

# Quality Assurance Regulation

of

# the Academy “Evolucion”

Prishtinë

2018

Pursuant to Statute of Academy “Evolution” hereinafter: „AE“) the Board of Directors (hereinafter: „BoD“) of the Academy “Evolution” on its session held in Prishtina on 20.12.2018 adopted the following:

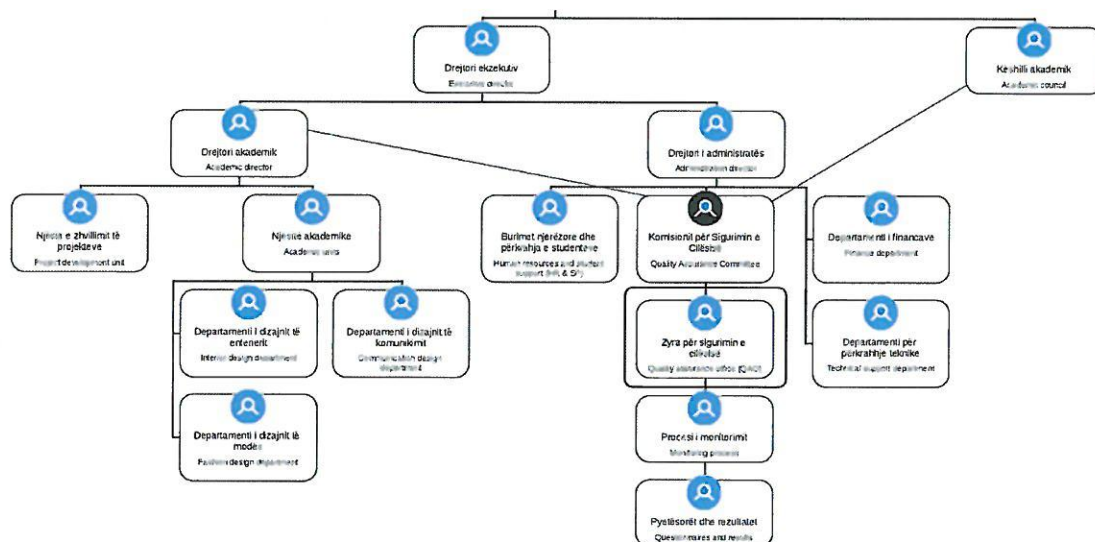
## QUALITY ASSURANCE REGULATION OF THE ACADEMY “EVOLUCION”

### Article 1

#### (Organization and Quality Assurance Procedures)

1.1. The Academy “Evolution” conducts its own system for the quality assurance in the teaching and other creative and artistic activities. This regulation contains the rules and procedures for quality assurance, executive instruments and mechanisms for quality assurance and the institutional structure for quality assurance.

1.2 The Academy “Evolution” conducts the Quality Assurance control through the Quality Assurance Committee, which consists of three members: the Academic Director, the Quality Assurance Officer and of a representative of the lecturers.



1.3 The Quality Assurance Office is an executive mechanism of the Quality Assurance Committee. It is managed by the Quality Assurance Officer, under the supervision of the Director of Administration who monitors the working process of the administration, the teaching process and the student's progression and success. The Quality Assurance Office has the following responsibilities:

- executes the tasks ordered by the Quality Assurance Committee and reports the working progress of administrative and academic processes;
- supports the process of drafting and producing the self-evaluation report;
- monitors the working process of the administration;
- surveys the students and lecturers through questionnaires and after the analyzing reports them to the Quality Assurance Committee.

1.4 In order to successfully evaluate and monitor the process and standard of teaching:

- lecturers have to present a detailed study plan or module guide;
- The study plan/module guide is presented to the students with the handbook of studies;
- Lecturers are surveyed for the success and problems through the module teaching process;
- Students are surveyed for the success and benefits they have from each module;
- The accomplishment process of the material is reported for discussion to the Academic Council.

1.5 In order to successfully evaluate and monitor the process and standard of learning:

- Students are provided with the information regarding the working procedures and content of subjects through the handbook of studies;
- Students are surveyed for the quality of the learning and teaching process;
- The attendance of the students is noted on all the activities carried within the Academy.

1.6 In order to successfully evaluate and monitor the working process and standard of the Academy administration:

- The services for students and lecturers are monitored;
- The administrative staff is trained for administrative services;
- The administrative reports and requests are recorded;
- Students and lecturers are surveyed for the quality of administration services.

1.7 In order to provide information that affect the decision making process within the other units up to the BoD:

- It processes the data gathered from surveys, monitoring process and other units in form of reports;
- It designs and develops new templates of surveys and surveying process and also identifies the new measurable indicators continuously.

1.8 In order to protect personal data of third parties and other confidential information:

- Manages the information database and the files of the students and lecturers;
- Keeps electronic data and the files safe and secure for the administration service and other units.

1.9 All segments of work within the Academy are subject of Quality Assurance process. Quality assurance procedures seek to analyze in time and provide an exact overview to the respective units within the academy;

## **Article 2**

### **(Assessment instruments)**

2.1 The work of all academic and administrative staff is assessed systematically. The confirmation and assessment of the regular work of the teaching staff, collaborators and professional staff within the academy is conducted all the time and is reported once a year with the Quality Assurance Annual Report to the management and also to the respective units.

2.2 Internal evaluations is conducted by the academy itself:

- a) Using questionnaire and self-evaluation by the academic staff;
- b) Using anonymous students questionnaire for evaluation;
- c) Through ongoing supervision process by the Quality Assurance Officer, Administration Director and Academic Director;
- d) Analyzing the parameters based on the work reports, compilation of tasks, using which the assessed units are set up measures that have to be taken in order to keep and enhance the quality.

### Article 3

#### (Mechanisms for the implementation of quality assurance measures)

- 3.1 After each assessment process, the results and a written report are sent to the respective address with the assessment procedures explained, results and proposed actions;
- 3.2 The results of the reports are treated by the Quality Assurance Committee and serve as a starting point in the further plans for improvement and quality assurance within the academy;
- 3.3 The Quality Assurance Office implements the recommendations and tasks undertaken by the Quality Assurance Committee.

### Article 4

This Regulation enters into force on 20.12.2008

Chairman of the BoD

Besnik Shatri

