UNIVERSITY OF PRISHTINA
"HASAN PRISHTINA"

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Pursuant to Articles 210 to 225 of the Statute of the University of Prishtina, the Senate of the University of Prishtina approves this:

REGULATION

ON QUALITY ASSURANCE AND EVALUATION AT THE UNIVERSITY OF PRISHTINA

Article 1
Purpose

1. The purpose of this Regulation is to establish mechanisms and procedures for quality assurance and evaluation at the University of Prishtina.
2. This regulation defines the role and responsibility of the academic and organizational units at the University for the realization of the quality assurance and evaluation activities.
3. This regulation defines the mechanisms and processes that align the University of Prishtina with ENQA's standards for quality assurance and evaluation.

Article 2
The objectives of the quality assurance and evaluation system

1. Evaluation activities are carried out to identify and promote best practices.
2. Evaluation activities are carried out to identify the elements that require intervention to improve the existing situation.
3. Evaluation activities are carried out to ensure the continuous improvement of the quality of University activities.
4. Evaluation activities are carried out to meet the requirements of the Kosovo accreditation system, which have been strengthened by the Kosovo Accreditation Agency.

Article 3
The type of evaluations under the quality assurance and evaluation system

1. Assessments for institutional accreditation purposes.
2. Assessments for the purposes of program accreditation at the academic unit level.

Article 4
Stakeholders in the quality assurance and evaluation system

1. The University Senate.
2. The Rector.
3. Central Quality Assurance and Evaluation Committee at University level.
4. Office for Academic Development at University level.
5. Dean of the Academic Unit.
6. Quality Assurance and Evaluation Committee at Academic Unit level.

Article 5
The University Senate

1. The Senate is the body that approves the Quality Assurance and Evaluation Regulation, as well as the members of the Central Quality and Evaluation Committee.
2. The Senate approves planning for implementation of quality assurance activities on the proposal of the Central Quality Assurance and Evaluation Committee.

Article 6
Rector

1. The Rector ensures that there are appropriate conditions for carrying out the evaluation activities within the quality assurance system.
2. The Rector ensures that there is the financial support needed to carry out the evaluation activities within the quality assurance and evaluation system.
3. The Rector ensures that the results of the evaluations are translated into operational measures for appropriate improvements and rewards for best practices.

Article 7
Central Quality Assurance and Evaluation Committee at the University

1. The Central Quality Assurance Committee is a Senate advisory committee and consists of:
   - The Vice-Rector for Quality (ex-officio).
   - The officer from the office for academic development.
   - Up to 8 representatives of academic staff from different academic units.
   - 1 student representative with an average grade of over 8 and good knowledge of the English language.
2. Committee members are proposed by the Rector and approved by the Senate for a four-year term.
3. At least one-third of the members of the Central Quality Assurance and Evaluation Committee should continue to serve on the Committee after a four-year term to ensure continuity of work.
4. The Central Quality Assurance and Evaluation Committee have the following duties and responsibilities:
   - to draft the Quality Assurance Evaluation activity guide.
   - to draft the instruments for qualitative and quantitative evaluation.
   - to draft and review evaluation / self-evaluation reports.
   - to review self-evaluation reports for institutional and program accreditation.
   - to review self-evaluation reports for institutional and program re-accreditation regarding the level of addressing issues raised by the KAA;
   - to approve the members of the working groups for carrying out the evaluations as needed.
   - to lead the process of publishing evaluation reports.

Article 8
Office for Academic Development at the University

1. The Office of Academic Development administers the evaluation processes as planned.
2. The Office for Academic Development manages the process of distributing and publishing evaluation activity reports.
3. The Office for Academic Development provides operational assistance to the Central Quality Assurance and Evaluation Committee.
4. The Office of Academic Development establishes Working Groups, as recommended by the Central Quality Assurance and Evaluation Committee at the UP level, to carry out the evaluation activities as needed.

Article 9
Dean of the Academic Unit

1. The Dean of the Academic Unit ensures that the Academic Development Coordinator carries out his / her duties and responsibilities with regard to the implementation of evaluations at the University and Academic Unit level according to the approved planning.
2. The Dean of the Academic Unit provides access to data for evaluations made under this Regulation.
3. The Dean of the Academic Unit ensures that the evaluation activities within the respective unit are carried out successfully and as planned.
4. The Dean of the Academic Unit drafts the improvement plan after each evaluation activity and reflects the measures to be taken in the annual budget of the Academic Unit.

Article 10
Evaluation for institutional accreditation

1. The University carries out evaluation activities on an ongoing basis and the following areas:
   - Evaluating the quality of teaching,
   - Evaluating student affairs services,
   - Evaluation of scientific activities and doctoral studies,
   - Evaluation of administrative services,
   - Evaluating international cooperation, and
   - Evaluating teaching resources.
2. Internal evaluation data are used for the purposes of institutional accreditation of the University, in accordance with the provisions of the Kosovo Accreditation Agency and planning interventions to improve the University's activities.
3. Evaluation of University activities as in point 1 of this article is managed by the Central Quality Assurance and Evaluation Committee of the University.
4. The process of evaluation of the University activities as in point 1 of this article is managed by the Office for Academic Development with the assistance of the quality assurance and evaluation coordinators, academic units, and the working group, which is established as needed.

Article 11
Evaluation for accreditation of study programs at Academic Unit level

1. Academic units, in coordination with the Vice-Rector for Quality Assurance and the Office for Academic Development, lead the program accreditation process through the Central Quality Assurance Committee at the Study Committee, at the University and Senate level, as required by the Kosovo Accreditation Agency.

2. The evaluation that is carried out for accreditation of the programs should include the following information on:

   – Quality of teaching and learning.
   – Quality of scientific activity.
   – International cooperation.
   – Graduates' perceptions of study quality.
   – Employers' perceptions of the quality of graduates.
   – Quality of student affairs services.
   – Quality of organizational culture and management.

3. In addition to the dimensions of point 2 of this article, the evaluation that is carried out for the accreditation of programs must also take into account other criteria specified by the Kosovo Accreditation Agency.

Article 12
Time of carrying out evaluations

1. The evaluation for program accreditation is in line with the dynamics of program accreditation.

   1.1. Evaluation should be done at least once every five years, as planned.

2. The evaluation for quality improvement needs is in line with the dynamics of institutional accreditation with the exception of the identified need for off-schedule evaluations.

   2.2. Evaluation should be done at least once every five years, as planned.

3. The evaluation of the teaching (courses) by the students is to be done at the end of each semester.

Article 13
Usage of the evaluation data

1. The evaluation data provided for in this Regulation shall be used for the preparation of self-evaluation reports in the context of the institutional and program accreditation process.

2. The evaluation data provided for in this Regulation shall be used for the University's annual and strategic planning and prioritization of development activities.

3. The evaluation data provided in this Regulation shall be used to identify interventions that must be made by the level of academic units or central management to address issues of concern.

4. The course evaluation data from students shall be made available to teachers and academic unit management and shall be used for the purpose of improving teaching performance and academic advancement of staff according to statutory requirements.

Article 14
Initiation of evaluations

1. The Central Quality Assurance Committee in the Rectorate drafts the 5-year plan and the action plan for each year, elaborating on the activities undertaken in each year.
2. The 5-year plan is approved by the University Senate and is made public on the University website.
3. The 5-year plan also includes academic unit evaluation activities as they develop their own detailed evaluation plans.
4. Additional evaluation activities may also be initiated where a matter is addressed by relevant parties such as the Ministry of Education, Science, and Technology, University management, the Senate.

Article 15
Standards and principles of evaluation

1. The evaluations are carried out with the purpose of improvement and not prejudice.
2. The evaluation process is based on the principle of a partnership of all parties and stakeholders involved.
3. The evaluations carried out within the framework of the quality assurance and evaluation system are based on ENQA's "European Quality Assurance Standards and Guidelines".
4. Evaluation activity reports shall be made public with the exception of individual course evaluation, which can be reported in a summarized and anonymous form.

Article 16
Accompanying documents for implementation

1. The University Senate, on the recommendation of the Central Quality Assurance and Evaluation Committee, approves the Quality Assurance and Evaluation Guidelines.
2. The Quality Assurance and Evaluation Guidelines elaborate the instruments for the quantitative and qualitative data for each evaluation, as well as the procedures, the detailed roles for each party in carrying out the evaluation activities provided for in this Regulation.

Chairman of the Senate of the University of Prishtina
Prof. Dr. Marjan Dema
Rector of the University of Prishtina