



**UNIVERSITETI I MITROVICËS**  
**UNIVERSITY OF MITROVICA**  
**"ISA BOLETINI"**

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In support of the article 186 and 191 of the Temporary Statute of the University of Mestrovic "Isa Boletini", the Senate of the University in the meeting held on 22.05.2018 approves:

**REGULATION**

**OF THE QUALITY ASSURANCE AND EVALUATION AT THE**

**UNIVERSITY OF MITROVICA "ISA BOLETINI"**

**Article 1**

**Purpose**

1. This regulation aims to determine quality assurance and evaluation mechanisms and procedures at the University of Mitrovica;
2. This regulation defines the role and responsibility of the organizational and academic units at the University of Mitrovica for the realization of the evaluation and quality assurance activities;
3. This regulation defines the mechanisms and processes, that encompass the University of Mitrovica with ENQA-s standards for quality assurance and evaluation.

**Article 2**

**The goals of the quality assurance and evaluation system**

1. The evaluation activities are carried out to identify and promote good practices;
2. The evaluation activities are carried out to identify the elements that require intervention to improve the existing situation;
3. The evaluation activities are carried out to ensure the continuous improvement of the quality of University activity;
4. The evaluation activities are carried out to meet the accreditation system requirements in Kosovo, which have been strengthened by the Kosovo Accreditation Agency.

### **Article 3**

#### **Assessment types within the quality assurance and evaluation system**

1. Assessments for the purpose of institutional accreditation;
2. Assessments for the purpose of accreditation of programs at the level of academic units.

### **Article 4**

#### **Stakeholders in the quality assurance and evaluation system**

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

### **Article 5**

#### **Senate of the University**

1. The Senate is the body that adopts the quality assurance and evaluation regulation, as well as the members of the Central Quality and Evaluation Commission;
2. The Senate approves the plan for the implementation of quality assurance activities based on the proposal of the Central Commission for Quality Assurance and Evaluation.

### **Article 6**

#### **Rector**

1. The Rector ensures that the appropriate conditions exist for carrying out the evaluation activities within the quality assurance system.

2. The Rector ensures that the appropriate financial support exists for carrying out the evaluation activities within the quality assurance and evaluation system.
3. The Rector ensures that the results of the evaluations are translated into operational measures for appropriate improvements and rewards for good practices.

### **Article 7**

#### **The Central Quality Assurance and Evaluation Commission at the University level**

1. The Central Quality Assurance Commission is a Senate Advisory Committee and consists of:
  - Pro-rector for quality (ex-officio);
  - Officer from the academic development office;
  - Up to 6 representatives of academic staff from different academic units;
  - 1 students representative, with average grade above 8;
2. Members of commission are proposed by the Rector and approved by the Senate for a 4-year term.
3. At least 1/3 of the members of the Central Commission for quality assurance and evaluation should continue in the composition of the commission after the 4-year mandate to ensure continuity of work.
4. The Central Quality Assurance and Evaluation Commission have:
  - to compile the quality assurance assessment guide;
  - to compile the instruments for qualitative and quantitative assessment;
  - to compile and review the reports of evaluation/self-evaluation;
  - to review the self-evaluation reports for the institutional and programs accreditation.
  - to review the self-evaluation reports for institutional and programs re-accreditation related to the level of addressing issues raised by KAA;

- to approve the members of the working groups to carry out the assessments as needed;
- to lead the process of the publication of evaluation reports.

## **Article 8**

### **The Office for Academic Development at the University level**

1. The Office for Academic Development administers the evaluation processes as planned.
2. The Office for Academic Development manages the process of the distribution and publication of assessment activities reports.
3. The Office for Academic Development provides operational assistance to the Central Commission for quality assurance and evaluation.
4. The Office for Academic Development establishes working groups based on the recommendation of Central Commission for quality assurance and evaluation within UMIB, to carry out the assessment activities as needed.

## **Article 9**

### **Dean of the Academic Unit**

1. The Dean of the academic unit ensures that the coordinator for academic development accomplishes his responsibilities regarding the realization of the assessments at the university level and at the academic unit level according to the approved plan;
2. The Dean of the academic unit provides access to data for assessments made under 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 the plan;
4. The Dean of the academic unit drafts the improvement plan after each evaluation activity and reflects the measures to be taken in the annual budget of the academic unit.

## **Article 10**

### **Evaluation for the institutional accreditation**

1. The University conducts evaluation activities on a continuous basis in the following areas:
  1. Evaluation of the teaching quality;
  2. Evaluation of the students services;
  3. Evaluation of the scientific activities and doctorate studies;
  4. Evaluation of the administrative services;
  5. Evaluation of the international cooperation;
  6. Evaluation of the learning resources.

2. The data of the internal evaluation are used for institutional accreditation purposes under the provisions of the Kosovo Accreditation Agency and the planning of interventions to improve the university's activity;
3. The evaluation of the University's activities as in point 1 of this article is led by the Central Quality Assurance and Evaluation Commission at the University;
4. The evaluation process of the University's activity as in point 1 is administrated by the office for academic development with the help of the quality assurance and evaluation coordinators, in the academic units and working group, which is established as needed.

### **Article 11**

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

1. Academic units in coordination with the pro-rector for quality assurance and the office for academic development, leads the process of the programs accreditation through the central Commission for quality assurance at the Commission of studies, at the University and Senate level, according to the requirements of the Kosovo Accreditation Agency;
2. The evaluation conducted for program accreditation should include information on:
  - The quality of teaching and learning;
  - The quality of scientific activity;
  - International cooperation;
  - The perceptions of the graduates about the quality of studies;
  - The perceptions of employers about the graduates quality;
  - The quality of students services;
  - The quality of organizational culture and management.
3. In addition to the dimensions of point 2 of this article, evaluation that is done for accreditation of the programs should also take into account the other criteria specified by the Kosovo Accreditation Agency.

### **Article 12**

#### **The time of the evaluations realization**

1. The evaluation for the programs accreditation fits the dynamics of program accreditation;
  - 1.1 Evaluation should be done at least once in a five years as planned.

2. Evaluation for the needs of quality improvement fits the dynamics of institutional accreditation with the exception of the need identified for evaluations outside this timetable;  
2.1 Evaluation is done at least once in a five years as planned.
3. Evaluation of the teaching (courses) is done by the students at the end of each semester.

### **Article 13**

#### **The use of evaluation data**

1. The evaluation data foreseen by this regulation are used to prepare self-evaluation reports within the process of the institutional and programs evaluation;
2. The evaluation data foreseen by this regulation are used for the annual and strategic planning of the university and prioritization of development activities;
3. The evaluation data foreseen by this regulation are used to identify the interventions that should be done by the level of academic units or central management to address issues of interest;
4. The subjects evaluation data done by the students will be available to the teachers and management of the academic units and are used for the purposes of teaching performance improvement and for academic promotion of the staff according the statute requirements.

### **Article 14**

#### **Initiation of the evaluation**

1. The central commission of the quality assurance and evaluation in rectorate designs the 5 year plan and the action plan for each year, that elaborates the activities undertaken each year;
2. The 5 year plan is approved by the Senate of the University and it publishes at the web page of the University;
3. The 5 year plan includes even the evaluation activities of the academic units while they develop their respective evaluation detailed plans;
4. Additional evaluation activities may also be initiated when an issue is addressed by relevant stakeholders such as the Ministry of Science and Technology Education, the management of university, the Senate.

## **Article 15**

### **Standards and principles of evaluation**

1. Evaluations are done with the aim of improving and not prejudging;
2. Evaluation process is based on the principles of the partnership of all stakeholders included;
3. The assessments carried out within the quality assurance and evaluation system are based on the ENQA-s "European Quality Assurance Standards and Guidelines";
4. The reports of the evaluation activities will be published with the exception of the evaluation of individual courses, that can be reported in summary and anonymous form.

## **Article 16**

### **The accompanying documents for implementation**

1. The Senate of the University, based on the recommendation of the central Commission for quality assurance, approves the Guideline of the quality assurance and evaluation;
2. The Guideline of the quality assurance and evaluation, elaborates the instruments for the quantitative and qualitative data for each evaluation as well as procedures, detailed roles for each stakeholder for the realization of the evaluation activities foreseen with this regulation.

Prof. Asoc. Dr. Alush Musaj

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Rector