	REGULATIONS “ON THE FUNCIONS AND ORGANISATION OF THE QUALITY ASSURANCE COUNCIL”				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-015-EN	01.10.2012			1 / 9

CHAPTER I THE PURPOSE, DOMAIN AND DEFINITIONS

Article 1

Purpose

This regulation delineates the function of the Quality Assurance Council, and aims at safeguarding and regulating the education process, teaching process, research and other mechanisms that contribute to the quality of the University, such as:

- i. enhancing the progression of quality;
- ii. setting up an internal auditing system and provide satisfactory results to the application, development and evaluation of such system;
- iii. adopting quality indicators during the "external assessment" period;
- iv. identify and promote the necessary preparatory practices to guarantee such process;

Article 2

Domain

This regulation governs the organization and administration of responsibilities in the framework of academic assessment and quality assurance, institutional assessment, periodic monitoring and continuous improvement of the University “Hëna e Plotë” (Bedër).

Article 3

Definitions

The following terms in this Regulation refer to:

HEI: University “Hëna e Plotë” (Bedër); (*hereafter referred to as the University*)


Board of Trustees: The members of the Board of Trustees of the University;

Academic units: Faculties, Departments, and Research Centres of the University;

Programme: Educational programs in all the Departments of the University.

Quality Assurance Council (QAC) of the University: The Council is responsible for monitoring and coordinating the undertaken activities in the framework of academic and administrative management and assessment, quality assurance, strategic plan, self-assessment, external assessment, periodic control, as well as assessing how all these are being carried out at the University.

Drafting Unit	Supervising Unit	Ratifying Unit
Senate	Academic Evaluation and Quality Assurance Commission	Board of Trustees

	REGULATIONS “ON THE FUNCIONS AND ORGANISATION OF THE QUALITY ASSURANCE COUNCIL”				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-015-EN	01.10.2012			2 / 9

Mission: The mission of the Quality Assurance Council (QAC) is to periodically assess the effectiveness of teaching and learning activities, research and scientific development, and administrative and financial activities of the institution.

Vision: The objectives the academic and administrative units of the University must accomplish.

Resource Planning: The planning of economic and human resources in order to achieve the above mentioned goals.

Institutional goals: The measurable action and project plans the University has formerly delineated to accomplish institutional strategies.

Unit goals: The basic goals which reflect the aims of academic and administrative units pursuant to previously defined institutional strategies of the University.

Individual goals: The necessary activities and goals that reflect the measurable quality objectives of every respective employee, which the units such as faculties, departments and centres have formerly set.

Activities and projects: The activities and projects necessary or unnecessary to be envisaged in the budget and accurately measurable through performance indicators, in the framework of the accomplishment of the University’s strategic goals.


Implementation plan: The plans which determine the necessary timelines, responsibilities and deadlines to implement institutional, academic or administrative activities and projects, pursuant to the goals and strategies of the University.

Actors: The students of the University "Hëna e Plotë" (Bedër), the graduates and other professional national and international institutions presently associated to education or the ones that subsequently will, all the sectors, institutions, organizations and their respective members.

Performance Rating: The measurable indicators that assess the degree of accomplishment of the University and all its units declared strategic goals.

Monitoring: The process of measuring the accomplishments and the assessment of preliminary measures the University’ academic and administrative units have taken to improve and develop their strategies.

Drafting Unit	Supervising Unit	Ratifying Unit
Senate	Academic Evaluation and Quality Assurance Commission	Board of Trustees

	REGULATIONS “ON THE FUNCIONS AND ORGANISATION OF THE QUALITY ASSURANCE COUNCIL”				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-015-EN	01.10.2012			3 / 9

Improvement: The preset objectives, the accomplished activities to fulfil these objectives and the conducted activities to reduce the discrepancies between the accomplished actions and the final results of the University.

Improvement Action Plan: A plan that envisages future improvements, the responsibilities and the deadlines to achieve them, as the self-assessment and external assessment process results of the University have shown.

Internal assessment: Periodic assessment of the results concerning the quality in terms of: education, research, human resources, finance, infrastructure, public relations, international relations, social and cultural activities and progress of the University in the framework of quality assurance and performance improvement.

Self-assessment: Comprehensive assessment process, systematically and correctly carried out by individuals the Administrative Board of the University appoints to, as a means to assess the quality in terms of: education, research, human resources, finance, infrastructure, public relations, international relations, social and cultural activities in the framework of quality assurance and performance improvement.

Institutional Assessment: Self-assessment and assessment of the environment in general, in the framework of the University’s academic assurance during quality assurance period.

External assessment: The assessment an independent national or international institution carries out to assess the quality in terms of: education, research, human resources, finance, infrastructure, public relations, international relations and social and cultural activities.


Evaluation groups: A group designated to carry out the preparation of institutional assessment of the University.

External Assessors: The institutions, organisations or councils which carry out their duties inside or outside the country and can provide the University with an accredited "Quality Assurance Certificate".

On-site visit: Scheduled visits external and internal assessors conduct to assess various units of University.

Ad-hoc Committees: These committees cooperate with QAC and function under it; they provide recommendations and input on areas requiring special technical knowledge, establishing positive interaction with all academic and administrative units during the academic assessment, quality assessment, strategic planning, self-assessment, external

Drafting Unit	Supervising Unit	Ratifying Unit
Senate	Academic Evaluation and Quality Assurance Commission	Board of Trustees

	REGULATIONS “ON THE FUNCIONS AND ORGANISATION OF THE QUALITY ASSURANCE COUNCIL”				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-015-EN	01.10.2012			4 / 9

assessment, periodic expansion, and educational research, HR, finance, infrastructure, public relations, international relations, social and cultural activities auditing process.

Fundamentals of the strategic plan: Fundamentals of the University’s strategic plan.

Strategic management period: Strategic management period is the period when the risks and opportunities are identified, the quality progress strategies are designated, and the measurable objectives and performance indicators are confirmed as the real outcome of such strategies. This period is based on the weaknesses and strengths resulting from internal and external assessment process.

"SWOT" analysis: Analysis which reflects the strengths and weaknesses, as well as the opportunities and risks of the University.

Quality Assurance Certificate: Certificate which reflects the quality of the University in terms of: educational, teaching, research and administrative service upon completion of external assessment.

Quality Registration Certificate: Certificate which affirms that the Council, the organisation or the institutional independent commissions are competent to assess the level of quality of academic and administrative services and the policies determining such quality.

Annual Assessment Report: Annual Report which presents the results of the University’s academic assessment and quality assurance.


CHAPTER II QUALITY ASSURANCE COUNCIL

Article 4 Membership and Responsibilities

The Council of Quality Assurance of the University consists of 15 members, specifically:

- A president,
- 2 (two) vice-presidents,
- A representative from the Office of Curricula,
- A representative from the Registrar’s Office,
- An outside expert,
- A representative of student’s organizations,
- The rapporteur,

Drafting Unit	Supervising Unit	Ratifying Unit
Senate	Academic Evaluation and Quality Assurance Commission	Board of Trustees

	REGULATIONS “ON THE FUNCIONS AND ORGANISATION OF THE QUALITY ASSURANCE COUNCIL”				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-015-EN	01.10.2012			5 / 9

- 7 (seven) other members approved by the Senate, as required.

Executive Authorities of the University such as, the Rector, the Dean and the Chancellor cannot be members of the QAC Framework.

Article 5 Membership mandate

Every two years the Senate of the University sanctions the members of the QAC.

Article 6 Decision-making

A QAC meeting is valid, if more than half of all members are present in the meeting. Decisions are taken by two-thirds of the members casting a vote in the meeting. In case of a tie, the chairman vote is crucial.

Article 7 Meeting deadlines


QAC shall meet in ordinary sessions at least once a month. In exceptional cases, the President may convene an extraordinary meeting. Ensuring the participation of all interested parties, he convenes an expanded meeting.

Article 8 The Functions of the Quality Assurance Council

The Quality Assurance Council:

1. monitors the process of teaching assessment, as well as every academic and administrative action such as quality assessment and adoption of quality standards, in the framework of coordinating a strategic plan process and pursuant to such plan and to the mission of the University;
2. researches different high-profile schemata in order to enhance quality, and have them allocated to all academic and administrative units;
3. coordinates the implementation of self-assessment standards, the preparation of the self-assessment action plan, and, when the Council deems it fit, sets new standards for the institution pursuant to the regulatory framework of the University;
4. determines short-term, medium-term and long term strategic objectives, pursuant to the mission, vision and status of the University;
5. identifies the status and monitors all the indicators for accomplishing the strategic plan;

Drafting Unit	Supervising Unit	Ratifying Unit
Senate	Academic Evaluation and Quality Assurance Commission	Board of Trustees

	REGULATIONS “ON THE FUNCIONS AND ORGANISATION OF THE QUALITY ASSURANCE COUNCIL”				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-015-EN	01.10.2012			6 / 9


6. recommends institutional scopes and strategies;
7. proposes the implementation of the institutional strategic and action plan;
8. proposes the actions to improve and monitor the institution periodically;
9. prepares additional recommendations in QAC quality assurance guidelines and strategic planning for all academic and administrative units;
10. prepares and manages the University’s strategic plan and its implementation timelines;
11. carries out resource planning for all activities and projects in the framework of a strategic action in all academic and administrative units of the institution;
12. assesses the costs and revenues of the current financial investments so as to enhance the implementation of a of short-term, medium-term and long term strategic plan in all academic and administrative units;
13. evaluates and publishes all former prepared activities for each unit upon the assessment of academic and administrative services, the quality assessment and the adoption of quality standards in the framework of strategic plans and goals of the University;
14. ensures the coordination of the strategic plan process in each unit and adjusts the norms on financial management and control, as well as other legal acts; assesses administrative services and quality assessment, adopts quality standards or performs any other task in this context and publishes the results, in the framework of strategic plans and goals.
15. notifies the units on the decision-making process and monitors how the tasks and the corresponding results are implemented in the framework of quality assurance;
16. monitors the self-assessment process and supervises the preparation of the self-evaluation report of the institution;
17. monitors how the ground for the external assessment are being prepared and displays all the necessary data to the institution or organisation carrying out the external assessment of the University
18. closely monitors how the self-assessment and external assessment is being carried out and if the measures undertaken in the context of strategic plan, periodic progress and monitoring are adequately coordinated.
19. provides suggestions based on the inconveniences identified through the "SWOT" analysis.
20. reviews the reports and submits them for approval to the Senate, after consulting the members of the QAC upon the form and content of annual reports for the academic assessment and quality assurance of all academic and administrative units delivered to the QAC.

Article 9

Ad-Hoc Committees

The organisation of the Committee and the Chairman

Drafting Unit	Supervising Unit	Ratifying Unit
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	REGULATIONS “ON THE FUNCIONS AND ORGANISATION OF THE QUALITY ASSURANCE COUNCIL”				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-015-EN	01.10.2012			7 / 9

In exceptional circumstances and when further specialised expertise is needed, the QAC can establish Ad-Hoc Committees. Each Committee consists of a maximum of five members. The Commission Chairman is elected among its members. If the Commission deems it fit, it may request a third-party opinion within the same area of expertise or can assign them as members of the committee.

Ad-hoc committees serve on a 2-year mandate and, in cooperation and under the assistance of the QAC and Strategic Planning Committee, provide their recommendations and input on areas requiring special technical knowledge, establishing positive interaction with all academic and administrative units during the academic assessment, quality assessment, strategic planning, self-assessment, external assessment, periodic expansion, and educational research, HR, finance, infrastructure, public relations, international relations, social and cultural activities auditing process.

Self-assessment and Progression

Article 10

Self-Assessment Sessions and Calendar

Standards are defined pursuant to the International standards and the European Union standards, and correlated implementation is reflected in the progression guidelines of the University and its Units. Periodically prepared activities will be included in the self-assessment progression guidelines aiming at the implementation of self-assessment standards. Action plans for the coming year are prepared every December of the previous year. Self-assessment will be implemented, monitored and evaluated, and such procedure shall be reflected in the self-assessment auditing reports. Deadline for the submission of such reports is up to the decision of the QAC.

Self-assessment and Progression Guidelines

Article 11


Self-assessment Period and Calendar

Self-assessment sessions are organised inside all units and based upon an evaluation sample and self-assessment directives clearly designated in the quality assurance manual. Self-assessment reports for all units and the University self-assessment report are wholly arranged annually and under acknowledged legal deadlines.

Article 12

Progression Guidelines: Time and Calendar

Drafting Unit	Supervising Unit	Ratifying Unit
Senate	Academic Evaluation and Quality Assurance Commission	Board of Trustees

	REGULATIONS “ON THE FUNCIONS AND ORGANISATION OF THE QUALITY ASSURANCE COUNCIL”				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-015-EN	01.10.2012			8 / 9

In order to improve the problems identified during the self-assessment and external assessment process, all units prepare progression guidelines. These guidelines define the satisfactory standards of progressions, the responsibilities to meet such standards and preset the deadlines and resources for their implementation.

The Head of the Unit is the designated body for the management of the progression guidelines. After all the recommendations of the Unit Assessment and Quality Assurance Committee have been reviewed, progression guidelines shall be carried out. It will be up to the Units to submit the respective progression guidelines to the QAC, with all the results of the assessment and the deadlines set by the QAC reflected therein.

CHAPTER III EXTERNAL ASSESSMENT AND CERTIFICATION OF QUALITY

Article 13 External Assessment Period and Calendar

The University can apply to obtain the Quality Assurance Certificate, which allows the University or one or more of its units to fully demonstrate the quality of the self-evaluation process, management, education, research and administrative service quality.

The year the external evaluation is being performed in, no internal assessment is conducted.


Article 14 Quality Assurance and the Period of Validity

Had the external assessment been completed, the University or the unit is equipped with a quality certificate, which reflects the quality and the level of development of such quality. One or more than one academic unit, one or more than one programme of academic / administrative unit can obtain such certificate.

CHAPTER IV PUBLICATION OF THE RESULTS OF THE ASSESSMENT, THE AWARDS AND THE COSTS

Article 15 Publication of the Results of the Assessment

Drafting Unit	Supervising Unit	Ratifying Unit
Senate	Academic Evaluation and Quality Assurance Commission	Board of Trustees

	REGULATIONS “ON THE FUNCIONS AND ORGANISATION OF THE QUALITY ASSURANCE COUNCIL”				
	Document Code	Publication Date	Update No.	Update Date	Pages/Total
	BU-REG-015-EN	01.10.2012			9 / 9

The publication of the results of the self-assessment and external assessment the University is annually subject to is mandatory. The annual reports of such assessments of the University and the report of the Assessment and Quality Assurance Committee of Higher Education are published on the University’s website.

**Article 16
Awards on Duty**

In order to increase staff motivation, the QAC proposes to the Rector of the University, the awarding of prizes to the academic and administrative units for excellent performance in the duties delineated by this Regulation.

**Article 17
Costs**

Costs of services from third parties shall be paid in the framework of the duties this Regulation delineates upon the supervision of the Rector of the University and generated from the Rector’s Office accrued budget.

**Article 18
Commencement**

This Regulation shall enter into force as approved by the Board of Trustees.

**Article 19
Ratification**

The decision concerning the ratification of this Regulation shall be up to the Rector of the University “Hëna e Plotë” (Bedër).

Drafting Unit	Supervising Unit	Ratifying Unit
Senate	Academic Evaluation and Quality Assurance Commission	Board of Trustees