

Bartësi Privat i Arsimit të Lartë
Private Bearer of Higher Education



ALMA MATER EUROPAEA CAMPUS COLLEGE REZONANCA



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Datë:	
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COLLEGE QUALITY ASSESSMENT REGULATIONS

Prishtina, 2021

According to the Statute of the Alma Mater Europaea Campus College "Resonance" Prishtina, the Senate approved:

COLLEGE QUALITY ASSESSMENT REGULATIONS

Article 1

PURPOSE

This regulation aims to define security mechanisms and procedures of quality and evaluation at Alma Mater Europaea Campus College "Resonance";

This regulation defines the role and responsibility of organizational and academic units in the College for the implementation of quality assurance and evaluation activities.

This regulation defines the mechanisms and processes that align the College with ENQA standards for quality assurance and evaluation.

Article 2

The goals of the quality assurance and evaluation system

Evaluation activities are carried out to identify and promote good practices

Evaluation activities are carried out to identify the elements that require intervention to penalize the existing situation;

Evaluation activities are carried out to ensure the continuous improvement of the quality of the activity of the College;

Evaluation activities are carried out to meet the requirements of the accreditation system in Kosovo, which are empowered by the Accreditation Agency in Kosovo.

Article 3

Type of evaluations within the quality assurance and evaluation system

Assessments for institutional accreditation purposes;

Evaluations for the purposes of accreditation of programs at the level of academic units

Article 4

Stakeholders in the quality assurance and evaluation system

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

Article 5

College Senate

The Senate is the body that approves the Quality Assurance and Evaluation Regulation, as well as the members of the central quality commission.

The Senate approves the planning for the implementation of quality assurance activities according to the promotion of the central commission of Quality and Evaluation

Article 6

Rector

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

Article 7

Central Quality Assurance and Evaluation Commission in the College

1. The Central Quality Assurance Commission is an advisory commission of the Senate and consists of:
 - Vice-rector for quality (ex-officio);
 - Officer from the office for academic development;
 - Up to 8 representatives of academic staff from different academic units
 - 1 student representative, with a grade point average above 8 and good knowledge of English
2. The members of the Commission are proposed by the Rector and approved by the Senate for a term of 4 years
3. At least one third of the members of the Central Commission for Quality Assurance and Evaluation, must continue in the composition of the Commission after the 4-year mandate to ensure the continuity of work.
4. The Central Quality Assurance and Evaluation Commission has the following duties:
 - to compile the guide of Quality Assurance evaluation activities;
 - to develop instruments for qualitative and quantitative evaluation;
 - draft and review evaluation / self-evaluation reports;
 - review self-assessment reports on institutional and program accreditation
 - review self-assessment reports on institutional re-accreditation and programs related to the level of addressing issues raised by the KAA;
 - to approve the members of the working groups for the realization of the evaluations as needed
 - lead the process of publishing evaluation reports.

Article 8

Office for Academic Development at the College

The Office for Academic Development administers the evaluation processes according to the plan made

The Office for Academic Development manages the process of disseminating and publishing reports of evaluation activities

The Office for Academic Development provides operational assistance to the Central Quality Assurance and Evaluation Commission.

The Office of Academic Development establishes working groups, on the recommendation of the Central Commission for Quality and Evaluation at the College level, to carry out evaluation activities as needed.

Article 9

Dean of the academic unit

1. The Dean of the Academic Unit, ensures that the coordinator for academic development performs his responsibilities in relation to the realization of evaluations at the level of the College and at the level of the Academic Unit according to the approved planning;

2. The Dean of the Academic Unit, provides access to data for evaluations, which are made within this Regulation;
3. The Dean of the Academic Unit, ensures that the evaluation activities within the respective unit are carried out successfully and according to plan;
4. The Dean of the Academic Unit, drafts the improvement plan after each activity of evaluation and reflects the measures to be taken in the annual budget of the Academic Unit.

Article 10

Evaluation for institutional accreditation

1. The College carries out evaluation activities continuously in the following areas:
 1. Assessment of the quality of teaching;
 2. Evaluation of services for students;
 3. Evaluation of administrative services;
 4. Evaluation of international cooperation;
 5. Evaluation of learning resources.
2. The internal evaluation data are used for the purposes of institutional accreditation of the College, according to the provisions of the Kosovo Accreditation Agency and the planning of interventions to improve the activity of the College;
3. The evaluation of the activity of the College as in point 1 of this article is led by the Central Commission of Quality Assurance and Evaluation in the College;
4. The process of evaluations of the activity of the College as in point 1 is administered by the Office for Academic Development with the help of the quality assurance coordinators and evaluation, in academic units and the working group, which is established as needed.

Article 11

Evaluation for accreditation of study programs at the level of the Academic Unit

Academic units in coordination with the Vice Rector for Quality Assurance and the Office for Academic Development, lead the process of accreditation of programs through the Central Quality Assurance Commission in the Study Commission, at the College level, according to the requirements of the Kosovo Accreditation Agency.

2. The evaluation, which is done for the accreditation of the programs should include information for:
 1. Quality of teaching and learning;
 2. Quality of scientific activity;
 3. International cooperation;
 4. Graduates' perceptions of the quality of studies;
 5. Employers' perceptions of the quality of graduates;

6. Quality of services for students;

7. The quality of organizational culture and management.

3. In addition to the dimensions of point 2 of this evaluation article, which is done for accreditation of

programs must take into account other criteria specified by the Kosovo Accreditation Agency.

Article 12

Time of realization of evaluations

1. Evaluation for program accreditation is adapted to the dynamics of the programs;

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

2. Assessment for quality improvement needs is adapted to the dynamics of institutional accreditation with the exception of the identified need for out-of-schedule assessments;

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

3. Assessment of teaching (courses) by students is done at the end of each semester.

Article 13

Use of evaluation data

1. The assessment data provided in this Regulation are used for the preparation of self-assessment reports in the framework of the institutional accreditation process and programs;

2. The evaluation data provided in this Regulation, are used for annual and strategic planning of the College and prioritization of development activities

3. The evaluation data provided in this Regulation are used to identify interventions that should be made by the level of academic units or central management to address issues of interest;

4. Course evaluation data by students will be available to teachers and management of academic units and are used for the purpose of improving teaching performance and academic advancement of staff according to statutory requirements.

Article 14

Initiation of evaluations

The Central Commission for Quality Assurance and Evaluation in the Rectorate drafts the 5 year plan and the action plan for each year, which elaborates the activities undertaken in each year;

The 5 year plan is approved by the College senate and is public on the College website;

The 5-year plan also includes the evaluation activities of the academic units, as they develop their respective detailed evaluation plans;

Additional evaluation activities can also be initiated in cases where an issue is addressed by relevant parties such as the Ministry of Education and Science and Technology, the management of the College, the Senate.

Article 15

Standards and principles of evaluation

1. Evaluations are made for the purpose of improvement and not prejudice;
2. The evaluation process is based on the principle of partnership of all parties and stakeholders involved;
3. The evaluations carried out within the quality assurance and evaluation system are based on the "European Standards and Guidelines of ENQA Quality Assurance;
4. Reports of evaluation activities will be made public with the exception of the evaluation of individual courses, which can be reported in summary and anonymous form.

Article 16

Accompanying documents for implementation

The Senate of the College, on the recommendation of the Central Quality Assurance and Evaluation Commission, approves the Quality Assurance and Evaluation Guide;

2. The quality assurance and evaluation guide employs the instruments for quantitative and qualitative data for each evaluation, as well as the procedures, the detailed roles for each party in the realization of the evaluation activities foreseen in this Regulation.