



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

REGULATIONS OF THE STUDY PROGRAMS

September 2022

Based on article 42, 48, paragraph 1, point 1.8 of the Statute of the "Haxhi Zeka" University in Peja, the Senate, in the meeting held on 15.09.2022, approves the Regulation of the Study Programs.

Article 1

Purpose

The purpose of this regulation is to determine the procedures for initiating, designing, approving, monitoring and evaluating study programs.

Article 2

Scope

This regulation is applied by University in Peja "Haxhi Zeka", academic units, staff, students, and all other stakeholders who make proposals for new study programs, monitoring, evaluation, or revision of current programs.

Chapter I

Article 3

Initiation of new programs

1. The proposal for initiation of new programs can be made by:
 - 1.1. University management;
 - 1.2. Council of the academic unit;
 - 1.3. The study committee of the academic unit;
 - 1.4. Advisory Bodies;
 - 1.5. Academic staff;
 - 1.6. Alumni members (former students of UHZ);
 - 1.7. Students;
 - 1.8. Relevant external stakeholders (industrial board, etc.).

Article 4

Duties of the proposers

1. Each proposer provided in article 3 of this regulation, for the initiation of a new study program, has the duty to:
 - 1.1. Research the labor market;
 - 1.2. To have meetings with advisory bodies and other stakeholders;
 - 1.3. To do different analyzes through questionnaires or focus groups;
 - 1.4. To analyze whether there are similar programs offered in Kosovo;
 - 1.5. To investigate whether similar programs are offered in the relevant European Universities (comparability).
2. The same procedures mentioned above also apply to the programs applied for re-accreditation.

Article 5
Initiation procedure

1. Proposers of the new study program, after consultation with the Studies Committee of the academic unit, must address the Council of the academic unit with a summary document of the proposed program, which contains:
 - 1.1. Program name, Level, Credits, Specializations (if any), Number of students, Erasmus Subject Area Code (ESAC);
 - 1.2. The purpose of the program;
 - 1.3. Mission (the initiated program must be in harmony with the mission of UHZ and the relevant academic and organizational unit);
 - 1.4. Program content;
 - 1.5. Learning outcomes (at least 7);
 - 1.6. Ensure that there are qualified bearers of the relevant field, and have indexed scientific publications, as requested by AKA.
2. Apart from the points mentioned in paragraph 1 of this article, the proposers must adhere to the specific form which is part of the manual.
3. The proposer has the obligation to attach to the summary document mentioned in point 1 of this article, evidence for any research, analysis or meeting done, according to paragraph 1 of article 4 of this regulation.
4. In cases where the proposer is the Council of the academic unit itself, then the Council is obliged to form a Commission to follow the initiation procedures according to this regulation.
5. Initiators must submit proposals for new programs no later than 45 days before the opening of the deadline for applications to KAA.

Neni 6
Time frame for approval

1. The council of the academic unit after receiving the report for a new program or for a program under re-accreditation, must review the proposal no later than fifteen (15) calendar days.
2. The council of the academic unit, by decision, can reject or accept the proposal for a new program or for a program under re-accreditation.
3. After approval by the Council of the academic unit, the proposal for a new program or a program under reaccreditation is reviewed by the KMCV, and the Senate, which is the sole decision-making body for approval or not of the study program proposal.
4. In case of approval, the initiator must proceed within three (3) working days to the Studies Committee at the level of the academic unit, which, together with the holders of the program designated by the Council of the Unit, will design the study program.

Chapter II

Drafting of programs

Article 7

Drafting (Designing) programs (Self-evaluation report)

1. Responsible for the design of the study programs are:
 - 1.1. Holders of study programs, and
 - 1.2. The working group formed by the Council of the academic unit.
2. The duties of the program bearers are;
 - 2.1. Lead with the working group for the design of the program;
 - 2.2. Analyze the needs of the market for the program under design;
 - 2.3. Participate in the design of learning expectations (learning outcomes);
 - 2.4. Determine the ratio of compulsory and elective courses in the program;
 - 2.5. Draw up tables with program content according to ECTS standards, related to learning expectations;
 - 2.6. Organize potential teachers to design syllabus contents;
 - 2.7. Until the day of evaluation by external international experts, the program holders are obliged to hold simulations with participating groups who will participate in the meeting with experts.
3. The tasks of the working group are determined by decision at the time of establishment.

Article 8

Documents for the design of programs

1. The drafters of the study program adhere to the current internal documents in force, as follows:
 - 1.1. UHZ Statute;
 - 1.2. Regulations of the study programs;
 - 1.3. Guidelines for study programs.
2. External, as follows:
 - 2.1. Administrative Instruction (MEST) 15/2018 for the Accreditation of Higher Education Institutions in the Republic of Kosovo (with all its amendments);
 - 2.2. National Qualifications Framework;
 - 2.3. Manual of the Kosovo Agency for Accreditation;
 - 2.4. Templates for designing programs (from KAA).
3. After the entry into force of this regulation, all amendments to the legal acts, by-laws, manuals, or other documents issued by MEST, KAA, UHZ, which regulate this field, the program holders are obliged to respect as were foreseen in this regulation.

Chapter III

Approval of programs

Article 9

Approval of programs

1. Approval of the programs of the UHZ, done as follows:
 - 1.1. Internal approval (by UHZ bodies) and
 - 1.2. External approval (from the Kosovo Agency for Accreditation).

Article 10

Internal approval

1. The internal approval must go through the bodies of the UHZ.
2. The proposed program must be approved by the Council of the academic unit as a first step.
3. After approval by the Council of the academic unit, the academic unit must forward the entire program file for review to the Council for Quality Management and Evaluation (KMCV), as a second stage.
4. KMCV, after analyzing and reviewing the file, recommends to the UHZ Senate whether or not to approve that program.
5. The Senate is the last decision-making body for approving or not the study programs in the application, which is the third and last stage.
6. The entire procedure from the moment of initiation to the approval by the UHZ Senate must be completed no later than 15 days before the closing of the application.

Article 11

External approval

1. The external approval of the first stage of the program in the application is done by the State Quality Council (front page, appendices, carriers).
2. After the approval by SQC, KAA notifies UHZ whether the program has been approved or not, and from the day of receiving the notification, UHZ must draft the study program within 30 days, and submit it to KAA.
3. In cases where SQC does not approve the programs in the application, UHZ has the right to appeal according to the legal advice allowed in the decision.

Chapter IV

Monitoring the implementation of the study program

Article 12

1. Responsible for monitoring study programs are:
 - 1.1. Coordinators/quality officers in AU;
 - 1.2. Program carriers;
 - 1.3. Vice-dean for educational issues;
2. Study programs are monitored from the beginning of the academic year and continuously.

Article 13

1. The duties of those responsible for monitoring study programs are:
 - 1.1. Monitoring of program holders and academic staff;
 - 1.2. Monitoring of the subject holder, according to the accredited curriculum;
 - 1.3. Monitoring of lecture and exercise schedules;
 - 1.4. Monitoring the implementation of experts' recommendations;
 - 1.5. Website monitoring;
 - 1.6. Controlling the program syllabus according to SQC accreditation;
 - 1.7. Monitoring of learning continuity;
 - 1.8. Monitoring of practical work;
2. The entire program monitoring process is provided in detail in the Study Program Guideline, which is part of this regulation.

Chapter V

Evaluation of study programs

Article 14

1. The evaluation of the study program is done by the ad-hoc commission at the AU level, which is elected by the KMCV, which acts only during the period of the internal evaluation of the program.
2. The ad-hoc committee has the task of evaluating the program and drafting the internal evaluation report for the study program. The ad-hoc committee has operational autonomy and access to all the institution's data.
3. The ad-hoc committee performs the internal assessment according to the procedures provided in this Regulation and the Quality Assurance Guideline.
4. The evaluation of the program will be done after every two years provided that everything is in order during the monitoring.

Article 15
Program evaluation instrument

1. Ad-hoc commissions can evaluate programs through, but not limited to:
 - 1.1 Questionnaires with students, alumni, employers, etc.;
 - 1.2 Through focus groups;
 - 1.3 Through the analysis of statistics for the relevant areas of the program, and other evaluations, as follows:
 - 1.3.1. Evidence of student participation in lectures;
 - 1.3.2. Pass-ability of students;
 - 1.3.3. Evaluation of syllabuses
 - 1.3.4. Registration of students in relation to the number announced for application, and other forms, depending on the evaluated program;
 - 1.3.5. Evaluation of the distribution of credits in subjects;
 - 1.3.6. Assessment of teaching subjects;
 - 1.3.7. Evaluation of other elements (lectures, seminar papers, practices, projects, laboratories, etc.);
 - 1.3.8. Evaluation of the used literature, observed deficiencies and measures to improve the situation;
 - 1.3.9. Evaluation of the implementation of the program and study plan in the relevant academic year;
 - 1.3.10. Assessment of feedback received from assessment made with students, employers, industries etc.

Article 16
Program evaluation reports

1. The ad-hoc committee will draw up a report with the findings of the evaluation after completing the evaluation of the program.
2. The final report with recommendations of the commission should be forwarded to KMCV, through the Office for Quality Assurance and Evaluation.
3. KMCV, no later than 7 working days after being notified by the office, will review the report received by the ad-hoc commission, and depending on the findings in the evaluation, will give recommendations for improvement, revision or continuation of the program.
4. KMCV forwarded the report with evaluation results and recommendations for improvement to the senior management of the university, the Dean of the academic unit, the program holders, the Office for Quality Assurance and Evaluation, the Office for Teaching and Academic Affairs, recommending the Rector for the necessary actions to be undertaken.

Chapter VI

Review of study programs

Article 17

1. The review of the Programs at UHZ takes place every two to four years, before the application period for re-accreditation with a proposal from:
 - 1.1. Ad-hoc committee after evaluation of the study program;
 - 1.2. KMCV.
2. Actors who can propose to KMCV at any time the formation of ad-hoc committees for evaluation leading up to the Review of Study Programs are:
 - 2.1. Rector;
 - 2.2. The Senate;
 - 2.3. Study program leader;
 - 2.4. Dean of the relevant unit;
 - 2.5. Academic unit council.

Article 18

1. In the event that the ad-hoc committee, after evaluating the program, has concluded that a certain program has resulted in stagnation or it has been identified that there should be improvements, KMCV notifies the Dean of the relevant academic unit, who, through the Council of the academic unit, forms the working group review the program. The working group includes the program holders, the study committee at the level of the academic unit, students and external stakeholders.
2. The working group, in addition to the areas recommended for review by the ad-hoc committee, will also review:
 - 2.1. The mission, objectives and administration of the program;
 - 2.2. Quality management (results from questionnaires);
 - 2.3. Academic staff;
 - 2.4. The content of the educational process;
 - 2.5. Students;
 - 2.6. Research;
 - 2.7. Infrastructure and resources;
 - 2.8. Recommendations given by external experts of KAA.
3. According to the KAA Manual, during the accreditation period established by the KAA for a program, the university may make changes to the level of a study program within the limit of 35%. Changes that exceed this percentage constitute a new program and will therefore be required to undergo a new accreditation procedure.

Article 19

1. The working group for program review must respect the academic standards according to the Manual for Accreditation and the Law on Higher Education in the Republic of Kosovo, the Statute of the University, and other relevant documents.
2. The working group, within 30 days, must send the revised and improved program to the Council of the academic unit.
3. The council of the academic unit, after approval, forwarded the revised program to the KMCV, while after the review, the KMCV forwarded it to the Senate for approval.

Article 20

1. All the deadlines provided in this regulation are according to the legislation in force, and in case of eventual changes, all actors are obliged to implement the new deadlines.
2. A separate part of this regulation is the Study Program Guide.

Article 21

Entry into force

This regulation enters into force on the day of its approval by the University Senate.

Chairman of the Senate of UHZ

Prof. Dr. Armand Krasniqi
