



**UNIVERSITY OF MITROVICA**  
**“ISA BOLETINI”**

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Nr. Prot. \_\_\_\_\_ Dt 23.11.2020

In support of Article 7 of the Regulation for Quality Assurance and Evaluation of the University of Mitrovica "Isa Boletini", the Central Commission for Quality Assurance and Evaluation at UMIB (hereinafter: CCQAE) in its meeting held on 23.11.2020 approved:

**Regulation on the work of CCQAE**

**Article 1**

This Working Regulation (hereinafter the Regulation) of the CCQAE regulates the procedure in the work of the CCQAE, including the quorum, meetings, decision-making and other procedures.

**Article 2**

The CCQAE is an advisory body to the Senate. His competencies are: to draft the guide of quality assurance assessment activities, to draft instruments for qualitative and quantitative assessment, to draft and review assessment/self-assessment reports, to review self-assessment reports for institutional and program accreditation, to review self-assessment reports for institutional and program reaccreditation in relation to the level of addressing the issues raised by KAA, to approve members of working groups for carrying out assessments as needed and to lead the process of publishing assessment reports.

**Article 3**

1. CCQAE has nine (9) members, with the following composition:
  - Vice-rector for quality (ex-officio);
  - Official from the academic development office;
  - Up to 6 representatives of the academic staff from different academic units;
  - 1 student representative.
2. In the CCQAE meetings, as needed, other members may be invited who represent various subjects within UMIB and outside it, related to the issue placed on the agenda.

3. The ex-officio president of the CCQAE is the Vice-Rector for Quality who also leads the meetings and convenes them.
4. CCQAE can choose a deputy chairman from among its ranks, who will call the meetings and lead them in the absence of the chairman or with his/her authorization, with a mandate of one (1) year.

#### **Article 4**

1. The CCQAE holds regular meetings twice a month.
2. CCQAE can also hold more frequent extraordinary meetings, if the need arises.
3. CCQAE meetings are closed to the public.

#### **Article 5**

1. CCQAE can hold a meeting if at least five (5) of its members participate in it.
2. The CCQAE takes decisions and recommendations with the majority of votes of its general members.
3. Voting during the decision and recommendation is open, with a show of hands.
4. Every member of the CCQAE, regardless of the decision taken, can share his opinion, but he is obliged to submit it in writing to the chairman.

#### **Article 6**

1. Regular meetings of the CCQAE are called by its Chairman, not later than 48 hours before its holding, with the entire agenda.
2. Extraordinary meetings can be called if at least 1/3 of CCQAE members agree to this, no later than 24 hours before the meeting.
3. Extraordinary meetings can be called by the chairman of the CCQAE himself, if he/she considers that the CCQAE should meet for an urgent matter, no later than 12 hours before the meeting.
4. The meeting is chaired by the Chairman of the CCQAE or the Vice-Chairman, except when both are absent, the members present vote for someone else to chair the meeting.

5. For each meeting, the CCQAE keeps minutes, which after the meeting are shared with all his/her members, and the Chairman of the CCQAE keeps it in his/her file.

#### **Article 7**

1. Except for the exclusive powers of the CCQAE, the decisions and recommendations of the CCQAE are sent to the UMIB Senate.
2. The decisions and recommendations of the CCQAE are kept in the University archive and in the office of its President.

#### **Article 8**

In its work, the CCQAE must strictly adhere to the provisions of the Regulation for quality assurance and assessment of the University of Mitrovica "Isa Boletini", the Statute and other internal acts of the University, as well as the legal provisions of the Republic of Kosovo.

#### **Article 9**

1. The Head of CCQAE takes care of the implementation of this Regulation.
2. The interpretation of this Regulation is provided by the CCQAE.

#### **Article 10**

The regulation is approved if 2/3 of the CCQAE members vote for it, and it is changed in the same procedure.

23 November 2020

Head of CCQAE-së



The image shows a blue circular official stamp of the University of Mitrovica "Isa Boletini". The stamp contains the text "UNIVERSITETI 'ISA BOLETINI' MITROVICE" around the perimeter and a central emblem of an open book. Overlaid on the right side of the stamp is a handwritten signature in blue ink.