

KOSOVO ART ACADEMY
INSTITUTIONAL AND PROGRAM EVALUATION

**REGULATION POLICY FOR QUALITY
ASSURANCE**

6th of November, 2019, Prishtina

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Update from 21/10/2019

Pursuant to the Statute of Kosovo Art Academy, the Academy's Board of Directors, at its meeting held at the Academy's headquarters on 21/09/2019, approves the following:

REGULATION POLICY FOR QUALITY ASSURANCE

Article 1

Procedures and Organization of Quality Assurance

1.1 The Academy controls and develops its own system of quality assurance in teaching and lesson learning, as well as in creative and artistic activities, both inside and outside the Academy.

Regulation based on the Statute of the Academy, and the best European experiences. This regulation itself contains the rules and procedures for quality assurance, quality assurance mechanisms and the organizational structure of quality regulation.

1.2 Kosovo Art Academy (KAA), has established a Quality Council, which consists of a Chairman and two members, as well as a Quality control Officer.

1.3 The Quality Council reports to the Academy's Board of Directors and is an independent part of the Board.

1.4 The Office for Quality Assurance is led by the Quality Council, namely the Chairman of the Council, and oversees the Quality Officer, who has the oversight and executive role over the Academic and Administrative processes.

1.5 The Quality Officer reports to the Quality Council on the progress of academic administrative processes, as well as compliance with internal regulations.

1.6 The responsibilities of the Quality Assurance Office are:

- Supervision of the academic and administrative processes for quality assurance.
- Monitoring of administrative affairs, as well as compliance with the regulations of the KAA.
- Develop and structure student and professor questionnaires for various research analysis that evaluate teaching and lesson learning.
- After a thorough review, drafts the report of achievements, deficiencies, and recommends the steps to achieve the objectives of the Academy to the Governing Board.

For the purpose of successful evaluation and monitoring of the teaching process,

- Professors are required to present a detailed course syllabus,
- The syllabus is submitted together with the Student Handbook by the student secretary,
- Professors are surveyed about the course implementation process, as well as the problems and successes have shown,
- Students are surveyed to evaluate the quality of learning and the benefits of the courses during the teaching process,
- The process of reporting research results is reported by the Quality Officer to the Quality Council, and by the Quality Council to the Board.
- For the purpose of successful evaluation and monitoring of the learning process,

- Students are informed about the content of the study syllabus through the student handbook,
- Students are surveyed through questionnaires on achievement and the study process,
- Analysis of the average achievement of each student,
- The Academy calculates through the daily attendance records the student's presence in the study program and other activities organized within the course teaching,
- Analysis of student's minimum attendance in lectures and other practical activities related to the study program.
- Developing and researching innovative student artistic ideas.
- Evaluation and monitoring of administrative processes.
- Monitoring of services and information to students, professors and third parties.
- Development of professional training for administrative staff services.
- Compliance with Work Regulations and the Code of Ethics.
- Evidence of administrative and academic cross-sectoral reports.
- Surveying students on the efficiency of administration services.
- Survey of professors on the efficiency of administration services.
- Research analysis of confidentiality by the administration.

1.7 In order to provide information that affects management decisions and the Board of

Directors, the quality office offers:

- The processing of statistical data obtained from questionnaires, as well as the observation of processes in the form of reports, is forwarded to the Quality Council.

- Develops new ways of obtaining information and identifies continuous measurement indicators.
- Third party information and data retention.
- Checks the physical and electronic files of student and professor data.
- Checks physical and electronic files of administration data and other services.

1.8 Quality control and evaluation are subject to every segment of the Academy's work.

The quality assurance procedures also have the task of accurately and timely analyzing the efficiency of the functioning of the Academy and distributing it to the appropriate units.

Article 2

Quality Assessment Methods

2.1 The work of all academic staff and professional staff is subject to continuous evaluation several times during the academic year.

Regular evaluation of academic work and administrative staff is done on a continuous basis with spontaneous and planned evaluations, where at least twice during the academic year this quality assessment is carried out and reported to the Quality Council and Board of Directors.

2.2 Internal evaluations are carried;

- a) Through the self-evaluation questionnaires of the academic staff,
- b) By Students through anonymous questionnaires,
- c) Through the reports of the Quality Officer, Heads of Departments, and Directors of Administrative Sections,
- d) Through analysis of reports of preliminary evaluations and quality improvement from period to period.

Article 3

Reporting of the Evaluation Results

3.1 Upon completion of the evaluation of reports and work processes, a report on the evaluation procedure is prepared, as well as the presentation of the proposed results and recommendations.

3.2 The report is reviewed by the Quality Assurance Council and serves as a guide for further quality assurance plans.

3.3 The Office for Quality Assurance recommends the appropriate steps for improving the quality system at the Academy.

Article 4

Review of Recommendations and Implementation

4.1 The Quality Assurance Office report is submitted to the Governing Board.

4.2 The Board, based on the recommendations of the Office for Quality Assurance, reviews and analyzes the reasonableness of the recommendations to be realistic and to improve the quality of the academy.

4.3 The Governing Board makes decisions on the implementation of recommendations by the responsible bodies of the Academy.

Article 5

5.1 This Regulation policy is effective upon signature by the Chairman of the Governing Board.



Date and Place

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Head of Senate/President CEO

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Board of Directors

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General Regulations and Procedures Affecting Students 2019/2020

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