
	QUALITY ASSURANCE COUNCIL OF SHLP “HËNA E PLOTË” (BEDËR)				
	Kodi i dokumentit	Data e publikimit	Nr. i përditësimit	Data e përditësimit	Faqe/Total
	BU-FRM-006-001-AL	01.10.2012	-	-	1 / 2

Date, beginning and end of the meeting:	13.02.2014, 14.00-15.30
No. of meeting:	2015/01
Location:	Senate Room
Reference:	Meeting No. 2015/01

1. Attendance:
Prof. Dr. Briseida Mema, Dr. Isa Erbas, Ramadan Çipuri, Prof. As. Dr. Rahim Ombashi, Dr. Tidita Abdurrahmani, Kelmend Nezha, Arti Omeri, Emirjon Senja, Nertil Bërdufi, Arlinda Belkuyu, Donald Cjapi, Laurela Muca.
<i>Apologies:</i> Prof. Dr. Dhurata Shehri, Saimir Mikli.
2. Agenda:
1. Presentation of the forms to be completed by the students of the education sciences during the teaching practice
3. Discussions:
<p>The Quality Assurance Council revised the forms prepared and aimed to be used and completed by the students of education sciences during their teaching practice.</p> <p>The discussion on this issue focused primarily on the fact whether the forms that will be completed by the students during the teaching practice will be the same for all students in all departments and branches of study.</p> <p>Regarding this issue, Mr. Ramadan Cipuri noted that the work practices vary depending on the branch of study and therefore in the case that a single form will be used by the students of SHLPB, the prepared forms do not serve the scope, being very specific and designed for the students of education sciences.</p> <p>Another issue that was discussed regarding the forms was the fact that they will contain information regarding the identity of the teachers of the institutions in which students will perform their work practice, focusing first on the issue of privacy, since the forms defines the inclusion of the name of teachers with whom the student will conduct the practice and secondly on whether it would be acceptable by the host institutions the completion by students of such forms containing personal information for teachers as well as data on their work and preparation, data which will be reviewed and used by the SHLPB academic staff in assessing the students' teaching practice.</p> <p>Mr. Ramadan Cipuri and Dr. Tidita Abdurrahmani, requested the participation in the meeting of Mr. Lokman Coskun that has designed the forms, in order to give further explanations regarding the purpose and usage of forms.</p> <p>Mr. Lokman Coskun, explained to the KSC that the purpose of completing the forms from students is not to assess the preparation of the employees or the performance of the host institution but rather the orientation of the student regarding the issues on which has to focus during the teaching practice. Mr. Lokman Coskun also agreed that the inclusion of personal data of the teachers with whom the teaching practice is carried out, can cause problems on issues of privacy and may lead to refusal of admission of students to conduct the practice.</p> <p>KSC suggested on this point, that the names of the teachers with whom will the teaching practice will be carried out should not be included in the forms.</p> <p>Following the discussion, Dr. Tidita Abdurrahmani focused on whether the forms submitted must be approved at the institutional level. In this context, if the institution will adopt a general form, similar for all departments and branches of study, the forms submitted that are specific to students of education sciences, can be used and approved at the department level.</p> <p>In addition Dr. Tidita Abdurrahmani and Mrs. Laurela Muca, brought to the attention of QAC that the Guide of the Teaching Practice of Master of Science Students, that QAC has examined in the last meeting and suggested to be revised, has not yet been finalized and approved. Therefore it would be more suitable to be adopted beforehand the guide which sets the overall framework for the teaching practice and evaluate the proposed forms accordingly at a later stage.</p> <p>Dr. Isa Erbas proposed the organization of a special meeting of the KSC to review and approve the suggested</p>

Njësia përpiluese	Njësia kontrolluese	Njësia miratuese
Zyra e Protokollit dhe Korrespondencës	Këshilli i Sigurimit të Cilësisë	Rektorati

 SHKOLLA E LARTË HËNA E PLOTË-BEDËR	QUALITY ASSURANCE COUNCIL OF SHLP “HËNA E PLOTË” (BEDËR)				
	Kodi i dokumentit	Data e publikimit	Nr. i përditësimit	Data e përditësimit	Faqe/Total
<i>BU-FRM-006-001-AL</i>	01.10.2012	-	-	2 / 2	

changes of the Guide of Teaching Practice and reviewing and discussing the forms of teaching practice of the students of education sciences primarily within the department.

KSC decided to revise the forms after the adoption of the work practice guide and after their discussion and approval in department level.

The next meeting of the Quality Assurance Council will be held at the time of the finalization of the Guide of the Teaching Practice for Master of Science Students.

Njësia përpiluese	Njësia kontrolluese	Njësia miratuese
Zyra e Protokollit dhe Korrespondencës	Këshilli i Sigurimit të Cilësisë	Rektorati