



Bartësi Privat i Arsimit të Lartë Private Bearer for Higher Education
KOLEGJI COLLEGE
UNIVERSI

REGULATION ON QUALITY ASSURANCE AND MANAGEMENT

Pristine, January 2018



GENERAL PROVISIONS

Article 1.

The Regulation on Quality Assurance and Management of Universe College has been drafted based on law no. 04 / L-037, on Higher Education in the Republic of Kosovo and the Statute of Universi College.

Article 2.

The purpose of this Regulation is to regulate the way in which the curricula are organized and implemented as well as the progress and improvement of the quality of teaching in accordance with the Law on Higher Education, the UNIVERSI College's internal regulations and the standards and guidelines on accreditation of the Kosovo Accreditation Agency.

Article 3.

UNIVERSI College relies on multiple forms of teaching / research, from various disciplines and diversified content. Zyra për Quality Assurance has established rules and guidelines on quality assurance and advancement as part of the college's strategy to deliver high-quality teaching, learning and research.

Article 4.

The quality committee is composed of:

- Rector;
- Deans;
- General Secretary;
- Quality Office Officer and
- Student representatives.



QUALITY ASSURANCE OFFICE COORDINATOR COMPETENCES

Article 5.

The Quality Assurance Coordinator is responsible and helps to realize:

1. Leadership and professional and quality services of teaching / learning;
2. Provide advice and explanation to the branches and bodies of the Institution regarding the implementation of qualitative legal provisions;
3. It compiles or harmonizes the Regulations and the general requirements of the Institution regarding the process of quality control and performance;
4. Coordinates team work on quality,
5. Takes care for evidencing the maintenance of the quality of the infrastructure, equipment, and inventory and library enrichment;
6. Takes care about the implementation of the Senate decisions of the UNIVERSE College and other branches of the Institution regarding quality assurance;
7. Assist the Rector and General Secretary in harmonizing and coordinating the work, services and other bodies of the Institution;
8. Signs the decisions and other acts issued by the Office for Quality Assurance;
9. The Coordinator of the Quality Assurance Coordinator shall responsible to the Rector and the General Secretary
10. Takes care for and is responsible for maintaining confidentiality in College affairs within and outside its premises;
11. Organizes the system of registration and archiving of documents, while respecting the General Regulations of the Institution. Archives the documents that relate to the quality sphere. Requests documents from the relevant body if / when needed for further tracking purposes;
12. Performs other work stipulated by normative acts of the College.



ADMINISTRATIVE WORKS AND RESPONSIBILITIES OF QUALITY ASSURANCE OFFICE

Article 6.

1. The Quality Assurance Office shall be responsible for the official documents and the regulations of the College regarding the quality;
2. Deals with the program's responsible for drafting the teaching schedule, the schedule of exams and the schedule of holidays;
3. Monitors and records the progress of the lessons, of the hours held and of the unresolved hours;
4. Monitor the organization and conduct of exams;
5. Cares for the Code of Conduct;
6. Takes care of the implementation of curricula;
7. Is Responsible for the collection of syllabus-work plans by the teachers;
8. Creates Reports regarding the regularity and learning outcomes of the Syllabus sent;
9. Performs anonymous surveys with students and teachers;
10. Creates Reports of Success Analysis from each Exercise Term;
11. Apply quality assurance guidelines, including teaching evaluations, program reviews, and student evaluations.
12. Advise professionally on the approval and development of modules and study programs.
13. Coordinate the agenda of activities with the quality committee at the level of study areas.
14. Prepare all documents related to accreditation or re-accreditation, various internal evaluation reports in cooperation with all departments and coordinate visits of foreign experts for accreditation or re-accreditation.

QUALITY ISSUES RELATING TO PERSONNEL

Article 7.

1. The Quality Assurance Office notifies employees of the process of continuous quality control;
2. Ensures that the personal files of the employees are completed according to the job requirements they cover.
3. Responsible for the preparation of all reports related to personnel.

Article 8.

Quality Coordinator in describing his / her duties involves continuous monitoring of quality in teaching / learning. In order to meet its obligations, the Quality Coordinator proposes models for continuous reporting of teaching and professional activities at the College with ongoing requests for teachers and other administration employees.



CONTINUOUS PROCEDURES FOR IMPROVEMENT

Article 9.

Results analysis and evaluation are done consistently by the quality assurance office, which constantly takes care of:

1. Harmonization of syllabi and programs with the provisions foreseen by the Bologna Declaration;
2. Teacher assessment by students on a continuous basis and direct teacher reporting on this assessment individually while maintaining confidentiality and interpersonal relationships;
3. Reporting on the passing rate of students;
4. Proposing models of final tests to be used for student assessment by teachers;
5. Reporting on respect of the timetable;
6. Reporting on practical internship and student internships;
7. Statement of documentation for the implementation of the curriculum, etc.

Article 10.

As a College effort to maintain and improve quality as well as enhance teaching / learning excellence, the Quality Assurance Office may propose other activities that assist in this regard, as follows:

- Seminars;
- Scientific conferences as participants;
- Work meeting;
- Debate '
- Internal publications on the website.

Final provision

Article 11.

This Regulation shall enter into force on January 15, 2018

Mustafë Havolli, Chairman of the board