



UNIVERSITY "UKSHIN HOTI" PRIZREN

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Prizren, Republika e Kosovës

**GUIDE FOR THE REVIEW OF STUDY PROGRAMS
AT THE UNIVERSITY "UKSHIN HOTI" PRIZREN**

Prizren, 2023



GUIDELINES FOR THE INTERNAL REVIEW OF THE STUDY PROGRAMS AT THE UNIVERSITY "UKSHIN HOTI" PRIZREN.

This Guide will serve the academy units and other leading structures of the university, in the case of accreditation, review and re-accreditation of study programs.



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1. INTRODUCTION

At the University "Ukshin Hoti" Prizren (UUHP) study programs are a subject to a continuous review process, as a key part of the quality assurance mechanisms. The review of the programs is done by the University itself, for the continuous periodic monitoring and evaluation of the study programs. Also, the study programs are subject to external evaluation by the Kosovo Accreditation Agency (KAA) in the case of accreditation and re-accreditation of the study programs at UUHP. The guide describes the process of internal review of study programs for accreditation, review and re-accreditation, by explaining the criteria and review procedures of study programs that are being implemented.

In order to achieve the general objectives, the needs of students and society, UUHP monitors and reviews the study programs, which must continuously improve the program. During the review process, different indicators are taken into account, to help for a more accurate assessment of the study program's strengths and weaknesses. These data will be used for the perfection of the program and the achievement of its objectives. UUHP has provided procedures for the design and review of programs, based on the National Qualifications Framework and the European Qualifications Framework for Higher Education, KAA Standards for the accreditation of study programs and internal Institutional documents.



2. PERIODIC REVIEW OF EXISTING STUDY PROGRAMS

The study programs at the University "Ukshin Hoti" Prizren are subject to a continuous revision process. At UHHP, each academic unit is responsible for ensuring quality improvement for the relevant study programs.

The purpose of the review at UUHP is to continuously contribute to increasing the quality of offers for study programs offered by the Institution. Regular monitoring and revision of study programs aim to guarantee adequate programs, and a supportive and effective learning environment for students.

They include assessment of:

- Content of the program in the light of the latest research in the given discipline, thus ensuring that the program is up-to-date;
- Changing society needs;
- Teaching load, progress and completion of students;
- The assessment procedures effect for students;
- Expectations, needs and satisfaction of students regarding the program;
- The learning environment and support services and their compatibility with the program goals¹

Programs are regularly evaluated and reviewed by involving students and stakeholders. The collected information is analyzed and the program is adjusted to ensure that it is up to date.²

¹ 'Standards and Guidelines for Quality Assurance in the European Higher Education Area (EHEA)' Approved by the Bologna Steering Group in September 2014 For approval at the Ministerial Conference in May 2014-2015, Translated by the Kosovo Agency for Accreditation - KAA pg. 20. (https://akreditimi.rks-gov.net/wp-content/uploads/2022/06/ESG-in-Albanian_by-KAA.pdf)

² There.



3. REVIEW CRITERIA AND PROCEDURE

The review of existing study programs at UUHP is done by applying the quality assurance criteria defined by the Regulation on Quality Assurance. Study programs review is implemented once a year.

During the process of revising the existing study program, what should be considered is:

1. Key Performance Indicators (KPI);
2. The results of the evaluation of the study program by the graduates;
3. Results of evaluation of graduates by employers;
4. Results of the evaluation of the graduate employment rate;
5. Consultation with the Industrial Advisory Board (IAB);
6. Report on the implementation of the recommendations of the international expert group;
7. Evaluation of the subject;
8. Evaluation of the teacher and assistant;
9. The strategic plan of the academic unit;
10. Other quality instruments.

The result of the evaluation process of the existing program can be addition/change, merger and extinction.

Academic units through the Quality Assurance Commission at the faculty level, in coordination with the Quality Assurance Office and the Central Quality Assurance Commission, lead the process of quality assurance in study programs.

The study program review report is proposed and approved in the Faculty Council. In case of change/supplement of the program, the approval of the Senate is required.



3.1. Time of realization of assessments

The evaluation and monitoring of the fulfillment of the program standards is implemented on the basis of the annual plan of quality assurance activities.

The Quality Assurance Commission at the faculty level is obliged to monitor the implementation of the quality standards of the programs and implement surveys, analyzes and reports, proposed for further consideration to the Central Quality Assurance Commission.

Quality assurance structures at the faculty level, after reviewing and analyzing data, propose measures to improve the quality of study programs.

The general assessment, determined, is done at the end of the calendar year.

3.2. Review procedure

Step 1: The Faculty-level Quality Assurance Commission, in collaboration with the University-level Quality Assurance Commission, during the month of January, collect and generate the data as well as the results from the syllabus evaluation questionnaire, the results from questionnaire A.6 for study programs, the A8 questionnaire for program evaluation by graduates, and the annual report for MPI. The annual report, together with the recommendations from the quality structures, is submitted to the academic unit.

Step 2: The dean of the academic unit, in the first week of March, initiates the annual review of the study program, including those in charge of the study programs.

Step 3: Program managers analyze the data from the results from the annual program evaluation report as well as the improvement report from the external evaluation process. During this phase, recommendations are received from the students, from the Industrial Advisory Board of the academic unit. The revision of the program is done in harmony with the process of periodic revision of the Syllabus, as provided by the Guide for the Design and Review of the Syllabus in the University. The leader of the academic development sector at the University provides administrative support in the process of revising the study program.

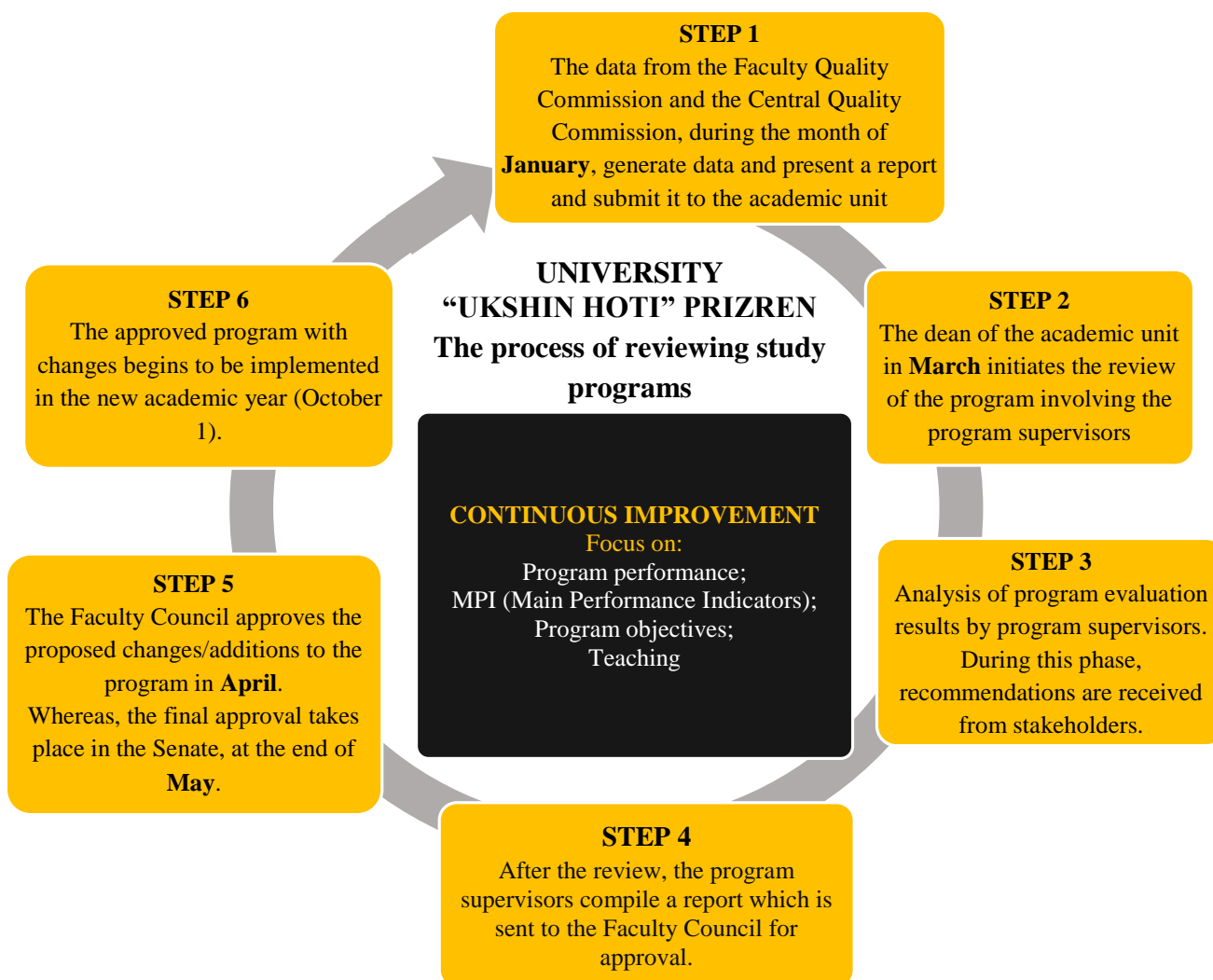
Step 4: The program supervisors compile a report that includes the degree of implementation of the recommendations from the last external evaluation until that time, in accordance with the KAA standards for accreditation, as well as the focus on MPI and student evaluation, suggestions for improvement and the achievement of study program objectives.



Step 5: Based on the analysis and conclusions, possible changes in the study program can be proposed. The study program review report is proposed and approved by the Faculty Council, no later than the end of April. In case of change/supplement of the program, the same must receive the approval of the Senate. The Senate of the University examines and approves the changes of the study program, at the latest at the end of May.

Step 6: The study program with changes begins to be implemented at the beginning of the new academic year (October 1).

Figure 1. Study program review process





4. ACCREDITATION AND RE-ACCREDITATION PROCESS

4.1. Application for new study programs

The University has a strategic part in the design and approval of new study programs. The University's mission are the new study programs. The university will offer opportunities to students to choose appropriate study programs, to acquire transferable academic knowledge that will help in professional advancement and career development. The University designs new study programs in accordance with the standards of KAA, the National Qualifications Framework, the European Qualifications Framework in Higher Education. They are developed in harmony with comparable models of European Universities and the Bologna system.

4.2. The procedure for designing new programs

The application of new study programs at UHHP is based on the Quality Assurance Regulation, according to these steps:

Step 1: Proposals for new study programs are initiated by the Councils of academic units (or other actors). The proposal must be made no later than March, 8 months before the application for accreditation deadline.

Step 2: The faculty council establishes the working group to draw up a real feasibility plan (feasibility study) and in accordance with the objectives of the strategic plan of the University and the strategic plan of the faculty. Designing the feasibility study program indicates the reason of opening a study program. The detailed plan must be presented to the Faculty Council no later than three months after the establishment of this working group.

The feasibility study of the new study program must contain:

1. The study of the labor market;
2. Study program profile;
3. Compliance with the Strategic Plan of the University;
4. Compatibility with the national strategy of higher education;
5. Compliance with the National Qualifications Framework (NQF);
6. Adaptability to European and world education trends;
7. Holders of study programs, according to the requirements set forth in the KAA manual for accreditation (Academic call of the holder, the profile of the holder's studies, the number of works in the respective field of the holder indexed on the Web of Science platforms (main collection SCIE, SSCI and AHCI) or Scopus, (excluding journals or questionable publishing houses).



Step 3: The Faculty Council reviews the feasibility plan. The feasibility study for the new study program is initially approved by the Faculty Council, while it is finally approved by the University Senate and the University Governing Council, after verifying the suitability of the study program.

Step 4: After receiving the decision from the above-mentioned bodies, on October, the application for the study program is made at KAA. Likewise, after the approval of the reasonableness plan, the Faculty Council establishes a working group for the drafting of the Self-Evaluation Report (SER) for the new study program.

Step 4: The SER report is drafted in consultation with all internal and external stakeholders. The drafting of the report is done in continuous cooperation with the quality structures, while the academic development sector serves as administrative support in this process.

Step 5: The report is drawn up and submitted in coordination with the Office for Quality Assurance according to the deadlines and dynamics determined by the KAA.

4.3. Application procedure for re-accreditation

In the case of study programs re-accreditation, the process of reviewing and drafting the SER Report starts at least 12 months before the application for reaccreditation deadline.

The Council of the relevant academic unit establishes the Commission for the SER Drafting. The Commission, in cooperation with the quality assurance structures and the academic development sector, drafts the SER in consultation with internal and external stakeholders.

During the drafting of the SER, the provisions of Article 16 of the Regulation on Quality Assurance³ and the Accreditation Standards of KAA should be taken into account.

The report is drawn up and submitted to the Coordination and Office for Quality Assurance according to the deadlines and dynamics determined by KAA.

³ Regulation for Quality Assurance at the University "Ukshin Hoti" Prizren, Article 16 (https://www.uni-prizren.com/wp-content/uploads/2023/01/Rregullorja-per-sigurimin-e-cilesise-2022_ALB.pdf).