



Regulation on the self-evaluation and evaluation at AAB University

General rules

Article 1

The intention of this regulation is to install the process of self-evaluation within the AAB University based on the law on higher education of the Republic of Kosovo and in full accordance with the Bologna process.

Article 2

The procedure of self-evaluation

The main intention of the process of self-evaluation is to secure and improve the quality of the educative process of AAB.

The tasks of the self-evaluation are as follows:

- Evaluation of the mission and intentions of the University
- The strategy to achieve the mission
- Evaluation of programs and lessons
- Evaluation of the academic staff
- Evaluation of the education process
- Participation of students at the educative process
- Evaluation of the material facilities and resources
- Evaluation of the logistic
- Evaluation of the external cooperation
- Evaluation of the research activities
- Evaluation of the alignment of the programs with the Bologna Standards
- Evaluation of the financial system

Article 3

Each self-evaluation has to do with two aspects:

- a) Evaluation of the programs
- b) Evaluation of the institution

Article 4

The self-evaluation is the continuing process of the crucial evaluation of the quality and performance of the University. The self-evaluation can be done individually but also in groups or through the context of the external evaluation of quality. The intention of the self-evaluation is to increase and strengthen the educative and research activity within the University.

Article 5

The members of the commission will be elected at the Senate based on the proposal of the Rector. The commission consists of 5 members. One member is out of the administrative staff and one out of the students. The mandate of the members of the commission lasts 3 years. And the mandate of the student lasts 1 year.

Article 6

At the beginning of each academic year, the commission elects the head of the commission. The director is elected by majority of votes by the members of the commission. The task of the head of the commission is to organize its work.

Article 7

The members must approve the plan of self-evaluation at the first meeting of the commission. Based on the plan they must decide on who is responsible for each evaluation and to state the period of time when the self-evaluation must finish.

Article 8

The plan of self-evaluation must contain the following elements:

- a) The intention of self-evaluation
- b) Framework of the self-evaluation
- c) Adoption of the criteria of the evaluation
- d) Schedule of the process of the evaluation
- e) The tasks of the members of the commission who do the evaluation

Article 9

The process of the self-evaluation ends with the final report. This report must contain not just the description of it, but also recommendations to improve the quality.

Article 10

The commission must prepare the report of self-evaluation at the end of each academic year. The report must be given to the Rector and the Senate until the 1st of October.

Article 11

The work of the commission of the self-evaluation is confident unless the report which is public.

Article 12

The Rector or the commission of the self-evaluation has the right to ask for the external evaluation of the University.

Article 13

The external evaluation is only then possible if the commission draws up the report of the self-evaluation of certain matters.

Article 14

The commission must cooperate regularly with the office for quality assurance. The office for quality assurance has the task to support the commission in all aspects which have to do with the procedures of the quality assurance.

Article 15

The commission is able to ask the office for quality assurance to observe the activities of the commission which have to do with quality.