



KOLEGJI DARDANIA

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In accordance to the provisions of "DARDANIA" College Statute - Prishtine, 01. no. 110 - 241 of the dated. 10 August 2010, the Board of the College on 21.01.2021, approved

QUALITY ASSURANCE REGULATION OF DARDANIA COLLEGE

I. GENERAL DISPOSITIONS

Purpose

Article 1

- In order to maintain quality and achieve the objectives of higher education and scientific research, Dardania College has its own internal self-assessment system of quality assurance;
- The regulation aims to identify modern mechanism and developments for quality assurance and evaluation in the College;
- The regulation defines mechanism and process arising from the policies and standards of ENQA for ensuring the quality assurance of the activities of College.

Quality Assurance and Evaluation

Article 2

Evaluation is conducted for the academic staff and service of the College in general. Evaluation are undertaken periodically by the official of the Quality Office in order to ascertain and analyze the efficiency, functionality and effectiveness of the service, the academic staff of the College, including research activity.

Assessment is done once within three years, respectively five years in the case of accreditations/re-accreditation of the College and academic units, except for the assessment of academic, courses and syllabi, where the assessment is done within each semester.

Article 3

Bodies involved in the quality assurance and evaluation system:

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

Article 4

The Senate of the College is the highest body that approves the regulation for quality assurance and approves the proposal of the Rector for the members of the Central Committee for Quality and Evaluation.

Article 5

The Rector takes care to ensure the appropriate conditions for the implementation of the evaluation activity within the quality assurance system.

The Rector secures the approval of the College Board for the financial support necessary to carry out the quality assurance evaluation activity at the College.

The Rector ensures that the results of the evaluations are transparent into concrete operational actions for the implementation of the recommendations in order to improve the quality achievement.

Article 6

Central Committee for Quality Assurance and Evaluation at the College level:

1. The Central Committee for Quality Assurance and Evaluation at the College level:

- Vice Rector for teaching, ex officio;
- Officer from the Quality Assurance Office;
- Up to five representatives of the academic staff from the academic units;
- A student representative;
- Interested stakeholders

Article 7

Assessments are made according to international standards of assessment.

Article 8

Assessments have the following impact:

- Continuous monitoring of academic staff and administrative staff and service in order to assess the performance of employment in the College;
- Continues improvement of educational, research and scientific activities;
- Identifying the needs for professional development and motivating the staff for continuous professional and scientific development;
- Development of a plan to meet the objective in order to improve and advance the educational activity, research-scientific work and services at Dardania College.

Article 9

The results and findings from the evaluation are regularly analyzed by the officials of the Quality Office and discussed by the Councils of Academic Units and the Senate of the College from which concrete recommendations are issued. Recommendations together with the findings are sent to the teaching councils of the academic units for implementation. Meanwhile, the final recommendations together with the findings are sent to the Steering

Council which will have an impact on drafting development policies, assigning head of programs and budget allocation. The Founder of the College is also notified on the findings.

Article 10

Evaluations are made in these directions:

1. Evaluation of the progress of study, research-scientific and management work at all organizational levels in relation to:
 - Implementation of accredited study programs by KAA;
 - Proposing to change existing programs and proposing new study programs in line with the labor market, the needs of graduates and the needs of employers;
 - Proposing organizational measures such as adaptation, merger or establishment of organizational units;
 - Meeting social, economic and cultural needs and goals.
1. Evaluation of the progress of studies and the success of student engagement in studies;
2. Evaluation of the quality of teaching;
3. Evaluating the performance of lecturers and assistants;
4. Evaluation of research activities according to scientific fields.

Evaluation are made to ascertain the achievement of objectives, quality fulfilment of obligations at work, as well as adaptation of work in order to plan measures for Evaluations are made to ascertain the achievement of objectives, quality fulfillment of improvement.

Evaluation of lecturers' work, scientific research

Article 11

The evaluation of the work of lecturers, scientific research is done in this way:

1. Internal evaluations are made according to the dynamics foreseen by the internal Quality Evaluation Committee:
 - Self-assessment by the academic staff through questionnaires;
 - Evaluation of staff (lecturers and assistants) by students through anonymous questionnaires;
 - Monitoring by colleagues, respectively experts engaged by the Quality Office of the College.

The College regularly conducts internal evaluations in accordance to the provisions of the Statute of the College and this Regulation;

2. External evaluations by KAA experts according to AI MEST 15/2018, Law on Higher Education, Standards provided by AI / MEST-25/2012, and:

- Evaluation of services and staff in the institution;
- Monitoring of documentation;
- Evaluation reports by experts.

KAA and MEST implement the external evaluation in accordance to the above documents.

Article 12

Assessment of the quality of teaching by students is done twice a year (at the end of each semester) through anonymous questionnaires coordinated by the Quality Assurance officers.

Questionnaires are compiled by the Quality Office for each academic unit, based on the standard structure of the questionnaires. The questionnaires are processed electronically by the officials of the Quality Office on the basis of which the report for the subjects and its units included in the evaluation is compiled. Questionnaires are stored in the Quality Office in computer and physical version.

Article 13

All external and internal evaluations will be performed by standard procedure, including the following actions:

1. The managing authorities responsible for the evaluation before the evaluation take place, shall inform the academic units of the College on the following specifics:
 - a) Fields;
 - b) Objectives;
 - c) Procedure;
 - d) Schedules;
 - e) Instruments.
2. The officials of the Quality Office draft the written report which contains the following developments:
 - a) Evaluation procedure;
 - b) Results;
 - c) Proposed measures related to the findings.
3. The final report is sent to the assessed units together with the proposed measures. The units involved in the evaluation, after the analytical completion of the results are given a reasonable period of time to present the justifications for the findings and to provide comments on specific aspects of the report. Comments are analyzed and discussed jointly and the same after mutual agreement become an integral part of the final evaluation report.
4. The final evaluation report will be submitted to:

- a) All academic units involved in the assessment;
 - b) Officers of the academic units responsible for the evaluated units;
 - c) Officials of the Rectorate;
 - d) Founder (Owner);
 - e) The Steering Council who are responsible for compiling the plan and remediation activities of the findings identified in the report under Article 5 of this regulation.
5. Final reports of internal evaluation, in addition to the evaluation of individual courses, summarized are published in the bulletin board in the College.

External evaluation

Article 14

External evaluation is done:

- a) According to the action plan of KAA;
- b) According to the work dynamics of MEST;
- c) At the request of the Board of Directors, respectively the Rector of the College, with or without prior notice.

Article 15

The College units and their governing bodies are obliged to provide the necessary information and evaluation information; as well as to cooperate during the evaluation period.

II. TRANSITIONAL AND LAST DISPOSITIONS

Article 16

This regulation shall be effective by the approval date by the Senate of Dardania College.

CHAIR OF THE SENATE

Prof. Dr. Gjylam Adulla

