



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

KOLEGJI "BIZNESI"
Nr. 557-1/24 Data 01.10.2024
PRISHTINË

REGULATION FOR QUALITY ASSURANCE

Pristina, 2024

Rule about quality assurance is done in supporting the decision the board the high educational scientific , based in law no. 04/l-037 “ on higher education in republic of Kosovo ”, the statute of the college article **21 points h and article 71 , 72** in all legislation other in force and is approved by decision the board the high educational scientific 27/09/2024

Review of the insurance regulation the quality – September 2024

In within the implementation the system the security the quality , college business there completed review and updating documents key institutional in my love September 2024, with the aim of reflecting changes more the last in policies academic and administrative institution . This process is developed in order the structured and the coordinated , including in order asset the all units the academic and administrative.

Review there rich about intended increasing clarity , coherence and compliance of the records institutional with insurance standards the quality and accreditation requirements . in this framework , are review and improve aspects that related to study rules , assessment procedures , obligations academic , complaint mechanisms and appeal the students , as and transparency of information about service support and support financial about students .

Review process is completed through cooperation between units academic , administrative and office about quality assurance , ensuring that each unit the contribute in function the improving the continued the quality .

Purpose of the Regulation ABOUT Quality Assurance

It regulation there about view the define principles , structures , responsibilities and procedures institutional about safety and continuous improvement the quality in college business . It aims the guarantee that the all activities academic and administrative discussion in compliance with education standards the high , accreditation requirements and practices more the better European about quality assurance .

Rule creates a frame the clear about planning , implementation , monitoring and quality assessment in level institutional , ensuring inclusion asset the all units academic and administrative in processes and security functions the quality . Through this access , institution aims the develop a culture the single the quality , responsibility and transparency .

The purpose of this regulation is also the support continuous improvement the program study , process teaching , services student and administrative processes , based on in analysis systematic , student feedback and staff , as and in recommendations of the bodies the internal and the external the evaluation .

Via implementation the this regulation , college business aims the ensure quality the lasting academic , increase reliability institutional and the accomplish his mission in preparing students with competencies the higher professional and academic , in compliance with the needs of society and market the work .

Article 1

"Biznesi" College, through the Quality Assessment Office, enables the progress and improvement of the quality of education in accordance with:

- Law on Higher Education;
- The founding act and other regulations of the College "Biznesi";
- Standards and guidelines on accreditation of the Kosovo Accreditation Agency;

Article 2

The Quality Assessment Office was established by the HESC, and its competencies are defined by this regulation.

Article 3

The Quality Assessment Office has the following powers:

- Raise the profile of quality assurance and assessment, by cultivating a quality culture in the Biznesi College ;
- Ensures periodic and annual follow-up of the quality assurance and evaluation program;
- Coordinates the collection of views during the course of the participants, especially students;
- Facilitates expert review and information on quality assurance and assessment reports and input into action plans;
- Facilitates feedback and guidance for review and report compilers;
- Facilitates and encourages staff development in teaching, learning and assessment;
- It is the authorized body for approving existing versions of courses and programs;
- Maintains and compiles statistical information with the aim of maintaining and improving quality;
- Takes responsibility for any additional quality assurance and assessment processes, such as the periodic review that must be submitted by the Biznesi College;
- Takes the lead in preparing documents for external purposes such as: accreditation, university cooperation with relevant organizations and institutions;
- Provides the Dean with reports on quality assurance and assessment, department heads and the HESC, if requested by them;
- Assists the Dean and departments in the development and implementation of procedures for quality verification and improvement;
- Prepares quality assurance report upon request.

Article 4

The quality assurance team is composed of:

- Director of the Quality Assessment Office,
- One representative from each department,
- Head of administration,
- Up to two co-opted members,
- Two representatives from the students,

For the assessment and advancement of quality, the Quality Assessment Office (QAO) is also supported by special Commissions within the College and the Quality Assessment Office.

Article 5

The members of the working team are specially selected by the HESC of the Biznesi College for a period of three years with the possibility of re-election.

Article 6

In each department, program teams, under the authority of department heads, are responsible for monitoring the quality and improving the level of programs in accordance with procedures approved by the Biznesi College .

Article 6/A

Attendance institutional in quality assurance

Of all units the academic and administrative the college of business is the mandatory the take part in order asset in processes and security functions and assessment the quality .

Units the academic contributing in quality assurance through review and updating the program study , syllabus , results the the learning , evaluation the process teaching and analysis of feedback the students .

Administrative units contribute in quality assurance through delivery the service support qualitative , collection and reporting the data relevant , as and implementation the recommendation that they come out by insurance processes the quality .

Office about quality assessment coordinates , monitors and documents participation of units academic and administrative, with the aim of ensuring inclusion institutional and improving the continued the quality .

Article 7

Programming teams will prepare annual action/review plans, signed by the Dean, to be submitted to the College's quality assurance and assessment working team, enabling full use of these information sources at the time of submission to the Quality Assessment Office.

Article 8

In all cases where the Quality Assessment Office identifies or receives feedback from students about poor performance by a professor, it takes all actions to eliminate possible causes and consequences.

Article 9

The Quality Assessment Office takes the following concrete actions regarding the poor performance of the professor: identifies the poor performance of the professor, through feedback from students (through evaluation questionnaires) or directly from the quality assessment committee, conducts a concrete and professional analysis of the causes and reasons and recommends measures to advance the quality of the performance of the specific professor and reports them to the Head of the

Department, the Dean of the Biznesi College, as well as to the responsible academic structures of the College and takes actions to increase the quality of the professor's performance (according to Article 10 of this Regulation) together with other responsible units in the College.

In the situation of poor performance and due to the lack of continuous interest in teacher engagement or when poor teaching quality is determined by interviews and surveys three times in a row by students, then the Quality Assessment Office recommends to the Dean the formation of a performance assessment committee.

The committee can issue two types of evaluation decisions: First warning, preliminary exclusion from the teaching process, and ultimately his dismissal.

The evaluation committee consists of 3 teachers, one head from the relevant department and two experienced teachers from the subjects assigned for evaluation.

Article 10

Taking care of maintaining and increasing quality in the College, for academic staff and students, the quality assurance and assessment working team may propose other activities that consist of maintaining or increasing quality. This can be achieved through: seminars, trainings, working meetings, debates, internal publications, consultations, workshops and other additional forms for increasing performance and quality in the College "Biznesi".

Article 11

The Director of the Quality Assessment Office maintains open and honest communication with the College's bodies and units in his office, as established by the acts of the College "Biznesi", in order to ensure academic development .

Article 12

The Office of the Secretary General is available, providing technical assistance to the Quality Assessment Office working team.

Article 13

This regulation enters into force 8 days after approval by the Higher Educational-Scientific Council of the "Biznesi" College.

Prof. Dr. Shyqeri Kabashi

