



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

Quality Assurance Policy in “Biznesi” College was drafted in accordance with the Decision of the High Scientific Teaching Council, based on Law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”, on the Statute of the College Article 81; on the Rules of Procedure of BIZNESI College, chapter 6 and Article 79, 80 and 81; as well as on all other applicable legislation and which has been approved by the Decision of the High Scientific Teaching Council dated 25 September 2020 rendered by BIZNESI College.

QUALITY ASSURANCE POLICY IN BIZNESI COLLEGE

The purpose of the quality assurance policy is to describe the institutional quality assurance system, processes, mechanisms, instruments, reporting, data collection, timing, quality cycle, responsibilities of all individuals and units involved in these processes at “Biznesi” College.. The Quality Assurance Policy is a public document published and posted on the website of the institution (<http://kolegjbiznesi.com/frmArtikujt.aspx?ID=5276>).

Establishing a culture of quality in the functioning of “Biznesi” College is an important task of the College. Quality assurance in all three areas of the College's mission (education, science and public services) is a responsibility of the College and quality care must be applied in every workplace and in all areas of activity. The quality assurance system should be established based on the relevant documents (regulations and manuals), with the implementation of standards such Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) and when good practices exist, such should be applied. An appropriate organizational structure must be established for the implementation of sustainable quality assurance activity. Quality assurance functions throughout the institution are fully integrated into the normal development and planning strategies in a defined cycle of planning, implementation, evaluation and review (The cycle PDCA – Plan, Do, Check and Act). The quality assurance system covers the entire range of institutional activities.

However, it should be noted that all academic and administrative units within the institution (including the governing body and senior management), every employee at the College and every student has quality responsibilities in the context of his or her professional or student responsibilities.

Biznesi College as a basic priority of the quality assurance system determines the preservation of the academic values of the institution and the achievement of academic standards and

accordingly builds an appropriate quality assurance system, providing adequate human, financial and material resources to lead and manage quality assurance processes.

The basic principles on the basis of which the quality assurance system will be established are:

1. Establishment of working methods and standards that will lead to the improvement of the quality of educational-scientific activity and the improvement of activities that contribute to the economic and social development in accordance with the strategic goals of Biznesi College.
2. Quality assurance system activities to be carried out in accordance with the strategic documents of the College, with legal provisions in the Republic of Kosovo (Ministry of Education, Science and Technology), Standards and Guidelines for Quality Assurance in the European Higher Education Area (SGE) and the external evaluation criteria of the Kosovo Accreditation Agency (KAA).
3. To develop processes for the realization of academic and administrative activity and their implementation in a transparent manner,
4. Establish a system for monitoring quality improvement indicators to be used in decision-making and strategic planning processes,
5. The system should be developed in close cooperation with all stakeholders: students, employers, local community and society, relevant ministries and national agencies,

The quality assurance system belongs to the usual functions of the College and is part of its daily working life. The responsibility for the quality assurance system lies with the Dean and the Higher Teaching-Scientific Council (HTSC) who, with the help of the Quality Management Committee and the Quality Management Office, will oversee the creation and implementation of a quality management system. The Rules of Procedure of the Quality Office and the Rules of Procedure of the Quality Management Committee clearly define roles and responsibilities of the office and quality management committee and their relationship with other administrative and planning units.

HTSC appoints the Self-Assessment Commission whose responsibility is to conduct regular self-assessments at the end of each semester and report, providing an overview of the institution's performance as a whole and of branches within the institution.

Biznesi College based on the Regulation for internal assessment (Self-assessment) and quality assessment for activities throughout the institution (academic activities, student services, administration, etc.) use common forms and survey instruments, while the survey results (answers collected, statistical data) collected from students, staff, graduates and employers are made public and systematized in a central database to which departments and units have access during the preparation of reports on indicators and other tasks in quality monitoring and undertaking planning activities for improvement (correction) based on mistakes and weaknesses recognized by those responsible.

The implementation of the quality assurance system at the institutional level is managed by the Dean while the Head of the branch is responsible for the implementation of the quality assurance

system in the branch. The Dean and the Committee are responsible for the quality assurance system at the quality assurance meetings.

The quality assurance policy in the “Biznesi” College is regularly reviewed and, if necessary, a new document adapted to the new requirements will be approved by HTSC.

Prishtina, on ____/____/2020

HTSC of “Biznesi” College
Chairman

/ Prof. Dr. Shyqeri Kabashi/