

KOLEGJI - COLLEGE
PJETËR BUDI
PRISHTINË - PRISHTINA

“PJETËR BUDI” COLLEGE - PRISTINA

**REGULATION ON PROCEDURES FOR DEVELOPMENT, REVISION AND
APPROVAL OF NEW CURRICULUM**

Prishtina, 2020



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Pursuant to Article 62 of the Statute of the College "Pjetër Budi" 24.12.2020, The Academic Senate approved the following:

REGULATION ON PROCEDURES FOR DEVELOPMENT, REVISION AND APPROVAL OF NEW CURRICULUM

I. General provisions

Article 1

1. This regulation defines the procedures for the development, review and approval of curricula in the College "Pjetër Budi" Prishtina.

II. Purposes of the Regulation

Article 2

- 2.1. The purpose of this Regulation is that the Curricula of the College "Pjetër Budi" to be in line with contemporary trends of the European Higher Education Area (Bologna Process), as well as in line with the needs of the market economy for staff .
- 2.2. Ensuring a coherent and transparent curriculum development process in line with the objectives of the Bologna process, with best practices in the region and in Europe, and establishing a logical link between the goals of the higher education system and the standards of the National Framework Qualifications in an active consultation process with the social partners.

Article 3

Objectives

- 3.1. To identify the needs of the market and society for professionals in certain fields and to stimulate the drafting of attractive curricula and deficit areas, as well as in areas of special social importance;
- 3.2. To establish new study directions and profiles on the basis of defined needs and based on opportunities while maintaining the level of quality, as well as to expand the spectrum of educational services in the field of lifelong learning;



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- 3.3. Consider the progress and procedures of the European approach and Tunning methodology¹ in the process of designing study programs and curricula by defining learning outcomes expressed in generic and specific competencies of certain profiles.
- 3.4. To provide more flexible and individualized study programs through their organization in modules and course units;
- 3.5. Develop and approve, through a coherent approach, study programs for both levels of study;
- 3.6. To standardize the professional terminology in the field of curricula in the languages Study and to make the awareness and training of the staff in this field.

III. Definitions

Article 4

- 4.1 "Curriculum" - means: a group of subjects from a related field that form a Study Program (curriculum / science).
- 4.2 "Academic year" consists of two semesters. The first starts on October 1st and ends on January 15th and the second semester starts on February 15th and ends on June 15th.
- 4.3 "Course" means a study module, with a credit value expressed as a number of credit units, as specified in the relevant syllabi
- 4.4 "ETCS Credit" Student academic load expressed in lessons, exercises, internships, etc., as defined by the Law on Higher Education, the Instruction for the Implementation of the ECTS System, the Statute of the College and other internal acts.
- 4.5. "Group" - means the working group of experts in various fields who are elected by the Scientific Teaching Council of the College.

IV. Principles of curriculum design

Article 5

The process of drafting, developing, reviewing curricula is based on the following principles:

- 5.1. Academic freedom and autonomy of the institution, College "Pjetër Budi" private provider of higher education in the Republic of Kosovo;
- 5.2. Leadership and management of the process by the institution and the educational-scientific staff;
- 5.3. Respecting the interests of students and ensuring their active participation in this process;
- 5.4. Integration in the European Higher Education Area (HEAL).

Article 6

- 6.1. "Pjetër Budi" College will provide all the conditions and academic, financial, material and physical resources for the establishment of new programs or for the functioning of

¹ Tuning is a program supported by the European Commission that aims to harmonize structures learning and curriculum design and review tools and instruments. This methodology emphasizes competencies, learning outcomes, and linking ECTS credits to work load student.



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existing programs. At the same time, during the design of programs, special attention will be paid to their quality design and implementation.

6.2. Study programs will be clear, legible, measurable, comparable and, as such, in order to facilitate the evaluation and accreditation process.

Article 7

Measures to ensure the quality and comparability of programs:

7.1. Review of existing curricula and their harmonization according to the methodology and approach Tunning;

7.2. The leaders of the study programs will make the regular improvement and advancement of their curricula in order to ensure the quality and to follow the academic developments in the respective scientific field;

7.3. Pjetër Budi College will periodically review the curricula of academic units in order to continuously follow the demands of the labor market.

Article 8

The Study Programs of "Pjetër Budi" College will be based on:

8.1. Proper research of the needs and flows of the labor market in the country and beyond;

8.2. Assessment of development priorities of the education system in Kosovo;

8.3. A thorough stakeholder consultation process;

8.4. Existing academic, financial and infrastructure potential.

V. Procedure for review and approval of new curricula

Article 9

9.1. The leaders of the respective study programs are obliged to cooperate with the academic staff and students, and to follow the legal framework and strategic documents of the education system in Kosovo, the flows of labor market demands and developments in the European Higher Education Area.

9.2. The leaders of the respective study programs, based on the questionnaires completed by employers and students, drafts the report which will be the basis for updating existing programs, or even drafting new study programs.

9.3. Leaders of relevant study programs, draft the annual plan for scientific research in accordance with the needs of the labor market for staff and adaptation of curricula to these needs.

9.4. The leaders of the respective study programs compile the reports in cooperation with the Office for Academic Development, ECTS, Quality Assurance and Research.



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9.5. The Office for Academic Development, ECTS, Quality Assurance and Research may conduct research, surveys, studies, interviews and other activities that the Vice Rector for Teaching, Research and Academic Development deems reasonable to better understand market needs and adapt to these needs with College curricula.

Article 10

10.1. The Vice Rector for Teaching, Research and Academic Development, in cooperation with the leaders of the respective programs, the Office for Academic Development, ECTS, Quality Assurance and Research, drafts written proposals for the Rector to update existing programs, or to design new study programs. .

10.2. The Rector proposes to the Senate of the College for approval the list of study programs that will be updated, or even the list of new programs that will be developed.

10.3. The decision of the Senate regarding the development of new study programs is sent to the Board of the College for approval.

10.4. Existing study programs that will be updated do not need to be approved by the College Board. The decision of the Senate is final and final.

10.4. The College Board, by voting, approves the final list of new programs that will be developed.

Article 11

11.1. After the positive decision of the Senate, respectively the Board of the College, the Rector forms the working group for updating the existing study programs, or developing new programs.

11.2. The working group is chaired by the Vice Rector for Teaching, Research and Academic Development consisting of professors, student representatives, economics and administration. If necessary, external experts, local or international, can be engaged.

11.3. The number of persons part of the working group is determined as needed by the Rector.

11.4. The working group, unless otherwise determined by the decision of the Rector, within 30 days

drafts proposals for existing study programs, updated, or new programs.

11.5. Draft proposals for existing study programs, or new programs, will be discussed with all College staff, with the participation of students and representatives from economics.

11.6. After the discussion presented in point 11.5. of this Regulation, the Working Group includes reasonable discussions and suggestions and compiles the final version of existing updated study programs, or new programs.

11.7. The final version (s) of existing study programs are updated, or new programs are submitted for review and approval by the Office of Academic Development, ECTS, Quality Assurance and Research.



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11.8. The Office for Academic Development, ECTS, Quality Assurance and Research, after checking the fulfillment of the formal criteria set by the Kosovo Accreditation Agency (KAA), sends for discussion to the Senate of the College.

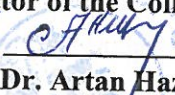
11.9. The Senate of the College decides on the existing or new study programs that will be sent for accreditation / re-accreditation to the KAA.

11:10. Following a positive decision by the Senate, the Office for Academic Development, ECTS, Quality Assurance and Research sends to the KAA existing or new study programs that will be subject to the accreditation / re-accreditation process.

Article 12

This regulation repeals the regulation on procedures for the development, review and approval of new curricula.

This Regulation shall enter into force on the date of signature by the Director of the College Board.

Rector of the College

Prof. Ass. Dr. Artan Haziri

