needs;
• Organizes annual seminars to review the BA and MA regulations for academic student mobility;
• Supports participation in ERASMUS + and other projects;
• Trainings are organized for the teaching staff;
• Organizes regular annual trainings for administration;
• Develops master topics related to research projects / internships;
• Regularly distributes information on calls for project proposals;
• Develops guides for study programs;
• Organizes regular trainings on soft skills;
• Organizes fairs on academic development;
• Develops and applies project proposals at the local / international level.
• Performs other tasks that may arise from the daily routine and various inquiries.

SECRETARY GENERAL OF THE COLLEGE

The Secretary General is the highest executive and administrative officer of the College and is responsible for the legal aspects of the College, so that:
• Provides support and advice for the interpretation and implementation of the Statute and regulations of the College
• Follows and implements the decisions approved by the Board of the College and the Senate
• Coordinates its activity with the Board of College, Rector and Vice-Rectors, Study Program Leaders and the Student Union
• Assists and distributes the work among the administrative officials of the College, in order to complete the tasks in time and quality assurance and in case of need takes certain measures for the advancement of the service work of the administration of the College
• Provides academic, administrative staff and students with contracts
• Makes reports regarding the progress of the work of the administrative staff and imposes disciplinary measures for possible violations of the internal normative acts of the College as well as for non-compliance with the laws in force
• Ensures the smooth running of the activity of the College in order to fulfill the mission of the College and ensures that it is in accordance with the normative acts of the Statute, Regulations and policies of the College, and other legal acts such as the Constitution, Legislation for higher education, etc.

STUDENT PARLIAMENT

The Student Parliament expresses the interests of students and is represented on the College Board, Senate and various student interest committees.

THE FINANCE OFFICE IS RESPONSIBLE FOR:

• Prepares and manages the implementation of the annual budget of the College
• Monitors and prepare reports for the Board, Rector, and Vice Rector for the Budget regarding the revenues and expenditures of the College, etc.
• Enters revenue and expenditure data into the computerized budget system. Develops improvements in budget operations, procedures, policies and methods. Analyzes, interprets, researches and answers questions related to financial reports, monthly budgets, etc.
• Deals directly with students on a daily basis regarding the status of their accounts
• Assists in the timely implementation of accounting based on legal deadlines for the month and year
• Ensure appropriate bookkeeping of purchase and sale is updated with accurate data from source documents (eg: banks, invoices, statements, etc.)
• Manages and controls College bank accounts on a daily basis
• Download and prints monthly and annual bank statements for accounting needs
• Controls cash flow, transfers / deposits and ensures that any cash inflow is within applicable laws
• Under the directorate of the Vice Rector for Budget, ensures the timely collection and distribution of money inside (employee payments) and outside the College (obligations to services).

• Takes care to contact suppliers of goods and services regarding prices, orders, shipments, price discrepancies and payment transfers before expiration dates
• Takes care and ensures that the expenses of the office staff are met and are always within the guidelines and budget limits, coordinates the distribution of materials, ensures proper processing
• Performs routine maintenance of the financial system regarding security, data protection, confidentiality and information obtained during the performance of work
• Deals with other financial tasks that may be required by the management of the College.

OFFICE FOR STUDENT SERVICE AND CAREER DEVELOPMENT

The student service and career development office takes care of the efficiency of the student services, so that:
• In collaboration with the Vice Rector for Teaching determines the schedule of lectures, exercises, consultations, colloquia and exams for students
• Organizes the work between the administration and the academic staff of the College regarding the teaching process
• Takes care of the administration protocol
• Supervises and gives responsibility for the work of administrative officials
• Ensures that communication between the administrative service and students responds to human and professional ethics
• Assists in the localization of research and topics for the drafting of diplomas from the business environment, in order to establish contacts between these two areas (education and industry)
• Develops close contacts with the business community, following the latest developments in the labor market and developing curriculum programs referring to different fields of study
• Collects information for graduate students-Alumni
• Gather information to find effective ways for students to start a career in their profession
• Organizes trainings for drafting professional CVs and motivation letters, which reflect the skills and experience of the student
• Provides professional advice to conduct successful interviews
• Provides the opportunity to recognize vacancies, which are available to students.
• Registers admitted students for each academic year
• Records and updates student data in the College database
• Verifies the files of students who are subject to graduation procedures
• Provides students with the necessary documents and certificates according to student requirements and issues the same on the occasion of their graduation
• Records and archives the results of exam deadlines
• Performs other technical-administrative work depending on the requirements of management.

OFFICE FOR INFORMATION, COOPERATION AND MARKETING

The central function of the Office for Information, Cooperation and Marketing is to inform the public about the activity and decisions taken by the College "Pjetër Budi", as well as to inform students, academic and administrative staff about developments in the institution.

The rights, obligations and responsibilities of the Office for Information, Cooperation and Marketing at Pjetër Budi College are:
- Collection, processing and dissemination of relevant information to the College
- Website maintenance
- Cooperation with the media regarding the organization of conferences, seminars, debates by the College "Pjetër Budi"
- Formulation of statements, announcements, communications and reports for public opinion, etc.
- Maintenance of all Social Media platforms
- Market research for student recruitment needs
- Design and print promotional materials
- Creating, monitoring and analyzing marketing campaigns

IT OFFICE AND LIBRARY

Responsibilities of the IT office at "Pjetër Budi" College are:

- Maintenance and administration of the server in the College "Pjetër Budi
- Maintenance and administration of the database in the College "Pjetër Budi
Maintenance of internet and computer network
- Maintenance of the general information system
- Report any irregularities related to the operation or parts of the computer system
- Maintains library services for students
- Accepts and classifies the book fund
- Maintains a file on book records and borrows library material for students
- Prepares the plan for the library budget regarding the purchase of books and other library material
- Creates a network with relevant libraries in Kosovo and abroad, in order for the library for the College to be able to provide the latest scientific materials and research and scientific publications
- Ensures the establishment of the library database and maintains the database

3. VISION AND MISSION

Mission of College PJETER BUDI is to adequately prepare human resources with specific scientific and professional profiles in compliance with local, regional and international labour market needs, who will contribute to sustainable economic and social development of Kosovo and wider.

On the other hand, Vision of Pjetër Budi College is: "to generate, preserve and transmit knowledge, by contributing to the creation of social, economic and cultural welfare of Kosova society". Pjetër

Budi College, as a higher education institution in Kosova, on a daily basis is strongly committed in achieving the following objectives:

- ‹ Careful and continual reforms related to curriculum development of professional and scientific programs, teaching methodology, use of contemporary literature to advance teaching activities in Bachelor and Master studies;
- ‹ Became referring higher education institution in Kosova and wider, with modest student number and high employability rate of its graduates,
- ‹ Undertaking adequate and necessary reforms to enable the College to become integrated in the European Higher Education Area (according to the Bologna process) and in European Research Area;
- ‹ Transformation of Pjetër Budi College into a leading center of knowledge, thought and education in the field of economics and international policy in Kosova and region;

Pjetër Budi College is strongly committed towards its strategic goal of becoming a prestigious institution in the higher education system in Kosovo and in the region too. At the same time, the Colleges constantly works to provide a suitable and convenient work environment, a collegial working atmosphere for study and personal growth that ensures and guarantees academic freedom for students and staff, which are balanced with the tough requirements and quality assurance criteria. The College's vision is not focused only on providing a qualitative education, which is comparable and competitive to the similar institutions outside of Kosova, but also provides a special attention to the relevant research activities conducted in Kosova and the region in the targeted fields. Its vision reflects the principle that providing students with professional knowledge is essential. It does not include only theoretical knowledge but also practical skills and development of competences and that the gained knowledge and skills are applied responsibly and professionally at the working place.

3.1. MAIN PRINCIPLES

PJETER BUDI College with its capacities and knowledge is committed to provide an environment which encourages the intellectual and personal development of its faculty members, students, at the same time promoting:

- ‹ Academic integrity for students and teaching staff,
- ‹ Academic quality (combining teaching with research and professional practice),
- ‹ Procedural transparency and simplicity, openness (internationalization through collaboration with other similar institutions abroad and involvement in international projects) and a focus to contribute to social advancement.
- ‹ Guaranteeing equality on gender, religion or nationality matters.

4. OBJECTIVES, MEASURES AND EXPECTED OUTCOMES

Based on the analysis conducted by the Working Group, there are identified five strategic objectives which show the way to accomplish the mission of the College. For each of the strategic objective specific measures have been formulated that will serve for its accomplishment. On the other hand, expected results in the form of success indicators have been agreed for every measure in order to follow up on the progress made in its implementation.

In the subsequent section are presented five strategic objectives as well as measures and expected results related to them.

4.1 STUDY PROGRAMS

Objective 1:	Study programs contemporary and comparable with other institutions in the region and beyond which respond the labor market needs.
Description:	Study programs represent the offer of a higher education institution which gives to it the institutional identity. Based on the quality and diversity of the offered study programs, it is determined the reputation of the institution and possibility to compare it with other institutions too. There are no specific international standards for study programs, but there are explicit requirements in Bologna Declaration that the programs must be comparable and to enable the employability of graduates and mobility of students. For a small country like Kosovo, were absorptive capacities from the labor market are quite limited, it is very important that qualifications that students gain to meet the requirements of economy in the countries in the region and beyond. Furthermore, the small higher education institutions, doesn't has capacities to offer variety of study programs as large once. In this regards, the strengthens lies in the flexibility and smartness to select specific study programs that are highly demanded in the labour market, and which one, due to their bureaucracy can not be offered quickly by large higher education providers, especially public higher education institutions.
Targets:	‹ There is a consistency and continuity of study programs at the two levels (bachelor and master) including the development of new study programs in compliance with the labor market; ‹ Study programs are based on competences and expected results of learning; ‹ Ensure easy and efficient transfer of ECTS credits within the higher education institutions in Kosovo and facilitate the mobility of students and graduates in the region and beyond; ‹ Promote the life-long-learning programs;

	‹ The employability of the graduates of the College are higher than employability rate of the graduates from the higher education institutions in general.

Measure 1.1:	Definition of procedures for developing the study programs and information/training of the staff
Description:	With the aim of ensuring a coherent process of curriculum development, there is a need to define a clear procedure of program development which enables a comprehensive consultation process and which avoids parallelism and repetitions. The procedure will be developed by the Office for Academic Development, ECTS, Quality Assurance and R&D based on the best experiences and practices of the College PJETËR BUDI. In addition to this, the Office for Academic Development, ECTS, Quality Assurance and R&D will organize information sessions for all professors and will distribute to them materials which contain instruction for process management. These guidelines should define the formats of the basic documents such as: study program structure, teaching plan, syllabus etc. Beside that, there will be necessary to update information on the use of ECTS credits, students workload as well as defining learning outcomes and competencies during the development of new study programs.
Expected results:	1.1.1. Guideline for procedures and development of the study programs; 1.1.2. Yearly workshop on procedures and methodology for updating and upgrading the current study programs and development of new programs based on labour market needs; 1.1.3. Trainings and workshops about life-long-learning programs.

Measure 1.2:	Review of the study programs at all levels
Description:	The College Pjetër Budi has initiated the process of reviewing the existing study programs with the aim of adapting them to the labor market needs and to the latest EU standards and guidelines. Furthermore, due to the previous unpleasant process that the College went through in the recent accreditation, it will review the overall situation to make substantive changes to the study programs. Up to June of 2014 there will be a critical analysis conducted to all the study programs offered by the College and there will be developed a dynamic plan of reviewing of existing study programs and the approval of new study programs.

	New study programs will be comparable with the programs in other EU countries. The new study programs are (and will be) developed in coordination with the employers and, if it is possible, with the partner institutions in the region and beyond. Besides that the study programs will be in compliance with the market needs, the programs will create space for students to have elective courses and essential flexibility for guidance and career reorientation. As such, they should be sustainable, by avoiding the need for frequent deep changes which occur as a result of hustle and nonsystematic approach. Within the context of review of study programs there will be developed interdisciplinary programs within the College in line with the labor market needs and developmental priorities of the country. The study programs of the College Pjetër Budi will be reviewed in periodical bases. This will be done especially for elective courses in a bachelor and master level.
Expected results:	1.2.1. Decision for development of new study programs based on labour market needs; 1.2.2. Establishment of the Working Group for revision and development of the new study programs; 1.2.3. Yearly report about the employability rate of the graduates of the College.

Measure 1.3:	Full implementation of ECTS credit system, learning outcomes and competencies
Description:	Clear and functional system of ECTS credits, learning outcomes and competences will create more space for students to select courses, place of studies and academic recognition within of the HE institutions in the country and abroad and will create the opportunity for career orientation and reorientation. Besides, these components will provide students with abilities, knowledge and skills to be prepared for labor marked.
Expected results:	1.3.1. Regulation on ECTS transfer updated regularly; 1.3.2. At least yearly workshop on revision of the BA and MA regulations to ensure easy and efficient transfer of ECTS credits within the higher education institutions in Kosovo and facilitate the mobility of students and graduates in the region and beyond; 1.3.3. Participation in calls for project proposals founded by the EU funds like ERASMUS +, etc.

4.2 SCIENTIFIC RESEARCH WORK

Objective 2:	Scientific research work becomes integral part of daily activities at College Pjetër Budi with the aim of developing scientific and research capacities and the advancement of study programs
Description:	Scientific research work is daily activity of all academic institutions aim to be competitive in country and beyond. Moreover, it is common for institution and their personnel are evaluated by the number of publications and citations. Whereas, the interlink between scientific research activity with the teaching programs, especially in master level, is what distinguish institutions of higher education which offers advance knowledge form a specific field. Kosova society, consequently higher education is not specified with significant features in the field of research and scientific development. Various reports indicate that less than 0.1% of GDP of Kosova is invested in research and development, far behind the European Union target that was set for 2020 to be in the level of 3% of GDP, as well as Kosova is lagging behind neighboring countries related to investments in this field. Therefore, this segment presents a challenge for all institutions in Kosova, including Pjeter Budi College. For this main reason, research and scientific work at the College represent a priority which will be given a special attention in the upcoming period by targeting partners from economic society for collaboration.
Targets:	‹ Incensement of the number of publications in the peer review journals; ‹ Trained staff to develop project proposals for research work and for creating links and paternities with other higher education institutions and economy; ‹ Increased international cooperation in the field of scientific research; ‹ Academic staff has access to a number of prestigious scientific journals.

Measure 2.1:	Providing support for publication in peer review journals
Description:	Academic staff will be offered support to publish in peer review journals, including the provision of necessary funds for payment of the participation and for the payment of the publication, where is required. In addition to the foreseen support for participation in conferences and publishing in EU countries and beyond, participation and publication in regional scientific journals will be encouraged. The scientific discussion of topics related to the region should not be neglected by the fact that they are topics familiar to all, and approximate problems, with minor differences. Also, special promotion will be given to participation in international virtual conferences. Forms of organization which became necessary and very attractive after the pandemic situation created by the virus COVID 19. Moreover, this form of participation

	in virtual conferences, has no financial cost and eliminates visa problem, a very big problem emphasized for citizens of Kosovo.
Expected results:	2.1.1. Trainings for publication in international peer review journals; 2.1.2. Incensement of staff for participation in international scientific conferences; 2.1.3. Funds for participation in scientific international conferences.

Measure 2.2:	**Encouraging participation in research project**
Description:	Through the Office for Information and International Cooperation and the Office for Academic Development, ECTS, Quality Assurance and R&D the College Pjetër Budi will collect information for the applications for research projects opportunities covering disciplines and study fields provided by the College. This information will be distributed to all academic staff. The Office for Information and International Cooperation, the Office for Academic Development, ECTS, Quality Assurance and R&D and will be directly responsible for identifying potential calls for applications and for developing the project proposals. The College will support the project development. Based on specific needs, the external experts for supporting the development of project proposals will be hired. This type of support will be provided for projects which will be funded by local resources as well as projects funded by international resources. The College will support participation of academic staff in different trainings with the aim of training them how to write project proposals for application in various EU research programs and linking the College with local economic sector and other research institutions abroad. These trainings will be organized mainly for the staff working in the Office for Information and International Cooperation and Office for Academic Development, ECTS, Quality Assurance and R&D. Nevertheless, the entire academic staff will be targeted as well. Whenever the College is engaged in implementing of any research project (as a partner or applicant) in partnership with other institutions, it will make maximal efforts to offer optimal conditions for the strengthening the cooperation with economy, including the provision of funds for co-financing if it is required and if it is needed.
Expected results:	2.2.1. Trainings for development of project proposals; 2.2.2. Memorandum of understanding for research and development project with economy; 2.2.3. Participation in local and EU funded projects.

Measure 2.3:	Development of master programs and their interconnection with the research
Description:	Master programs are seen as a potential way to promote research activity in the College due to the specificity and need that these programs have to be interlinked with the research activity. On the other hand, these programs bring additional value because through them is created new staff which will take the responsibility for scientific research activities in the future. In these circumstances will be used for development of one or more programs that would be an example of linking research activities, thus promoting the research as an integral part of the main activities in the College – teaching. It would be crucial that these programs to be interdisciplinary.
Expected results:	2.3.1. Memorandum of understanding for research and development project with economy;

Measure 2.4:	Providing access to electronic scientific journals
Description:	The College already has access in some of the online scientific journals. Nevertheless, in continuance the College will provide access to portals and prestigious scientific journals in the field of economy, international business, information and communication technologies, marketing etc, for reading and downloading of various papers. The Office for Information and International Cooperation and Office for Academic Development, ECTS, Quality Assurance and R&D will identify prestigious electronic scientific journals and will prepare the budget specifications for the subscription. These journals will be accessible for all the academic staff working at the College and for the students as well.
Expected results:	2.4.1. Online access to international database of peer-reviewed literature: scientific journals, books and conference proceedings.

4.3 HUMAN RESOURCES

Objective 3:	Development and engagement of well qualified and committed staff for the needs of College Pjetër Budi
Description:	Human resources are the greatest asset of an academic institution; therefore their development and upgrade should be given special attention. First of all the College must have sufficient staff with clear defined tasks in order to function properly in all levels. On the other hand, they need to ensure optimal working conditions and provide necessary assistance to solve problems. The professional development of staff represents an important form of institution care. In fact, professional development must be defined as a continuing obligation of the College toward its staff and vice versa. This includes the ongoing commitment to retain teaching staff who are now part of the College,

	as well as the employment of new staff to meet the needs, staff which will guarantee quality teaching and research scientific work. The teaching staff is only one part, which expresses the essence of the employees, but by no means should the administration be left aside. The part of the administrative staff is a very important part of supporting quality in teaching and scientific research work. Therefore, the College, in addition to the importance for hiring the competent teaching staff, with the same importance and attention will be devoted to building the human capacity of the administration.
Targets:	‹ Well prepared staff for the implementation of new and modern methods of research, teaching and assessment; ‹ Support services and qualitative and efficient administration; ‹ Creation of optimal opportunities for training and qualification of new academic and administrative staff; ‹ Increased opportunities for the mobility of academic staff.

Measure 3.1:	**Advancement, qualification/training of the staff**
Description:	For the new academic staff of the College, particularly for those engaged in deficient scientific fields, in accordance with the statute and other regulations, the College will create facilities for continuing their studies and qualifications (master, doctorate and/or post-doctorate), by allowing them to study without losing their job position. In addition to this, the staff will be encouraged to participate in different mobility schemes which make possible short term study visits in different institutions abroad. In this regard, the College will use other connections that College has established with similar institutions in region, EU and wider. The College will contribute in travel expenses and cost of stay of all the staff that will have to participate in conferences and other events.
Expected results:	3.1.1. Minimum 2-3 participations of teaching staff at the international scientific conferences; 3.1.2. Minimum 2 publications in the peer reviewed International Scientific Journals.

Measure 3.2:	**Training of academic staff**
Description:	With the aim of rising the quality in teaching, the College will organize seminars and trainings for teaching staff related with contemporary teaching methods, assessment, learning outcomes, competences etc. In addition, the College will support the staff in participating in similar trainings organized by other institutions. Whenever these trainings will be organized by the College itself, it will use its personnel which has experience and expertise in similar trainings and in processes of higher education

	Additionally, it is very important for the College to organize trainings and information sessions on other topics of interest for the academic staff with the aim of improving their academic performance during the teaching process.
Expected results:	3.2.1. Minimum one training per year to be organized at the College for upgrading teaching methodologies in line with Bologna Process; 3.2.2. Minimum one yearly participation per staff in the training workshops/conferences/seminars in Kosova/Region or wider.

Measure 3.3:	**Training of managerial and administrative staff**
Description:	With the aim of increasing the quality of management and consequently the performance of the College, support for participation in workshops/seminars/conferences for managerial and administrative staff should be highly promoted and supported. Trainings with the managerial staff will be focused on the topics related to skills and abilities that the management of an HE institutions must poses in 21st century in order to be able to compete with other institutions with quality and seriousness. On the other hand, administrative staff will be trained for new techniques and approaches and administration. With new situation caused by the pandemic virus COVID 19, e-administration represents outmost emergency to be applied and further promoted. Both these categories will be trained also one the topics related to the role and importance of quality assurance for private institutions of higher education and the development of curricula in accordance with the needs of the labor market. The size of the college offers neither convenience nor opportunity to compete with large universities and colleges in Kosova. However, the strength is the flexibility and ability to develop and accredit study programs required by the labour market, and which are not of particular interest to the large universities/colleges. In this regard, selecting specific programs, which will guarantee a bright future as well as a high degree of employability of our graduates, will be the main task for the management of the College. Thus, the management of the College through participation in international seminars / conferences will follow the trends and developments in the field of Higher Education in Kosovo and the European Higher Education Area, to ensure the sustainability and healthy functioning of the College.
Expected results:	3.3.1. Minimum one training per year to be organized at the College for administration to follow the recent trends in the Higher Education in Kosova and wider; 3.3.2. Minimum one yearly participation of management in workshops/conferences/seminars in Kosova/Region or wider.

4.4 INTERNATIONAL COOPERATION

Objective 4:	Establishing and advancing local and international cooperation in order to achieve common interests
Description:	The Pjetër Budi College acknowledges local and international cooperation as a crucial aspect for the overall enhancement and development of the teaching and learning processes, as well as of the scientific research at the institution. In order to have an active role in the frame of local and international cooperation, College is committed to participate in different activities, as well as to make best use of the cooperation agreements which College has signed with different universities worldwide. Nevertheless, COLLEGE will further mromote on signing different cooperation agreements with the Universities /faculties of the same field in Kosova, region and worldwide. Special importance will be given to finding local partners and signing memorandum of understandings for cooperation. These institutions, which will be of strategic importance for the College, will enable the realization of internships, as well as to perform scientific research work in the case of the development of master theses, which will be promoted to be related to the work that students will realize during accomplishments of their internships.
Targets:	‹ Finding and signing MoU with local and international strategic partners; ‹ Major part of the academic staff of College Pjetër Budi to be involved in local and international projects; ‹ Each department provide at least 2 visiting professors per study program per semester; ‹ The College provides financial and logistical support for the implementation of international academic cooperation; ‹ Students and academic staff of the College participate summers schools organized in Kosova, region and wider.

Measure 4.1:	Establish strategic partnerships with the local and prestigious international institutions interested for cooperation with the College Pjetër Budi
Description:	Aware that every joint project contributes to the enhancement of teaching and scientific activities in the institution, the Pjetër Budi College will continue with the implementation of existing international cooperation agreements, as well as with signing of new agreements and programs. In order to maximize the outputs of the cooperation, the College will be focus on 3-4 institutions from the European and countries in the region that it has established strategic partnership relations for implementation of different activities. The most obvious manifestation of such partnerships is the joint application for research funds and the joint implementation of projects.

	Of particular importance would be local partners, various private enterprises, as well as state administrative institutions such as Kosovo Customs, Kosovo Tax Administration, Ministry of Finance, Ministry of Infrastructure, Ministry of Trade and Industry, etc., enterprises and institutions where College students will carry out internships. In agreement with these local enterprises and institutions, master level students will be able to carry out scientific research work which they will finalize in their master topics. Such an approach is of common interest, where all will be winners, and the college will promote scientific research work as one of the most important components of all academic activity.
Expected results:	4.1.1. Minimum 4-5 MoU Agreements local and international Higher Education Institutions; 4.1.2. Minimum 6-8 MoU Agreements for internships with local enterprises/Administrative Institutions of Kosova.

Measure 4.2:	**Organize training and provide technical assistance for development of project proposals**
Description:	The Office for Information and Cooperation and the Office for Academic Development, ECTS, Quality Assurance and R&D will be directly engaged in drafting and/or management of international projects. In addition to this, the College will organize trainings for members of these offices on developing project proposals. Apart from this the College will organize training on project proposal development for the academic staff in order to build capacity at the level of departments to plan scientific research work. For these trainings support will be received from various donors, whereas persons showing skills and aptitude in project proposal development will be included also in order to broaden the pool of persons and units benefiting from this initiative.
Expected results:	4.2.1. Minimum 2 yearly participations as project partners in the project proposals in local or international level; 4.2.2. Minimum 5 yearly master theses interlinked with research projects.

Measure 4.3:	**Information on opportunities for international cooperation is disseminated**
Description:	Office for Information and International Cooperation will disseminate information on opportunities of international cooperation for development of scientific research cooperation academic staff of the College Pjetër Budi. The first step will be to put together an inclusive e-mailing list to which all information and various materials will be sent to. The information will also be published on the College web page and will be communicated to stakeholders in direct meetings. In addition, at least four times a year an information bulletin will be prepared of 2-4 pages dedicated to the scientific research activities at the College Pjetër Budi and will be disseminated via electronic mail.

| Expected results: | 4.3.1. Through emails, leaflets, website, etc., regular dissemination of information for calls for project proposals; |
| | 4.3.2. Quarterly bulletin on scientific research activities at the College Pjetër Budi. |

4.5 QUALITY ASSURANCE SYSTEM

Objective 5:	Building a functional system for quality assurance
Description:	Quality assurance based on the latest standards of HE is new process even for traditional Universities in Europe. This process was introduced in Kosovo only in 2001. The College Pjetër Budi established the Office for Academic Development, ECTS, Quality Assurance and R&D. Role of the Office, among others, is to define the criteria for quality assurance in teaching and to follow consistently standards for internal and external evaluation as set in the ESG 2015. At the same time, implementation of the guidelines and criteria of other external institutions such as: Kosovo Accreditation Agency (AKA), Ministry of Education, Science and Technology and the National Qualification Authority at the side that is obligation, represents also the guide for quality assurance. .
Targets:	‹ Taking actions in ensuring the quality assurance;
	‹ Strengthening the QA unit;
	‹ Involvement of management, professors, students and administration in the process of quality assurance.

Measure 5.1:	Organization of trainings for professors, management, administration and students about the process quality assurance
Description:	The Office for Academic Development, ECTS, Quality Assurance and R&D will organize series of trainings with the management, administrative, academic staff and with students. The aim of these trainings is to explain to them their role and importance in the process of quality assurance. In addition to this, these trainings will serve to update the evaluation forms which will be used.
	Based on the student questionnaires, which will be distributed and analyzed, reports on the performance of each professor will be internally filed. Special meetings with the professor will be held to discuss the results of the questionnaires. To ensure the student confidentiality, as well as to derive to the independent opinion of students, a new online forms and technologies will be developed.
	Furthermore, one of the most discussed forms of quality assurance of teaching is the assessment carried out by students. However, to ensure objective assessment, students have difficulty doing so before passing the exam. On the student side, there is a feeling that they can be treated not

correctly by the professor if his/her performance in teaching is not evaluated well. Therefore, post-exam evaluation is a much more convenient way, and an approach that guarantees objectivity. The development of electronic forms and adequate software will provide the opportunity for the student to evaluate the performance of professors in teaching, after passing the exam. At the same time, the student will not be able to register the semester, respectively the following year without completing this obligation, correspondingly without completing in electronic form the evaluation of teachers for each subject. Of course, the principle of anonymity will be key in the development of software, which will guarantee free expression of the student for the whole teaching process.

Expected results:	5.1.1. Regular update of student evaluation questionaries; 5.1.2. Regular distribution of student evaluation questionaries for every course, data analyses and development of reports; 5.1.3. Development of IT program to ensure student anonymity and objective evaluation.

Measure 5.2:	Informing students with the period and the form of studies
Description:	The college will organize information day for high school students with the purpose of recruiting students. On this day, potential students will have the opportunity to visit the object of the College and there will be presentations organized related to study programs offered by the College. There will be e leaflet published containing all the necessary information for each Department and study program for bachelor and master level. This leaflet will contain the aim of the study programs, expected results, learning outcomes, employment prospects, ECTS credits, assessment methodology, tuition fee, and other activities. With the aim of rationalization the process, the leaflet with this information will be published on the College webpage as well. At the beginning of each academic year there will be organized a meeting with the first year students where they will be informed about the ECTS structure, form of studies, content of the program, procedures etc.
Expected results:	5.2.1. Development and distribution of student guideline for study programs; 5.2.2. Online publication of student guideline for study programs.

Measure 5.3:	Soft skills trainings for students
Description:	In addition to specific professional competencies, equipping students, the future graduates with generic competencies is of equal importance for employability. In this regards, the provision of training for so-called soft skills will be organized for students on topics such as presentation skills, writing motivation letters, teamwork, foreign language skills, writing CVs, etc., etc.

	These trainings will be organized by the staff of Pjeter Budi College. At the end of the trainings, the certificates for participation will be distributed.

Expected results:	5.3.1. Regular training on soft skills on topics:
	    o presentation skills,
	    o writing motivation letters,
	    o teamwork,
	    o foreign language skills,
	    o writing CVs, etc., etc.

Measure 5.4:	**Career fear**
Description:	It is a tradition in higher education institutions to organize career fairs. Such events provide the opportunity for matching the supply and demand in this segment, respectively the connection of future graduates and their employers. Despite the fact that the Pjetër Budi College is small, it does not diminish the importance of such event. Therefore, the tradition of organizing an annual career fair will be established. In the regular yearly event will be inyearsd strategic partners, as well as other representatives of enterprises and administrative institutions from Kosovo. Furthermore, on the occasion of the organization of the annual career fair, the promotional material with the logo of the BP College will be printed, a material that can also generate funds. This material will be continuously exhibited in the College, where students, but also others will be able to buy throughout the year.
Expected results:	5.4.1. Yearly career fair; 5.4.2. Printing and selling of promotional material of BP College (glasses, signs, T-shirts, etc).

Measure 5.5:	**Full digitalization of the College**
Description:	Recent developments in the world caused by the COVID 19 virus, make it even more necessary to increase the level of online services for students and partners. The general digitalization of the College will not mean the elimination of the classical teaching in the classrooms, but will be complementary and supportive of the normal functioning of the College. In this regards, videoconference rooms will be prepared for the organization of virtual learning. The opportunity for access to the electronic library and other necessary services for the academic staff and students is created. Most of the services for students, the administration will perform remotely, without the need for students to come to the facilities of the College. This whole process will be enabled through the development of adequate software that guarantees security and quality services.
Expected results:	5.5.1. Development of supportive software for full digitalization of College; 5.5.2. Functionalization of 4 classrooms for e-learning; 5.5.3. Online library for students and academic staff.

5. BUDGET

The following tables present the budget needed to implement the Strategy for the period 2021-2025, by category, by codes and by sources of funding.

Code	BUDGET					Source		Total
	2021	2022	2023	2024	2025	CPB	Other	
1.1.2.	500	500	500	500	500	x	/	2500
1.1.3.	500	500	500	500	500	x	/	2500
1.2.2.2.	2000	2000	2000	2000	2000	x	/	10000
1.3.2.	500	500	500	500	500	x	/	2500
2.1.1.	500	500	500	500	500	x	/	2500
2.1.2.	2000	2000	2000	2000	2000	x	/	10000
2.2.1.	500	500	500	500	500	x	/	2500
2.2.3.	5000	5000	5000	5000	5000	/	x	25000
2.3.1.	5000	5000	5000	5000	5000	/	x	25000
2.4.1.	3000	3000	3000	3000	3000	/	x	15000
3.1.1.	2000	2000	2000	2000	2000	x	/	10000
3.1.2.	2000	2000	2000	2000	2000	x	/	10000
3.2.1.	500	500	500	500	500	x	/	2500
3.2.2.	2000	2000	2000	2000	2000	/	x	10000
3.3.2.	1000	1000	1000	1000	1000	x	/	5000
4.1.1.	5000	5000	5000	5000	5000	/	x	25000
4.1.2.	5000	5000	5000	5000	5000	/	x	25000
4.2.1.	500	500	500	500	500	x	/	2500
4.2.2.	2000	0	0	0	0	/	x	2000
5.1.3.	5000	0	0	0	0	x	/	5000
5.2.1.	2000	0	0	0	0	x	/	2000
5.4.1.	2000	2000	2000	2000	2000	/	x	10000
5.4.2.	5000	5000	5000	5000	5000	/	x	25000
5.5.1.	2000	0	0	0	0	/	x	2000
Total	55500	44500	44500	44500	44500	0	0	233500

Budget according to the codes for the implementation of the Pjetër Budi College Strategy 2021-2025 (in Euro)

Summary of expenditures by years for the implementation of the Strategy Pjetër Budi College 2021-2025 (in Euro)						
Source	2021	2022	2023	2024	2025	Total
Resources from cooperation with the economy	36000	32000	32000	32000	32000	164000
Own resources	19500	12500	12500	12500	12500	69500
Total	55500	44500	44500	44500	44500	233500

It is very important that this budget be reviewed before the start of every academic and fiscal year, which would allow for timely allocation of resources for adequate budgetary categories and for meaningful dedication.

6. ORGANIZATIONAL ISSUES

With the development and approval of the Strategic Plan, has been completed only the part of pacification phase and has been expressed the will that this plan will be implemented. However, the implementation of the Strategic Plan requires some concrete and consistent actions.

- ‹ Strategic Plan shall be known an accepted by all the students and academic staff of the College.

- ‹ The implementation progress should be followed consistently and should be reported.

- ‹ The Plan should be adapted to the context and situations which are not foreseen in time. This requires re-planning and preparation of new plans of implementation. For this reason, the review if the Strategic Plan will be done at the beginning of each academic year, where the draft of implementation for the subsequent academic year will be developed.

- ‹ The implementation of Strategic Plan should be evaluated by judging successes and failures but also challenges that the implementation faces. The evaluation should draw conclusions whether the measures and tasks are being implemented as planned and if targets are implemented as planned.

7. ACTION PLAN

Objective 1: Study programs contemporary and comparable with other institutions in the region and beyond which respond the labor mark

Code	Aactivity	Implementation period	Responsibility	Budget					Source		Total	Measuring instrument
				2021	2022	2023	2024	2025	KPB	Other		
Measure 1.1: Definition of procedures for developing the study programs and information/training of the staff												
1.1.1.1	A working group is formed to draft a guide for the development of study programs	January (every year)	Rector of the PBC	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Decision for establishment of the working Group
1.1.1.2	A guide for the development of study programs is drafted	February (every year)	Vice Rector for teaching	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Guide for development of the study programs
1.1.2	Annual workshop on procedures and methodology for updating current study programs and developing new programs based on labor market needs	March (every year)	Office for academic development and external experts	500.00	500.00	500.00	500.00	500.00	x	/	2,500.00	List of participants, training material
1.1.3	Workshop on lifelong learning programs	April (every year)	Office for academic development and external experts	500.00	500.00	500.00	500.00	500.00	x	/	2,500.00	List of participants, training material

Measure1.2: Review of study programs at all levels											
1.2.1.	Decision to develop new study programs based on the needs of the labor market	March (every year/based on needs)	Steering Council and Senate	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Decision of SC and Senate
1.2.2.1.	Establish a working group to review existing programs / develop new study programs;	March (every year/based on needs)	Vice Rector for teaching/ Office for academic development	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Decision of the Rector
1.2.2.2.	Existing programs are reviewed / new study programs are developed	March (every year/based on needs)	Working group/external expert	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	x	/	10,000.00	Self Evaluation Report
1.2.3.	Annual report on the employment rate of graduates in the College	November - December (every year)	Office for cooperation	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Annual Report
Measure1.3: Full implementation of the ECTS credit system, learning outcomes and competencies											
1.3.1.	The regulation for the transfer of ECTS is updated regularly	September 2020 (every year/based on needs)	Steering Council, Senate, Office for academic development	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Regulation for Academic Mobility

1.3.2.	Annual seminar for the revision of BA and MA regulations for academic mobility of students	September 2020 (every year/based on needs)	Vice Rector for teaching/ Office for academic development	500.00	500.00	500.00	500.00	500.00	x	/	2,500.00	List of participants, training material
1.3.3.	Support to participate in ERASMUS + participation and other projects	Ongoing	Vice Rector for cooperation/ Office for cooperation	0.00	0.00	0.00	0.00	0.00	/	/	0.00	List of accomplished academic mobilities.

Objective 2: Scientific research becomes an integral part of daily activities at Pjetër Budi College in order to develop science, enrich research capacities and advance study programs												
Code	Activity	Impleme ntation period	Responsibility	Budget					Source		Total	Measuring instrument
				2021	2022	2023	2024	2025	KPB	Other		
Measure 2.1: Provide support for publication in international scientific journals												
2.1.1.	Trainings for publication in international scientific journals	January-April (every year/bas ed on needs)	Vice Rector for R & D	500.0 0	500.0 0	500.0 0	500.0 0	500.0 0	x	/	2,500.00	List of participants, training material
2.1.2.	Support to staff for participation in international scientific conferences	Ongoing	Vice Rector for Cooperation/O ffice for cooperation	2000. 00	2000. 00	2000. 00	2000. 00	2000. 00	x	/	10,000.00	List of publications
Masa 2.2 Support for participation in research projects												
2.2.1.	Trainings for the development of project proposals	January-April (every year/bas ed on needs)	Vice Rector for cooperation/ Office for cooperation	500.0 0	500.0 0	500.0 0	500.0 0	500.0 0	x	/	2,500.00	List of participants, training material
2.2.2.	Memorandum of Understanding for the research and development project with the economy	Ongoing	Rector/ Vice Rector for Cooperation	0.00	0.00	0.00	0.00	0.00	/	/	0.00	List of MoU
2.2.3.	Participation in local and EU funded projects.	Ongoing	Vice Rector for Cooperation / external experts	5,000. 00	5,000. 00	5,000. 00	5,000. 00	5,000. 00	/	x	25,000.00	List of projects

Measure 2.3: Development of master programs and their connection with scientific research work												
2.3.1.	Memorandum of Understanding for research and development projects with the economy	Ongoing	Rector/ Vice Rectors	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	/	x	25,000.00	List of MoU

Measure 2.4 Providing access to electronic scientific journals												
2.4.1.	Access to electronic platforms in international scientific journals is established	Ongoing	Vice rector for R&D/Office for budget	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	/	x	15,000.00	Online access to electronic platforms for international scientific journals

Objective 3: Development and engagement of qualified and dedicated staff for the needs of Pjetër Budi College												
Code	Activity	Implementation period	Responsibility	Budget					Source		Total	Measuring instrument
				2021	2022	2023	2024	2025	KPB	Other		
Measure 3.1 Promotion, qualification / training of staff												
3.1.1.	Participation in international scientific conferences	Ongoing	PBC staff	2000.00	2000.00	2000.00	2000.00	2000.00	x	/	10,000.00	List of participation
3.1.2.	Publications in international scientific journals	ongoing	PBC staff	2000.00	2000.00	2000.00	2000.00	2000.00	x	/	10,000.00	List of published articles

Measure 3.2 Trainings for academic staff

Code	Activity	Implementation period	Responsibility	2021	2022	2023	2024	2025	KPB	Other	Total	Measuring instrument
3.2.1.	Trainings are organized for the academic staff	At least once e year	Vice rector for teaching/ Office for academic development, ECTS, quality assurance and R&D	500.00	500.00	500.00	500.00	500.00	x	/	2,500.00	List of participants, training material
3.2.2.	Staff participation in workshops / conferences / training seminars in Kosovo / Region or beyond	Ongoing	Office for information/staff of the PBC	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	/	x	10,000.00	List of participation in Conferences/Seminars/Workshops

Measure 3.3 Trainings for managerial and administrative staff

Code	Activity	Implementation period	Responsibility	2021	2022	2023	2024	2025	KPB	Other	Total	Measuring instrument
3.3.1.	Annual trainings for administration	At least once a year/based on needs	Office for academic development	0.00	0.00	0.00	0.00	0.00	/	/	0.00	List of participants, training material
3.3.2.	Management participation in workshops / conferences / seminars	Ongoing	Rector/ Office for cooperation	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	x	/	5,000.00	List of participation of the management in Conferences/Seminars/Workshops

Objective 4: Establish and advance local and international cooperation

Code	Activity	Implementation period	Responsibility	Budget					Source		Total	Measuring instrument
				2021	2022	2023	2024	2025	KPB	Other		

Measure 4.1 Establishment of strategic partners with local and international institutions of Higher Education												
4.1.1.	Cooperation agreement with strategic partner	Ongoing	Rector/ Vice Rector for cooperation	5000.00	5000.00	5000.00	5000.00	5000.00	/	x	25,000.00	Agreements for cooperation
4.1.2.	Cooperation agreement for cooperation and work practice with local enterprises / Administrative Institutions of Kosovo	Ongoing	Rector/ Vice Rector for cooperation	5000.00	5000.00	5000.00	5000.00	5000.00	/	x	25,000.00	Agreements for cooperation
Measure 4.2 Trainings are organized and technical assistance is provided for the development of applications for project prop osals												
4.2.1.	Drafting and applying project proposals at the local / international level	Ongoing	Office for cooperation/S taff of the PBC	500.00	500.00	500.00	500.00	500.00	x	/	2,500.00	List of applied project proposals
4.2.2.	Master's degrees are developed related to research projects / work practices.	Ongoing	Office for academic development, ECTS, quality assurance and R&D	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	/	x	10,000.00	List of master theses
Measure 4.3 Information on opportunities for international cooperation is disseminated												
4.3.1.	Regular dissemination of information on calls for project proposals	Ongoing	Office for Cooperation / Office for information	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Calls for proposals published and disseminated on PBC web page

4.3.2.	Publication of the quarterly bulletin on scientific research activities at Pjetër Budi College.	Ongoing	Office for academic development, ECTS, quality assurance and R&D	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Quarterlybulletin

Objective 5: Build a functional quality assurance system												
Code	Activity	Implementation period	Responsibility	Budget					Source		Total	Measuring instrument
				2021	2022	2023	2024	2025	KPB	Other		
Measure 5.1 Organize trainings for professors, management, administration students regarding the quality assurance of the process												
5.1.1	Regularly update student assessment questionnaires	October-November(Annually)	Office for quality assurance	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Updated questionnaire forms
5.1.2	Distribution / analysis of questionnaires and development of reports	January-June(Annu ally)	Office for quality assurance	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Evaluation reports
5.1.3.	Develop an IT program to ensure student anonymity and objective assessment	January-April 2021	IT Office	5000.00	0.00	0.00	0.00	0.00	x	/	5,000.00	Software module
Measure 5.2 Informing students about the period and form of studies												
5.2.1.	Development of guidelines for study programs	January - April 2021	Office for academic development, ECTS, quality assurance and R&D	2000.00	0.00	0.00	0.00	0.00	x	/	2,000.00	Study program guides
5.2.2.	Online publication of study program guides	April 2021	Office for information	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Online guides / links to web pages

Measure 5.3 Soft skills training for students												
5.3.1.	Regular student trainings on soft skills	Every semester / continuously	Office for academic development, ECTS, quality assurance and R&D	0.00	0.00	0.00	0.00	0.00	/	/	0.00	List of participants, training material
Measure5.4Career Fair												
5.4.1.	Annual career fair	May2021/ annually	Office for academic development, ECTS, quality assurance and R&D/Office for cooperation	2000.00	2000. 00	2000. 00	2000. 00	2000. 00	/	x	10,000.00	List of participants, / promotional material
5.4.2.	Printing and selling of promotional material of BP College (glasses, signs, T-shirts, etc.).	April 2021/annu ally	Office for information, cooperation and marketing	5000.00	5000. 00	5000. 00	5000. 00	5000. 00	/	x	25,000.00	Promotional material
Measure 5.5 Soft skills training for students Full digitalization of the college												

5.5.1.	Development of support software for the full digitalization of the College	January-April 2021	IT Office	2,000.00	0.00	0.00	0.00	0.00	x	/	2,000.00	Software modules
5.5.2	Functionalizatio n of 4 classes for virtual learning	January 2021	IT Office	0.00	0.00	0.00	0.00	0.00	/	/	0.00	Functional classes for virtual learning
5.5.3.	Online library for students and academic staff (also related to point 2.4.1.)	January 2021	IT Office	0.00	0.00	0.00	0.00	0.00	/	/	0.00	List of participants, training material

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