...I DARDANIA - DARDANIA COLLEGE
Prishtinë - Pristina
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In accordance with the provisions of the Statute of DARDANIA College, the Senate on 13.06.2025 approved:

QUALITY ASSURANCE REGULATION OF DARDANIA COLLEGE

June 2025
Prishtine

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 mechanisms 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 the ensure the appropriate conditions for the implementation of the evaluation activity within the quality assurance system.

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

The Rector ensure 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 office;
- 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

The assessment of the academic staff, the institution, the educational and scientific activites as well as the quality of the College's services is carried out according to international quality assessment standards.

Article 8

The assessment according to Article 7 focuses on:

- Continuous monitoring of academic staff and administrative staff, as well as services to evaluate work performance in the College;
- Improving educational, research and scientific activities;
- Identification of the needs for professional development;
- Staff motivation for promotion, continues professional and scientific development;
- Consultation of interested parties for evolutions, opinions, comments and recommendations for programs and the institution (students, ALUMNI, employers and civil society representatives);
- Planning activities for the improvement and advancement of educational activity, research-scientific work and services at Dardania College as well as the fulfillment of the College's mission and objectives.

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.
2. Evaluation of the progress of studies and the success of student engagement in studies;
3. Evaluation of the quality of teaching;
4. Evaluating the performance of lecturers and assistants;
5. 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:
    - Peer observation
    - 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 is carried our by KAA experts in accordance with the Law on Higher Education of Republic of Kosovo No.04/L-037, Administrative Instruction for the Accreditation of Higher Education Institutions 15/18, as well as the accreditation Manual of the KAA, the KAA organizes the post-accreditation procedures as well as the monitoring procedures of higher education institutions and their programs of study.
    - Evaluation of services and staff in the institution;
    - Monitoring of documentation;
    - Evaluation reports by experts.

KAA and MEST implement the external assessment in accordance with the above documents.

Article 12

The evaluation of the quality of teaching by students is done twice a year (at the end of each semester) through anonymous questionnaires compiled by the offiacials of the Quality Assurance Office.

Questionnaires are compiled for each academic unit, based on the standard structure of the electronic and printed version, which are updated cyclically.

The questionnaires are processed electronically by the officials of the Office for Quality Assurance, on the basis of which the report is compiled for the subjects and units included in the evaluation. Questionnaires are stored in the Quality Assurance Office in electronic and printed versions.

Article 13

All external and internal evaluations will be carried out with a standard procedure, including the following actions:

1. The academic units of the College are informed in advance about the evaluation process and aspects:
    a) Fields;
    b) Objectives;
    c) Procedure;
    d) Schedules;
    e) Instruments.

2. Officials of the Office for Quality Assurance draw up the written report which contains the following developments:
   - Evaluation procedure;
   - Results;
   - Proposed measures related to the findings.
3. The preliminary report is sent to the evaluation units together with findings and the proposed measures for quality improvement. The academic units involved in the assessment contact discussions on the strength and weaknesses identified in the report. Academic units are given resendable of time to present justification for finding and provide comments on particular aspects of the report. The comments are analyzed and discussed together and the same after mutual agreement become an integral part of the final evaluation report.

   The rector, vise rector and deans of the academic units analyze the assessment of the teaching and research-scientific activity, discuss the report at the institutional level and propose appropriate measures for further improvement. In such cases, the Steering Council approves the proposal for revising the priorities, when updating the Strategic Plan.

   The final report serves as a tool for revising and adapting the de elopement plan of Dardania College in accordance with contemporary developments in the European area higher education and in accordance with ENQA standards.

4. The final evaluation report is submitted to:

   a) Academic units included in the assessment;
   b) Officials of academic units responsible for evaluated units;
   c) Rectorate Officials;
   d) The Founders;
   e) The Steering Council, which is responsible for drafting the strategic plan, which includes the activities for the proposal measures to improve quality according to Article 5 of this regulation.
5. The final internal evaluation reports (of the institution, academic staff, ALUMNI and employers), summarized, are published on the notice board and on the Dardania College website.

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 Steering Board 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. Gjyldane Mulla