QUALITY ASSURANCE ACTION PLAN OF PJETËR BUDI COLLEGE FOR THE PERIOD 2024 – 2028

1. PURPOSE OF THE ACTION PLAN

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, 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. T

he 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 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.

The Working Group of the Strategic Plan conducted in-depth analysis of the identified areas, where quality assurance is identified as one of the five strategic objectives.

Thus, the process ended with the identification and determination of the College's strategic objectives for the period 2024 - 2028:

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.

Preparation of the Quality Assurance Action Plan 2024 – 2028 is a complementary document to the Action Plan Strategic Plan 2024 – 2028, in the area of quality assurance. It allows the Office for Academic Development, ECTS, Quality Assurance and R&D staff, that in case of the staff to fluctuations to continuously follow the work and activities and reflect upon them. Implementation of the activities should be reviewed every three months and progress report should be made and reported to the Management of Institution. According to the developments at national and European level and institutional needs new activities can be included.

Activity Plan on Quality Assurance

Nr.	Activity name	Implementing period	Responsible	Measuring instrument	2024	2025	2026	2027	2028
OBJECTIVE 1: Reorganization of quality assurance structures at institutional level									
1.1	Revision of the responsibilitie sof the Quality Assurance Office (QAO)	Q4	Vice Rector for Q&A	Job description of the QAO	X	X	X	X	X
1.2	Revision of the responsibilitie sof the Quality Assurance Committee (QAC)	Q4	Vice Rector for Q&A	Definition of the roles and responsibilities of the QAC	X	X	X	X	X
1.3	Appointment ofthe new QAC	Q4	Senate	List of the newly established QAC	X	X	X	X	X
1.4	Update of the Regulation onQA	Q3 / Q4	Vice Rector for Q&A/Offic e for Q&A	Updated Regulation on QA based on the latest trends on QA at national and international level	X	X	X	X	X
OBJECTIVE 2: Continuous enhancement of teaching activities									
2.1	Regular update of the questionnaire and other forms	Q2 / Q4	Vice Rector for Q&A/Offi ce for Q&A	Questionnaire s,peer review monitoring forms, self-assessment reports	X	X	X	X	X
2.2	Implementati ons of the instruments for quality assurance (questionnair e /peer review	Q1 / Q2	Vice Rector for Q&A/Offi ce for Q&A	Distribution of the questionnaires, implementation of peer review monitoring, preparation of the self-	X	X	X	X	X

	monitoring / self-assessment reports)			assessment reports					
2.3	Report preparation andanalysis	Q1 / Q2	Office for Q&A	Availability of the reports	X	X	X	X	X
2.4	Provision of feedback to theteaching staff	Q1 / Q2 / Q3	Vice Rector for Q&A/Office for Q&A	Written feedback	X	X	X	X	X
OBJECTIVE 3: Continuous enhancement of administrative activities									
3.1	Regular update of the questionnaire and other forms	Q3	Secretary	Questionnaires, peer review monitoring forms, self-assessment reports	X	X	X	X	X
3.2	Implementations of the instruments for quality assurance of administration (questionnaire /peer review monitoring / self-assessment reports)	Q4	Secretary	Distribution of the questionnaires, implementation of peer review monitoring, preparation of the self-assessment reports	X	X	X	X	X
3.3	Report preparation andanalysis	Q1	Secretary	Availability ofthe reports	X	X	X	X	X
3.4	Provision of feedback to the administrative staff	Q1 / Q2	Rector/Secretary	Written feedback	X	X	X	X	X

OBJECTIVE 4: Continuous enhancement of the research activities									
4.1	Creation of thedatabase with the Professor's publications	Q1 2024	Office for academic development, ECTS, quality assurance and R&D			X	X	X	X	X

4.2	Creation of the database with project applications	Q1 2024	Office for information, cooperation and marketing		X	X	X	X	X

Important note: Further information on									
OBJECTIVE 5: Build a functional QA system (deriving from the Strategic Plan 2024-2028)									
Measure 5.1. Organize trainings for professors, management, administration and students regarding the quality assurance of theprocess (deriving from the Strategic Plan 2024-2028)									
5.1.1	Trainings for Management	October-November (Annually)	Office for academic development, ECTS, quality assurance and R&D	Agenda, List of participants, Minutes	X	X	X	X	X
5.1.2	Trainings for teaching staff the Professor's publications	October-November (Annually)	Office for academic development, ECTS, quality assurance and R&D ECTS, quality assurance and R&D	Agenda, List of participants, Minutes	X	X	X	X	X
5.1.3	Trainings for administrative staff	October-November (Annually)	Office for academic development, ECTS, quality assurance and R&D	Agenda, List of participants, Minutes	X	X	X	X	X
5.1.4	Trainings for students	October-November, (Annually)	Office for academic development, ECTS, quality assurance and R&D	Agenda, List of participants, Minutes	X	X	X	X	X

Measure 5.2 Distribution of information to students about the period and form of studies									
5.2.1	Development of guidelines for study programs	January - April 2024	Office for academic development, ECTS, quality assurance and R&D	Availability of the guidelines per study programs	X	X	X	X	X
5.2.2	Online publication of study program guides	April 2024	Office for information	Availability of the guidelines on study program online	X	X	X	X	X
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	Agenda, Availability of trainings material	X	X	X	X	X

Measure 5.4 Organization of career fairs									
5.4.1	Annual career fair	May 2024/annually	Office for information, cooperation and marketing	List of the participating companies, number of the internship /employment positions offered	X	X	X	X	X
5.4.2	Printing and selling of promotional material of BP College (glasses, signs, T-shirts, etc.).	April 2024/annually	Office for information, cooperation and marketing	Availability of the materials	X	X	X	X	X
Measure 5.5 Full digitalization of the College									
5.5.1	Development of support software for the full digitalization of the College	January-April 2024	IT Office	Availability of the software and number of digitalized services	X	X	X	X	X

5.5.2	Functionalizat ion of 4 classes for virtual learning	January 2024	IT Office	Availability of virtual classes	X	X	X	X	X
5.5.3	Online library for students andacademic staff (also related to point 2.4.1.)	January 2024	IT Office	Availability of online access tostudents	X	X	X	X	X

OBJECTIVE 6: Continuous improvement and following up on the KAA's recommendations…									
6.1	Development of an Improvement Plan for implementation of KAA's recommendatio ns	Continuously	Vice Rectors	Availability of an Improvement Plan	X	X	X	X	X
6.2	Approval of the Improvement Plan	Continuously	Board of the College / Rector	College's Improvement Plan on implementation of the KAA's recommendatio ns	X	X	X	X	X
6.3	Reporting by relevant units ofthe College on implementation of the action undertaken for implementation of the KAA's recommendatio ns	Every 3 months	All levels of the College	Reports of theunits	X	X	X	X	X

OBJECTIVE 7: Following up on the latest trends on QA at national and international level									
7.1	Regular communication with the KAA	Continuously	Office for Academic Development, ECTS, Quality Assurance and R&D	Daily / weekly communication via emails, phone calls andmeetings	X	X	X	X	X
7.2	Following thechanges in national level	Continuously	Office for Academic Development, ECTS, Quality Assurance and R&D	The changes atNational level reflected in thedaily work of the College	X	X	X	X	X
7.3	Advise to the staff on implementation and integration of the ESG 2015standards and ECTS User's Guide	Continuously	Office for Academic Development, ECTS, Quality Assurance andR&D	Elements of theESG standards and guidelines of the ECTS User's Guide embraced into syllabus and curricula of the College	X	X	X	X	X
7.4	Attendance of different seminars and webinars at EU level	Continuously	Academic and administrativ estaff, as well as students	Certificate of participation	X	X	X	X	X
7.5	Attendance of EQAF Forums	Every year	Rectorate Office& Office for Academic Development, ECTS, Quality Assurance and R&D	Certificate of participation	X	X	X	X	X