



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

ANNUAL WORK PLAN OF THE CENTRAL COMMISSION FOR QUALITY ASSURANCE AND EVALUATION (CCQAE)

The Central Commission for Quality Assurance and Evaluation (CCQAE) is an advisory body of the Senate. Its 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.

Based on the duties and responsibilities of CCQAE, in the table below we are listing the activities that make up the work plan of this commission.

Nr.	Activity Bearer	Activity (Planned tasks)	Timeline	Financial Implication	Linking ith other units	Other
1	CCQAE	Drafting of the Regulation on the Work of the CCQAE	October - November 2020	Yes	QAO, ZZHA, Academic Units	
2	CCQAE	Regular meetings	Twice per month	Yes	QAO, Academic Units	Meetings can be held more often depending on the workload
3	CCQAE	The review of SER for the study programs that are in the re/accreditation process	November - December 2020	Yes	QAO, Academic Units	Depending on the duration of the accreditation /re-accreditation process



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4	CCQAE	Training of administrative staff for ECTS	December 2020	Yes	QAO, Academic Units, Administrative Staff	
5	CCQAE	Bachelor students evaluation of teaching, courses and resources at UIBM questionnaire Master students evaluation of study programs and research work at UIBM questionnaire	December 2020	Yes	QAO, Quality Assurance Coordinators, Academic Staff, Students	Realize on January 05.01.2021 - 15.01.2021
6	CCQAE	Training of academic staff for ECTS	January - February 2021	Yes	QAO, Academic Units, Academic Staff	
7	CCQAE	Drafting and approval of questionnaires	January – May 2021	Yes	QAO, Academic Units, External Stakeholders, Alumni	
8	CCQAE	Review of the reformulation of designed questionnaires	At the end of each semester	Yes	QAO, Academic Units, External Stakeholders, Alumni	
9	CCQAE	Completion-amendment of the regulation of quality assurance and evaluation in UIBM	Februaru - March 2021	Yes	QAO, Academic Units, Secretary of UIBM, Legal Office	
10	CCQAE	Questionnaire for evaluation of academic staff for support services at UMIB Questionnaire for student assessment of support services at UMIB Questionnaire for evaluation by the administration for UMIB	March 2021	Yes	QAO, Quality Assurance Coordinators, Academic Staff, Students, Administrate,	Realize in April
11	CCQAE	Academic staff self-evaluation report	April 2021	Yes	QAO, Deans,	Realize in May



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Nr.	Activity Bearer	Activity (Planned tasks)	Timeline	Financial Implication	Linking ith other units	Other
		Deans evaluation questionnaire for the academic staff of the UIBM. Bachelor students evaluation of teaching, courses and resources at UIBM questionnaire. Master students evaluation of study programs and research work at UIBM questionnaire.			Quality Assurance Coordinators, Academic Staff, Students,	17.05.2021 - 31.05.2021
12	CCQAE	Questionnaire for UIBM ALUMNI. Questionnaire for external stakeholders of UIBM.	June 2021	Yes	QAO, Quality Assurance Coordinators, Academic Units, Alumni, External Stakeholders,	Realize in July
13	CCQAE	Questionnaire for deans self-evaluation. Evaluation questionnaire for deans work by the academic staff of the UIBM. Evaluation questionnaire for deans work by rector of UIBM.	July 2021	Yes	QAO, Rector, Deans, Quality Assurance Coordinators, Academic Staff	Realize on the first week of September
14	CCQAE	Completion-amendment of the quality measurement instruments package.	September 2021	Yes	QAO	
15	CCQAE	Training of students for ECTS	December 2020 - January 2021	Yes	QAO, Academic Units, Students	
16	CCQAE	Drafting and revision of regulations and other documents related to quality assurance in UMIB	September - October 2021	Yes	QAO, Academic Units, Secretary, Legal Office	



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17	CCQAE	Training of CCQAE members from different organizations (Heras, WUS, etc.), regarding quality, teaching, AKA standards, etc.	The time is set by the partners	Yes	QAO, Members of Commission, Academic Units	Depending on who organizes the training, there may or may not be financial implications
18	CCQAE	Analyzing the results from the questionnaires and making recommendations for further development.	At the end of each semester/year	Yes	Senate, Rectorate, QAO, Academic Units, Students	

The committee's work plan is of great importance to the smooth running of our institution, as this plan will serve as a guide on where we will move as a commission so that we can always be in step with quality development trends in higher education.

This work plan will contribute towards raising the quality in teaching, learning and the development of a genuine quality system within the university.

Therefore, the implementation of this work plan is laid down as an obligation for all the actors involved, to work towards the fulfillment and advancement of the university's mission, as well as the obligations that UIBM has towards the students and citizens of Kosovo for a quality and valuable education. From the date of approval of this document, all CCQAE development activities will be guided by this document, which will also be an indicator of the commission's performance.