



# Kolegji ESLG

## **REGULATION ON THE PROCEDURE OF INTERNAL SELF-EVALUATION AND EXTERNAL SELF-EVALUATION OF THE ESLG COLLEGE**

### **GENERAL PROVISIONS**

#### Article 1

This Regulation shall provide for the rules of internal self-evaluation and external self-evaluation of the College.

#### Article 2

The internal self-evaluation of College ESLG is done on program and institutional level annually based on the Quality Assurance Manual of College ESLG.

#### Article 3

The internal self-evaluation is done on program level, department, faculty, and institutional level and is performed on annual and three year basis.

#### Article 4

Internal self-evaluation is performed by the Quality Assurance Office, which findings are approved by the Quality Commission.

#### Article 5

Internal self-evaluation is performed annually for program level and can be performed separately for each program or jointly for all programs altogether.



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### Article 6

Annual Internal Self Evaluation on program level is done on the following internal standards as set forth by the Quality Assurance Manual of College ESLG:

- Academic standards
- Quality of learning opportunities
- Research
- Contribution to society and private sector
- Effectiveness of quality management

### Article 7

In addition to comprehensive annual internal self-evaluation that is done on program level, the following quality reviews are performed that become part of Internal Self-Evaluation Report:

- Annual quality review based on general, outcome, and process indicators;
- Annual quality review based on annual program evaluation conducted by students against indicators such as program content, teaching and Assessment, treatment of students and learning support, and overall evaluation of outcomes.
- Annual quality review based on annual program evaluation conducted by academic staff.
- Annual quality review based on annual program evaluation conducted by alumni if the program is already accredited against indicators such as preparation and success in labor market and acquired knowledge and skills.



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- Annual quality review based on annual program evaluation conducted by industry.
- Annual quality review based on achievement of course and program learning outcomes. The quality review is based on Learning Outcomes Achievement Self-Assessment conducted by each course bearer separately.

### Article 8

Annual quality reviews as fragmented reports are based on course questionnaires filled by students, program questionnaires filled by students, academic staff, alumni, and industry.

### Article 9

Each questionnaire has its own specifics.

### Article 10

All these reviews become part of comprehensive Annual Internal Self-Evaluation Report under the standard of Effectiveness of Quality Management of the Quality Assurance Manual of College ESLG

### Article 11

The Annual Internal Self-Evaluation Report is drafted by Quality Assurance Office and is approved by the Quality Commission, in which staff, students, alumni, and industry are represented.

### Article 12

Following the approval of Annual Internal Self Evaluation Report by the Quality Commission, the quality improvement strategy is drafted and approved by the quality Commission, in which strategic objectives are set based on the standards set forth by the Quality Assurance Manual.

### Article 13

The Quality Improvement Strategy contains specific strategic goals and sub-goals.



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### Article 14

Upon approval of Quality Improvement Strategy, the action plan for implementation of Quality Improvement Strategy is drafted and approved.

### Article 15

Action plan includes strategic objectives for improvement of quality, activities performed for their fulfilment, timeframe, responsible actors, and performance metrics to measure the fulfilment of quality improvement strategic goals.

### Article 16

The Senate and Management Board of College ESLG are informed about the Quality Improvement Strategy and Action Plan for the implementation of the Strategy.

## EXTERNAL EVALUATION PROCESS

The purpose of external evaluation is improvement of positive self-evaluation effects. The advantage of external evaluation is engagement of the most qualified and independent experts for evaluation.

### Article 16

The External Self-evaluation process shall begin upon the proposal of the College Senate and request made on the behalf of the College to the Kosovo Accreditation Agency.

### Article 17

Upon approval of the application by the National State Council, the College ESLG within one month submits the program or institutional self-evaluation.

### Article 18

The External Self-Evaluation Report is drafted based on the standards set forth by the KAA Manual.



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### Article 19

The External Evaluation Commission represents a group of experts invited by the College to undertake external evaluation on the behalf of KAA. The External Evaluation Commission consists of independent experts of the academic and professional world.

Upon admission and analysis of relevant documentation by the College, the External Evaluation Commission shall determine a timeline for the evaluation visit.

### Article 20

#### (Site visit of the External Evaluation Commission)

During the site visit, the External Evaluation Commission shall hold discussions with teaching and non-teaching staff at the College, including students, alumni, and industry.

During the site visit, the College shall provide all necessary documentation for the External Evaluation Commission as considered necessary by the latter for the evaluation exercise. The External Evaluation Commission shall have access to all employees in addressing specific processes set forth by the College.

The costs of the site visit of the Evaluation Commission shall be covered by the College, and shall be allocated in the budget of the College.

### Article 21

#### (Self-evaluation Commission Report)

The External Evaluation Commission shall develop an evaluation report within a certain timeline. The first report shall be addressed to the College Rector, who shall be entitled to review and clarify any misunderstood sections, and within the set timeline, he/she shall provide his/her own comments.

The External Evaluation Commission shall forward the evaluation report, with the comments, to the College.

The College shall notify all employees of the conclusions of the External Evaluation



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Commission.

### Article 22

#### (Quality Improvement Plan)

The Head of each College Unit shall establish an implementing commission to present views of the respective unit before further follow-up discussions.

The Implementing Commission shall be responsible for drafting the quality improvement plan, pursuant to the Self-Evaluation Report and the Evaluation Team report.

(1) The Quality Improvement Plan shall include:

- (i). A list of goals realistically attainable within the next year.
- (ii). A list of long-term goals to be attained within five years.
- (iii). Assessment of long-term goals to be achieved within five years.

### Article 23

#### (Quality Improvement Funding)

- (1) The College shall establish a quality improvement fund within two years.
- (2) The College shall establish a Financial Commission for Quality Improvement.
- (3) The College shall also establish a permanent academic sub-commission for quality, which shall compile a list of requirements to be included with the quality improvement plans.
- (4) The Quality Improvement Fund shall be equally funded by the grant (50%) and the College Budget (50%).

### Article 24

#### (Follow-up)

- (1) Five years upon the College or College Unit quality assurance/quality improvement review, the Quality Assurance Manager shall establish a small

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commission consisting of the Quality Assurance Manager (or a delegate), the dean of the unit and one member of the Permanent Quality Improvement Commission.

### GENERAL PROVISIONS

#### Article 25 (Admission Rules)

- (1) The Managerial Board of the College shall adopt the regulation.
- (2) Amendments to the Regulation shall pursue the same procedure pursued for the adoption of the original regulation.

**20.08.2020**

President of the Management Board

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Prof. Dr. Edmond Hajrizi