

Kodi i dokumentit	Data e publikimit	Nr. i përditësimit	Data e përditësimit	Faqe/Total
BU-FRM-006-002-AL	01.10.2012	-	-	1 / 3

Date, beginning and end of the meeting:	14.03.2015, 10.00-12.00
No. of the meeting:	2015/02
Place of the meeting:	Senate Room
Topic of the meeting:	Meeting No. 2015/02

1. Attendance:

Dr. Isa Erbas, Ramadan Çipuri, Prof. As. Dr. Rahim Ombashi, Dr. Tidita Abdurrahmani, Dr. Edlira Mali, Kelmend Nezha, Arti Omeri, Emirjon Senja, Nertil Bërdufi, Saimir Mikli, Laurela Muca.

Apologies: Prof. Dr. Briseida Mema, Prof. Dr. Dhurata Shehri, Donald Cjapi, Arlinda Belkuyu.

Special Participation: Dr. Brikena Smajli

2. Agenda:

1. Course files
2. Exam regulation
3. Regulation of curricula development
4. Thesis guidelines
5. Guideline on professional practice

3. Discussions:

1. Course file

The Quality Security Council revised the current practice on the composition of the course file to be delivered by the academic staff at the end of each course.

Each of the required documents according to the current practice was taken into examination. Discussions were focused on the following specific issues.

- With regard to the necessity of the syllabuses in the course file, there were ideas that since syllabuses are carefully reflected in the web, it would not be necessary to include them in the course file. However the commission took note and decided upon the explanations provided by Mr. Ramadan Cipuri and Dr. Tidita Abdurrahmani who clarified that taking into consideration the fact that the lector of the course might change and in that case he/she has the freedom to modify the syllabuses, it is essential from the point of view of documentation to include the syllabuses of the course together with all other materials to ensure accurate data are kept.
- With regard to the photocopy of the book used, or lectures notes and presentations, the commission values that it is not necessary as long as the literature used is reflected in the syllabuses, while lectures and other notes are subject to intellectual property rights of the lecturer.
- With regard to the exams and course assignments it was evaluated that it is not necessary since it is discriminatory to note the best and worst exam and assignments therefore it was decided to revoke the rule.
- Discussions were made with regard to the answer key for the exams. Discussions were focused mainly on the fact that there are different forms of examinations and questions provided that make it impossible to provide an answer key. To that regard Dr. Edlira Mali explained that the form of examination used in her courses is of a creative nature making thus impossible to provide an answer key. Having regard to that fact, reference was made also by Mr. Emirjon Senja, Mr. Ramadan Cipuri and Mr. Arti Omari, to that fact that in other cases involving developing questions, it is necessary for the sake of transparency towards students to include answer keys in the course file. Therefore following also the explanations and proposals of Prof. Dr. Rahim Ombashi on the different types of examinations and the possibility of providing answer keys, the commission decided that answer key is not needed for alternative answers and an answer key cannot be provided in the case when creative answers are required. It should however be included in the cases when development answers are required.

The revised list of documents required for the course file according to the opinion of the Quality Assurance Commission is attached to this document.

Njësia përpiluese	Njësia kontrolluese	Njësia miratuese
Zyra e protokollit dhe korrespondencës	Komisioni i ruajtjes së cilësisë së brendshme	Rektorati

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BU-FRM-006-002-AL	01.10.2012	-	-	2 / 3

2. Exam rules

The second agenda item was related to the rules to be followed by students, lecturers and observers during the exams. Different ruling from international experience were revised along with the existing regulation of the HEI Hëna e Plote Beder. With regard to the role of the observers during the examinations, there were two different opinions, one supported by Mr. Emirjon Senja, Mr. Ramadan Cipuri and Ms. Laurela Muca, Mr. Arti Omari and Ms. Edlira Mali that the observers should have complete competences during the exams and they should be supported by the lecturers. While Prof. Dr. Rahim Ombashi, was of the opinion that in any case the lecturer should be in charge of making decisions with regard to proposals and remarks of the observers.

Another issue discussed was the issue of the fact that the students should not be allowed to carry anything but the necessary items related to the exam and the prevention of cheating during examinations. To that regard different models were presented by Dr. Isa Erbas and upon the presented examples discussions were focused on the fact that provided that the institution does not provide for a storage room for the students belongings efforts should be made to observe the rule without making the students feel uncomfortable when requests to deliver their belongings in the entrance of the examination room.

Mr. Emirjon Senja, pointed out that the existing regulations provide the necessary grounds related to all concerns in questions, the issue remains mostly to the proper implementation, a point of view supported by all members.

In addition a great concern during the exams are the smart phones that QAC evaluates that all efforts should be made to not allow the smartphone during the examination.

The current regulation was revised and the changes suggested by the QAC are reflected in the material attached to this document.

3. Thesis Guidelines

With regard to thesis guidelines, Dr. Isa Erbas, informed that QAC on the different existing guidelines and drafts. The one that is currently in use in the guideline of the faculty of Human Sciences presented in general terms by the chancellor of the faculty Mr. Kelmend Nezha. Dr. Isa Erbas, informed the QAC that another draft has been prepared by Dr. Adem Balaban.

Discussions were focused on the length of the bachelor thesis provided for 20 – 25 pages in the Faculty of Human Sciences guideline, which is not sufficient according to the opinion of Dr. Tidita Abdurrahmani. In the course of discussions it was verified the fact the number of credits for the bachelor thesis in different for the education department, namely 10 credits, compared to 5 credits provided for in all other departments, which reflects the concerns presented by Dr. Tidita Abdurrahmani. To that regard Mr. Emirjon Senja suggested to reflect this change also in the required length of the bachelor thesis that can be therefore different for the education department. Taking into consideration that for the current academic year it is not possible to make changes, the QAC recommends the review of the reasons for this difference and whether a change is necessary for the next academic year.

Considering the fact that currently there is only one guideline of the Human Sciences Faculty and there are differences in opinion presented by the Education Department and in addition another draft has been prepared that includes also the master thesis, QAC decided to set up a working group that will revise all existing documents and conclude with a proposal guideline to be used from the entire university. The working group will be composed of Dr. Isa Erbas, Z. Ramadan Cipuri, Dr. Tidita Abdurrahmani and Dr. Edlira Mali.

4. Regulation of curricula development

Dr. Brikena Smalji, Head of the Curricula Development Office presented the guidelines of the process of curricula development. The guideline was presented in general terms, whereas the commission observed that taking into consideration that the new law on higher education will very likely enter into force within the end of the month, it is advisable to wait and revise the guideline in line with the new law requirements. This suggestion is made in order to avoid the approval that will need a further review in case changes will be necessary due to the new legislation. In the view of the above the commission decided to postpone the review of the guideline on the process

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BU-FRM-006-002-AL	01.10.2012	-	-	3 / 3

of curricula development as well as to set up a working group that will revise it before its final approval in the QAC.

The working group will be composed of Dr. Brikena Smajli, Z. Gentjan Skara and Dr. Tidita Abdurrahmani.

5. *Guideline on professional practice*

The final item of the agenda was postponed to the next meeting.

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