



KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

**REGULATIONS ON INTERNAL QUALITY ASSURANCE AT "PJETER BUDI"
COLLEGE**

Prishtina, 2020



Pursuant to Article 20 of the Statute of the College "Pjetër Budi", the Board of the College "Pjetër Budi", on the date 30.09.2020 approved the following:

**REGULATIONS ON INTERNAL QUALITY ASSURANCE AT "PJETER BUDI"
COLLEGE**

Article 1

Purpose

- 1.1 The purpose of the regulation is to determine the means and procedures of continuous quality assurance and evaluation in the College "Pjetër Budi"
- 1.2 The purpose of quality assurance is to create mechanisms for quality promotion and achieving the highest level of quality in educational, scientific, professional and administrative activities in the College "Pjetër Budi". In the quality assurance system of higher education, the specifics of special fields in science and art are respected.
- 1.3 This Regulation defines the quality assurance mechanisms and processes based on the "Standards and Guidelines for Quality Assurance in the European Higher Education Area" (ESG 2015).
- 1.4 The provisions of this Regulation determine:
- Purpose of Quality Assurance
 - Basic procedures for the quality assurance system
 - Participants in the development of the quality assurance system
 - Areas of quality assurance
 - Organization and action
 - Duties and responsibilities of the Rector, Pro-Rector for Teaching, Research and Academic Development, Central Commission for Quality Assurance and



Management, Office for Academic Development, ECTS, Quality Assurance and Research and Program Leaders.

- Composition, election procedures and mandate of members of the Central Commission for Quality Assurance and Management
- Job description of the Central Commission for Quality Assurance and Management
- Duties of the Office for Academic Development, ECTS, Quality Assurance and Research
- Implementation and coordination of Quality procedures
- Internal evaluation of the Quality system
- The role of participants in quality assurance
- Types of evaluations within the quality assurance and evaluation system
- Period of realization of evaluations
- Data usage/processing
- Review procedures
- Transitional provisions

Article 2

Participants in the development of the quality assurance system

2.1 Steering Board, College Senate, Rector, Vice-Rectors, Central Commission for Quality Assurance and Management, Office for Academic Development, ECTS, Quality Assurance and Research, the study program coordinators are responsible for the ongoing organization of procedures in the Institution, in order to maintain a continuous culture of quality assurance.

2.2 Internal parties of the institution that are students, teachers, associates and administrative, technical and support staff employed by the College "Pjetër Budi" and its units.



2.3 External stakeholders: third parties related to the activities of "Pjetër Budi" College (for example, other institutions of the education system, economy, local and state administration, alumni).

Article 3

The role of participants in quality assurance

- 3.1 The Board of Directors approves the Regulation on Internal Quality Assurance.
- 3.2 The Senate approves the members of the Central Commission for Quality Assurance and Management and the plan of quality assurance activities, according to the proposal of the Central Commission for Quality Assurance and Management
- 3.3 The Rector is committed to creating an appropriate atmosphere in the institution for the implementation of external and internal quality assurance activities, including financial support for the implementation of these activities related to continuous quality assurance in the institution.
- 3.4 The Pro-Rector for Teaching, Research and Academic Development chairs the Central Commission for Quality Assurance and Management.
- 3.5 The Central Commission for Quality Assurance and Management consists of: Vice Rector for Teaching, Research and Academic Development, Officer from the Office for Academic Development, ECTS, quality assurance and research, 2 study program coordinators and a student representative. The Commission meets at least twice a year to gain a clearer picture of the management and quality assurance process, as well as to give the necessary recommendations for improvement.
- 3.6 The members of the Commission are proposed by the Rector and approved by the Senate, for a term of 4 years. The student representative has a mandate of 2 years.



3.7 The responsibilities of the Central Quality Assurance and Management Commission are:

- To propose to the Rector and the Senate a strategy and guidelines for quality assurance, criteria, standards and procedures for its implementation and continuous improvement;
- Proposes to the Rector and the Senate a 5 year activity plan for quality assurance in the Institution;
- Prepares a report on the plan implemented in terms of quality assurance;
- Develops instruments for qualitative and quantitative evaluation;
- Promotes innovation and development to improve quality;
- Permanently encourages quality discussions;
- Drafts and reviews self-assessment reports for institutional accreditation and programs;
- Approves the members of the working groups for performing evaluations as needed;
- Addresses the recommendations given by the Kosovo Accreditation Agency for institutional accreditation or accreditation of programs, develops the improvement plan that addresses the comments given and proposes to the Rector and the Senate;
- Leads the process of publishing evaluation reports.

3.8. Office for Academic Development, ECTS, Quality Assurance and Research - The task of the Office is to implement quality standards in "Pjetër Budi" College and to provide active support to the Central Commission for Quality Assurance and Management and constituent units in quality improvement and creation of a quality assurance network at Pjetër Budi College and the integration of Pjetër Budi College into a national network for quality assurance and improvement.

The Office organizes a systematic monitoring of approved quality indicators, in particular the following activities:



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- Permanently organizes discussions on quality and promotion of a culture of quality in the academic and non-academic world;
 - Collects quality information from all actors in the system, especially feedback from students and teachers;
 - Organizes the implementation of evaluation processes for the quality of teachers' work, research work, administrative services and other types of evaluation provided by the Action Plan, or required by the Management, for the needs of general institutional development.
 - As needed, trains interviewers, collects survey materials, processes data, presents and forwards survey results.
 - Provides administrative support to the Central Commission for Quality Assurance and Management in the process of evaluating new study programs as well as evaluating changes and additions to existing study programs as well as in periodic internal evaluation procedures.
 - Process and evaluate the collected data mentioned in article 4 of this regulation.
 - Provides administrative support in the internal evaluation procedures of the security system of the "Pjetër Budi" College.
 - Provides expert support to the constituent units of the College "Pjetër Budi" in improving the procedures for the quality assurance system in relation to the implementation of external evaluations.
 - Collects, processes and analyzes the data necessary for the compilation of the Self-Assessment Report.
 - Collects, processes and analyzes the annual reports and activity plans of the quality assurance system of the constituent units of the College.

3.9. The Program Leader ensures that the coordinator of the Office for Academic Development, ECTS, Quality Assurance and Research fulfills its responsibilities in relation to the implementation of evaluation at the institutional level.



3:10. The Program Leader ensures that the evaluation activities within the respective unit are carried out successfully and according to the plan, drafts the improvement plan after the implementation of the evaluation activities in relation to the steps to be taken for the continuous improvement of the quality.

Article 4

Types of evaluations within the quality assurance and evaluation system

"Pjetër Budi" College carries out these evaluation activities continuously in order to improve and develop the quality culture:

- Evaluation of teaching and learning activities;
- Evaluation of research activities;
- Evaluation of administration services and other support services provided to students;
- Evaluation of international cooperation
- Keeping in touch and receiving suggestions from graduates on various issues related to the overall development of the institution.

Article 5

Realization evaluation periods

The evaluation of the quality of the activities mentioned in article 4 of this Regulation, is done once a year, or more, based on the different needs and decisions taken by the Management of the Institution.



Article 6

Data usage

- 6.1 Data from the various assessments provided by this Regulation, are used for the preparation of self-assessment reports for the purpose of institutional accreditation and programs by the Kosovo Accreditation Agency, annual and strategic planning of the Institution, as well as identification of the steps taken necessary for the improvement of teaching, learning, research activities, student services and other issues of interest to the Institution and external stakeholders.
- 6.2 Course evaluation data by students will be available to teachers and program coordinators and are used to improve teaching performance and academic advancement of staff according to the criteria set out in the Statute.

Article 7

Regulation review

This regulation should be reviewed once a year, in order to be in trend with the latest developments in the field of quality assurance at local and international level.

Article 8

Repealing provisions

- 8.1 With the entry into force of this regulation, the regulation for quality assurance with protocol no. 581/2018, dated 14.09.2018, and any other provision which is in contradiction with this regulation, is abrogated;



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8.2 This regulation enters into force on the day of approval by the Board of Directors and signature by the president of the board of the College "Pjetër Budi".

President of the Board

Besim AJETI

