



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

GUIDELINE FOR THE STUDY PROGRAMS

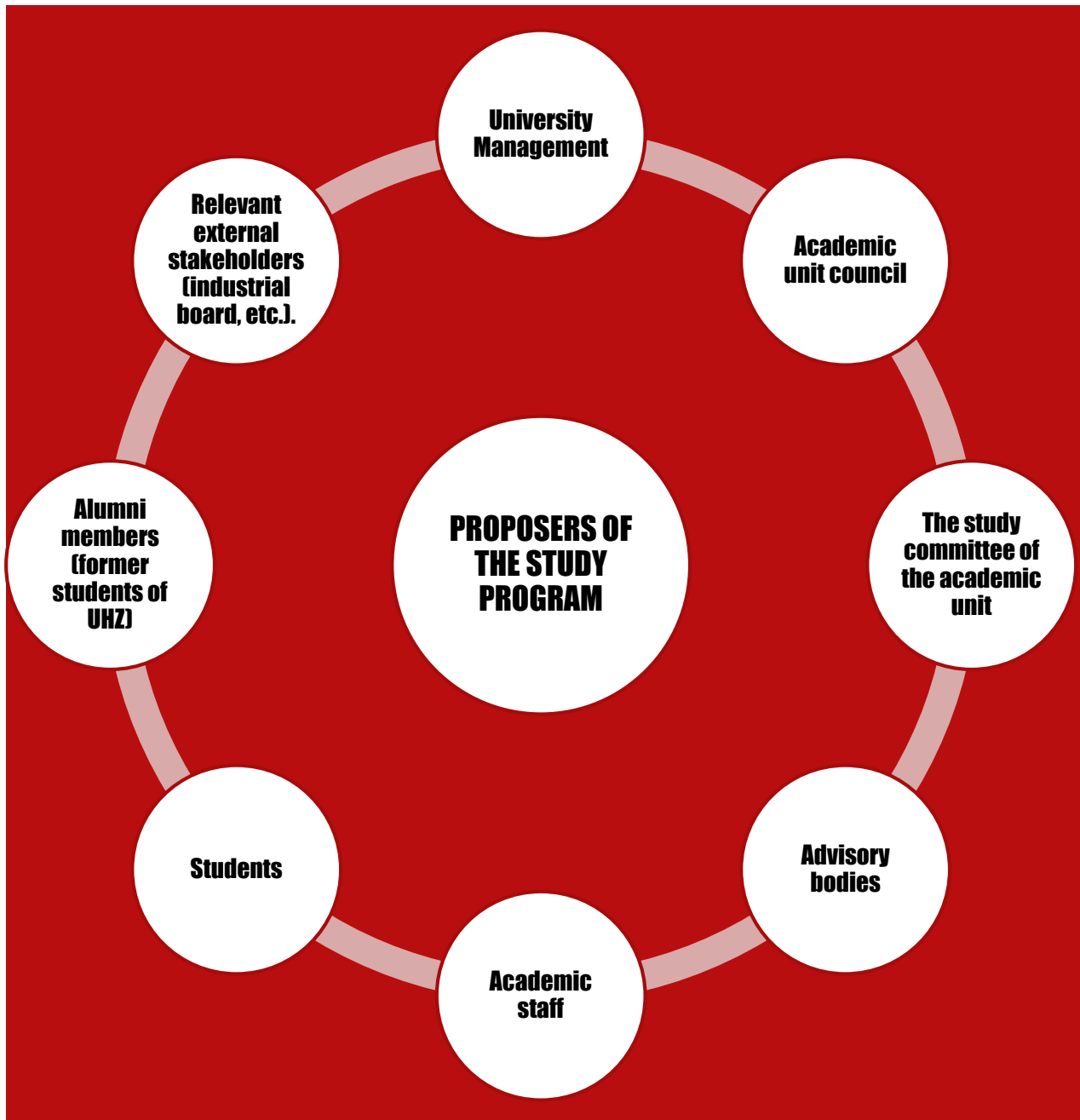
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This guideline is an integral part of the Study Programs Regulation, which breaks down the procedures for initiating, designing, approving, monitoring and evaluating study programs, and is binding for all parties provided for in the regulation and guide.

1. Initiation of new programs



1.1. Duties of the proposers

Each proposer foreseen in article 3 of this regulation, for the initiation of a new study program, has the duty to:

- Research the labor market;
- To have meetings with advisory bodies and other stakeholders;
- To do different analyzes through questionnaires or focus groups;
- To analyze whether there are similar programs offered in Kosovo;
- Research whether similar programs are offered in relevant European universities (comparability).

The form which must be filled in with information about the proposed study program, which must be submitted to the Council of the academic unit for approval:

Name of the institution:	
Faculty:	
Name of the study program:	
Qualification level according to the NQF:	
ECTS:	
Specializations:	
Erasmus Subject Area Code (ESAC):	
Number of study places/quota:	
Purpose of the program:	
Mission (The initiated program must be in harmony with the mission of UHZ and the corresponding academic and organizational unit):	
Program content:	
Learning outcomes (at least 7):	
Ensure that there are qualified bearers of the relevant field, and have indexed scientific publications, as requested by KAA (names of bearers)	

Along with the table, to the Council of the academic unit, the proposers of the study programs must also attach the following evidence:

- Evidence on labor market research;
- Minutes and list of signatures from meetings with advisory bodies and other stakeholders;
- Results from various analyzes through questionnaires or focus groups;
- Evidence that there are similar programs offered in Kosovo;
- Evidence that similar programs are offered at relevant European Universities (comparability).

Initiators must submit proposals for new programs no later than 45 days before the opening of the deadline for applications to KAA.

The same procedures mentioned above also apply to the programs applied for re-accreditation.

1.2. Qualification level and ECTS according to the National Qualifications Framework, 2020

Korniza e Kualifikimeve Kombëtare			
Niveli i KKK	Përmban kualifikime të shoqëruara me	Niveli referues i KEK	
	Programet e arsimit	Kualifikimet aktualisht në dispozicion (Lloji)	
8	Arsimi i lartë - cikli i 3 -të i Bolonjës (Doktorata)	A	8
7	Arsimi i lartë - cikli i 2 -të i Bolonjës (Master)	A	7
6	Arsimi i lartë - Cikli i 1 -rë i Bolonjës (Bachelor)	A	6

Level 6 includes academic and professional programs of higher education, the completion of which leads to a qualification with a general Bachelor's title. In addition, the qualifications obtained after the completion of the trainings, which until now are not in the NQF, are also foreseen.

Level 7 includes academic and professional higher education programs, the completion of which leads to a qualification with a general Master's title. In addition, the qualifications obtained after the completion of the trainings, which until now are not in the NQF, are also foreseen.

Level 8 includes academic and professional programs of higher education, the completion of which leads to a qualification with a general title of Doctorate.

1.2.1. Bachelor level

Level - These diplomas are at level 6 of the NQF qualifications

Value of credits - They have a value of 180 to 240 ECTS credits.

Individuals who achieve qualifications at this level of the CQF demonstrate the following knowledge, skills and competencies:

Knowledge:

They should have advanced knowledge in and about the field of work or study, including a critical understanding of theories and principles. This may include:

- using integrated knowledge of principles, characteristics, boundaries and terminology within a subject, discipline or field of work to reach or guide informed judgment about theories and practices;
- the use of detailed knowledge and understanding in one or more specializations, which are the most advanced part of a subject, discipline or field of work;
- demonstrating knowledge and understanding of the ways in which a subject, discipline or field of work has developed, including a range of established data collection techniques or research methodology.

Skills:

Advanced practical, cognitive and creative skills.

They will be able to demonstrate ingenuity and innovation to solve complex and unforeseen problems in their specialized field of work or study. This may include:

- the use of certain skills, practices and materials that are specialized and advanced or that are primary in a subject, discipline or field of work;
- execution of defined research and development projects for identification and implementation of relevant results;
- determining in a series of professional level contexts, which include a degree of unpredictability and specialization, demonstrating originality and creativity as well as judging situations when data/information is limited or derived from different sources.

Competencies:

They will carry out tasks or studies, which include the management of complex technical and professional activities or projects, which may include responsibility for decision-making in unforeseen work or study contexts, or manage the professional development of individuals and groups. This may include:

- effective work under leadership, in cooperation with other qualified colleagues;
- exercising autonomy and initiative and taking primary responsibility for the work of others and for a range of resources;
- cooperation with others to ensure change, development and new ideas;

- dealing with ethical and professional issues in accordance with existing professional codes and practices.

1.2.2. Master level

Level - These diplomas are at level 7 of the NQF qualifications

Value of credits - They have a value of 60 to 120 ECTS credits

Individuals who achieve qualifications at this level of the NQF demonstrate the following knowledge, skills and competencies:

Knowledge:

They will have highly specialized, broad and detailed knowledge, some of which is fundamental in one area of work or study and which is cross-functional, as a basis for original thinking and research.

This includes:

- Critical understanding of key theories, principles and concepts that relate to practical and conceptual knowledge of the subject, discipline or field of work - including relevant specializations;
- Knowledge that covers and integrates most major subject areas, discipline or field of work, including specifics and terminology;
- Reliance on critical awareness of current issues in a subject, discipline or field of work including relevant specializations.

Skills:

They will be able to use specialized skills and techniques related to a subject or discipline, professional field, including activities that require innovative thinking and original research. They will approach and evaluate new information, concepts and evidence from a wide range of sources and must be able to use specialist problem-solving skills to develop knowledge and procedures. new and the integration of knowledge from different fields such as:

- planning and carrying out a significant research and development project;
- developing original and creative responses to problems and issues practiced in a wide variety and often unpredictable, in different professional contexts;
- the design of the topic for the master's degree.

Competencies:

They will be autonomous and have initiative for professional and similar activities, taking responsibility for their own work as well as for the work of others. They undertake work or study initiatives that involve managing and transforming work or study contexts that are complex, unpredictable and require new strategic approaches. This may include:

- managing professional teams, contributing to the development of knowledge and practice as well as reviewing their performance;
- handling complex ethical and professional issues and making decisions on issues not addressed by current professional codes or practices.

1.2.3. Doctoral level

Level - These diplomas are at level 8 of the NQF qualifications

Credit value - There is no set credit value for these qualifications.

Individuals who achieve qualifications at this level of the NQF demonstrate the following knowledge, skills and competencies:

Knowledge:

They will have and use highly advanced knowledge in a field of work, study or research to interrelate different fields, draw conclusions through critical review of a subject or discipline, including critical understanding of theories, principles and concepts.

Knowledge and understanding are generated through personal research or similar work that contributes to the development of the subject or discipline and provides original and creative knowledge as well as ideas and information about innovations, complex and abstract issues, developing creative and original attitudes to problems.

This includes:

- working on innovations and very complex issues as well as judging in the absence of complete or stable data or information;
- laying down, advancing or opposing knowledge and professional practices within a certain field or the connection between fields.

Skills:

They will be able to use a range of skills, techniques, practices and materials of the subject, discipline or field of work in order to achieve knowledge, ideas, information and innovations about complex and abstract issues and develop creative attitudes and original to problems.

This involves the application of a variety of standard and specialized research and inquiry methods (e.g., synthesis and evaluation) to design and conduct research or development projects, with the aim of solving critical problems and developing, advancing or challenging knowledge or professional practice, contributing to new knowledge within a discipline or educational field. This may include:

- reviewing the literature, experimenting with and creating alternative approaches to a range of issues;

- scientific works, writings and critical reviews, innovative developments in one or more areas of specialization or research areas;
- preparation of the doctoral thesis.

The title of the three levels should contain the name and type of qualification, level and field of study (e.g., field of arts, sciences, engineering, law, research) and main field of study.

Example: Bachelor of Arts in Politics and Economics, Bachelor of Applied Science in Agriculture, Master of Arts in Business Administration, Master of Research in Social Psychology, Doctor of Engineering, etc.

1.2.4. Scientific research criteria for bachelor and master program holders:

In addition to the criteria defined by the UA for Accreditation, holders of programs entering the process of accreditation, re-accreditation or validation at the BA/BSc level must have at least the academic designation Prof. Asst. and at least 1 (one) indexed scientific publication from the field of study/program, while at the MA/MSc level they must have at least the academic designation Prof. Asst. and 2 (two) papers in scientific journals indexed by the field of study/program, as first author or correspondent, according to article 3, point 1.1 WEB OF SCIENCES core collection (SCIE, SSCI and AHCI) or 1.2 SCOPUS, excluding journals or suspicious publishing houses according to UA 01/2018 approved by MESTI.

2. Drafting of the study programs

They are responsible for drafting the study programs

The bearers of the study programs

The working group formed by the Council of the academic unit

Duties of the Study Program Holder

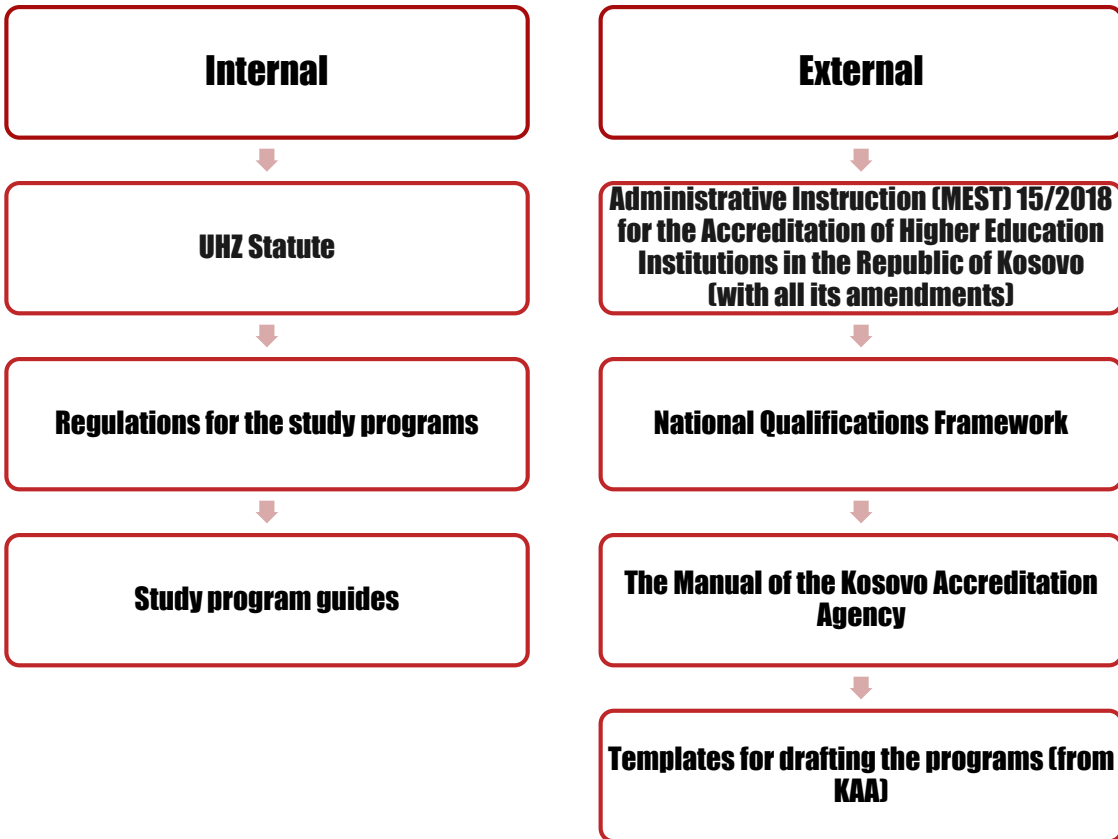
- **Lead with the working group for the design of the program;**
- **Analyze the needs of the market for the program under design;**
- **Participate in the design of learning expectations (learning outcomes);**
- **Determine the ratio of compulsory and elective courses in the program;**
- **Draw up tables with program content according to ECTS standards, related to learning expectations;**
- **Organize potential teachers to design syllabus contents;**
- **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.**

Duties of the working group formed by the Council of the academic unit

- **They are determined by decision at the time of establishment**

2.1. Documents for drafting the programs

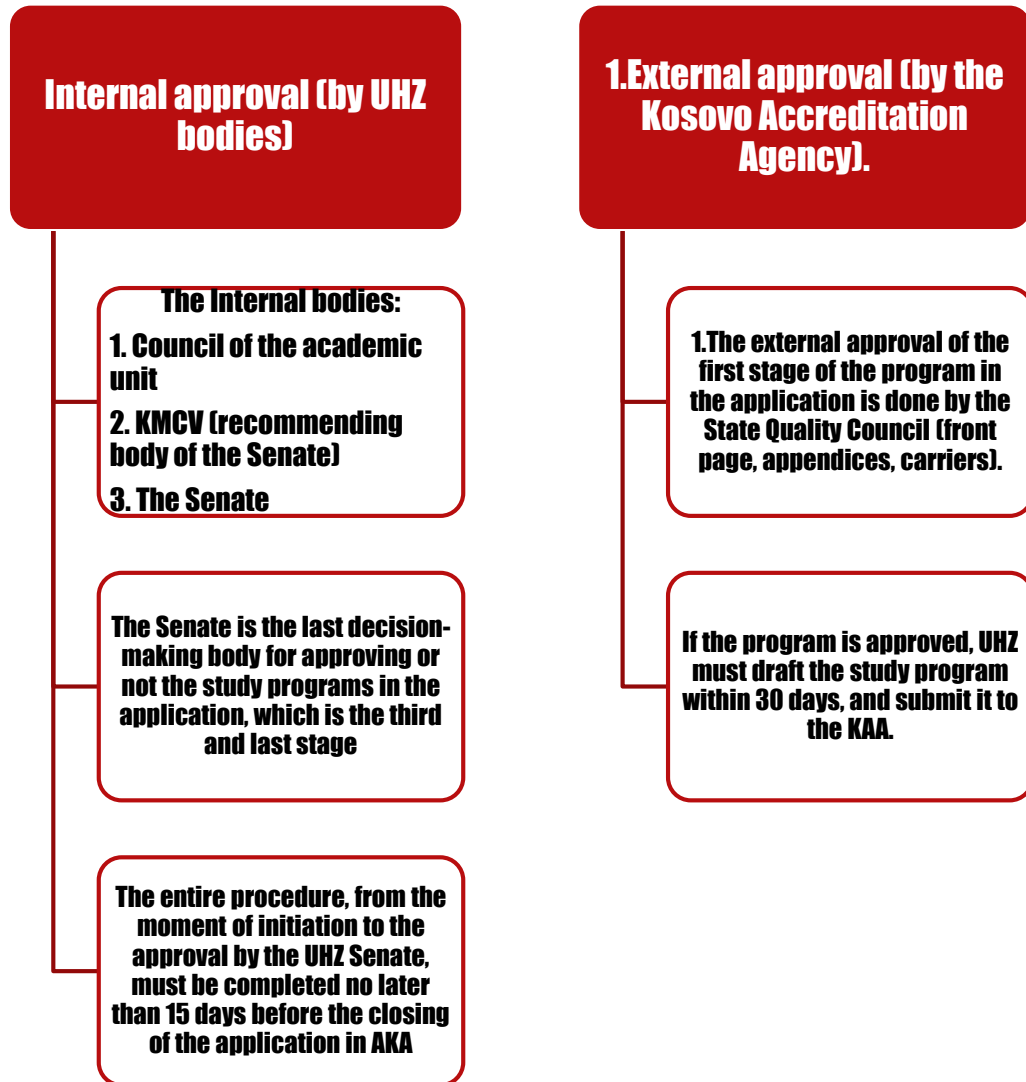
The drafters of the study program adhere to the current internal and external documents in force, as follows:



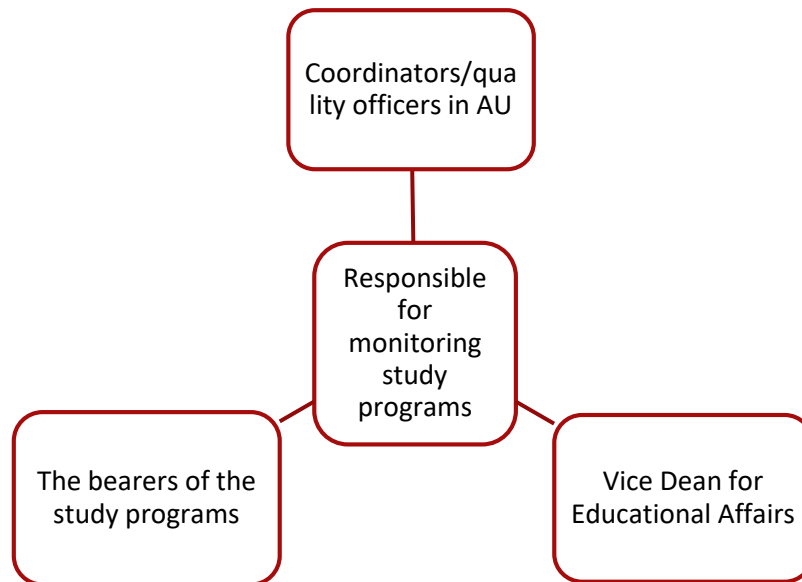
After the entry into force of this regulation, all amendments to the legal acts, by-laws, manuals, or other documents issued by MEST, AKA, UHZ, which regulate this field, the program holders are obliged to respect as were foreseen in this regulation.

2.2. Approval of programs

The approval of UHZ programs was done as follows



3. Monitoring the implementation of the study program



3.1. Duties of those responsible for monitoring study programs

3.1.1. Monitoring of program holders

Monitoring of the program holders is done every three months by the Coordinators/Quality Officers in the academic unit, verifying whether the holders are still regular staff of the institution. Coordinators/Officials are obliged to notify the Vice-Rector for International Cooperation and Quality Improvement, and the Office for Quality Assurance and Evaluation in case of the departure of the holder of the study program from the academic unit, no later than 10 days after the date of the holder's departure. The academic unit (institution) is obliged to replace the holder of the study program with another holder, no later than 80 days after the date of departure of the previous holder, who formally meets the defined criteria.

3.1.2. Monitoring of academic staff, subject holders, according to the accredited curriculum

The monitoring of the academic staff and the subject holder is done by the Holders of the study program, at the beginning of each semester, comparing the compatibility of the data presented in the RVV with the published schedule of lectures and exercises. The monitoring of the academic staff and the subject holder is done in order to ensure that the academic unit is offering the study program with the academic staff as presented in the self-evaluation report. In case the program holders prove that the academic staff on the basis of which the program was re/accredited are not present in the academic unit and they do not have a contractual relationship with the institution, the holders notify the Vice-Rector for International

Cooperation and Quality Improvement, and the Office for Quality Assurance and Evaluation, and request the Dean and Vice-Dean for Learning to replace academic staff with similar qualifications as the previous staff. The entire process must be completed in the first 10 days of each semester.

3.1.3. Monitoring of lecture and exercise schedules

The monitoring of the schedule of lectures and exercises is done by the Coordinators/Quality Assurance Officers, in cooperation with the Vice-Dean for Learning, at the beginning of each semester (and continuously). The monitoring of schedules and lectures is done in order to ensure the compatibility of the accredited curriculum according to the Self-Assessment Report according to the Accreditation Manual (compulsory and elective subjects, the fund of lecture hours and exercises, practical work as well as the host of the relevant subject) with the schedule of lectures and exercises published on the web. In the event that it is proven that the academic staff are not present in lectures/exercises/practical work, and that the teaching process has not been held in accordance with the number of hours presented in the RVV, the Coordinators/Officials/Vice-Deans for Learning notify the Vice-Rector for International Cooperation and Development of Quality, and the Office of Quality Assurance and Evaluation, and request from the Dean that the missed teaching hours be replaced by staff according to the curriculum.

3.1.4. Monitoring the implementation of experts' recommendations

The plan for implementation of the recommendations contains a substantive elaboration, based on evidence and in real planning, which actions the academic unit undertakes to address the experts' recommendations. The plan for the implementation of the recommendations contains: Recommendations of the epic of experts; Mechanization/Instrument; Measurement; Responsible individual; Deadline; and Additional Comments, while Progress, on a semester basis from the moment the plan is submitted to KAA, will be monitored by the program holders and coordinators/quality officers of an academic unit.

In case the recommendations have not been implemented according to the scheduled deadline, the bearers and coordinators/officials notify the Vice-Rector for International Cooperation and Quality Improvement, and the Office for Quality Assurance and Evaluation and suggest the Dean to take measures for implementation according to the scheduled deadlines.

3.1.5. Website monitoring

Monitoring the website in order to ensure that clear, accurate, objective, relevant, accessible and detailed information is published for each academic unit regarding:

- Academic staff;
- Research and academic activities;
- Programs offered;
- The expected learning outcomes of the programs, the qualifications they award, the teaching, learning and assessment procedures used;
- Number of registered students;
- Pass rates and learning opportunities for students;

- Graduation and employment information;
- Scholarship opportunities as well
- Tuition fees and administrative fees;
- Evaluation results from internal questionnaires;
- Regulations and other relevant documents, etc.

The monitoring of the web page is done on a monthly basis and continuously by the coordinators/officials for quality assurance, and if the relevant data has not been published, they request the data from the responsible persons and send it to IT for publication on the web of the relevant academic unit.

3.1.6. Checking the syllabus according to the accreditation by SQC

The checking of the curricula is done by the Coordinators/Quality Assurance Officers, at the beginning of each semester, comparing the curriculum according to the RVV of that/accredited with the curriculum published on the web of the academic unit, in order to verify whether the same curriculum is being developed. If any subject designation in the published syllabus does not coincide with the RVV syllabus, the Coordinators/Quality Assurance Officers notify the Vice-Chancellor for International Cooperation and Quality Enhancement, and the Office for Quality Assurance and Evaluation, while the Office requests reasonableness from the unit academic.

3.1.7. Monitoring of learning continuity

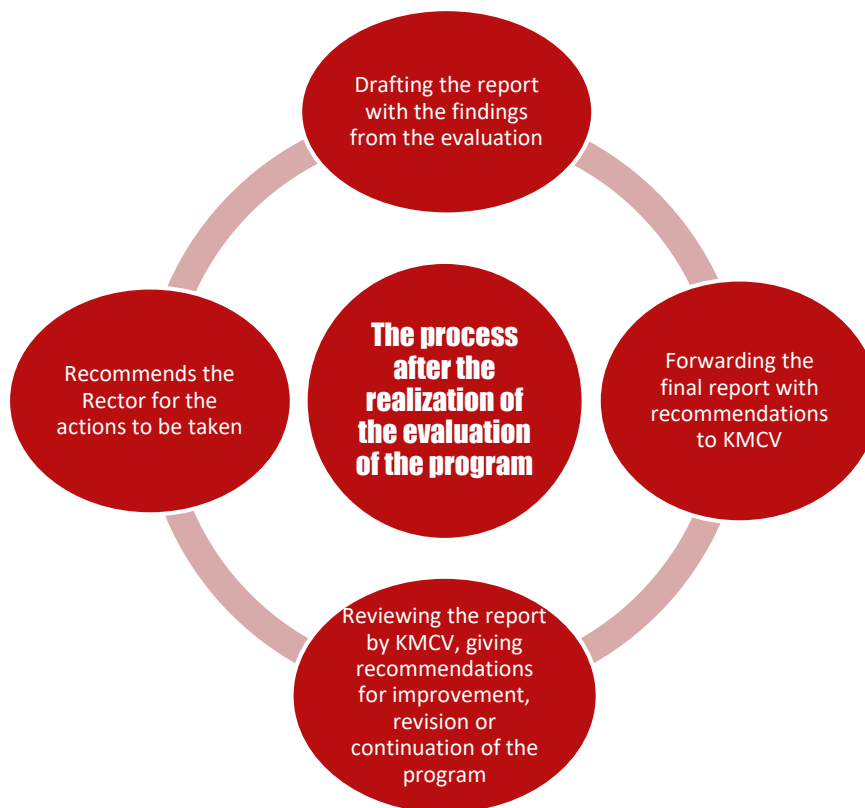
The monitoring of the continuity of teaching is done by the Head of the study program/Head of the program in cooperation with the Vice-Dean for Teaching. The continuity of teaching will be done on a weekly basis, while at the end of the month those responsible for monitoring the continuity will draw up a report regarding the teaching by the academic staff (fourteen weeks per semester) and the continuity of teaching by students (participating number of students in lectures/exercises). Monitoring reports are sent to the Vice Chancellor for Educational Affairs and Scientific Research, the Office for Academic Affairs, the Coordinator/Quality Officer in the academic unit.

3.1.8. Monitoring of practical work

The monitoring of the practical work of the students is done by the subject holder, who is supported by the Career Development Officer, on a semester basis (monitors the continuity of the internship from the beginning of the semester, and reports at the end of the semester). Reports and the internship follow-up form are submitted by the Career Development Office. Part of the monitoring is also the person designated by the institution where the practice is held.

4. Evaluation of the study programs

The evaluation of the study program is done by the ad-hoc commission at the level of AU. The ad-hoc committee has the task of evaluating the program and drafting the internal evaluation report for the study program. The evaluation of the program will be done after every two years provided that everything is in order during the monitoring.

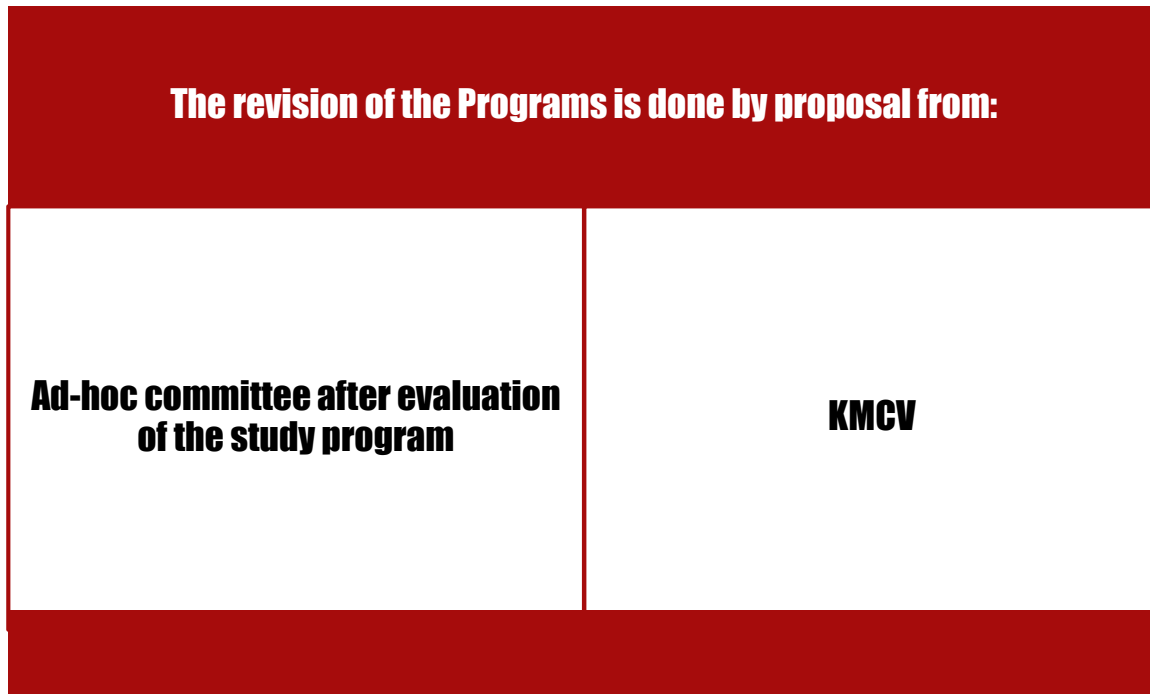


Evaluation of study programs can be done, but not limited to, through:

- Questionnaires with students, alumni, employers, etc.;
- Focus groups;
- Analyzing statistics for the relevant areas of the program, and other evaluations, which are foreseen in the Regulation for Study Programs.

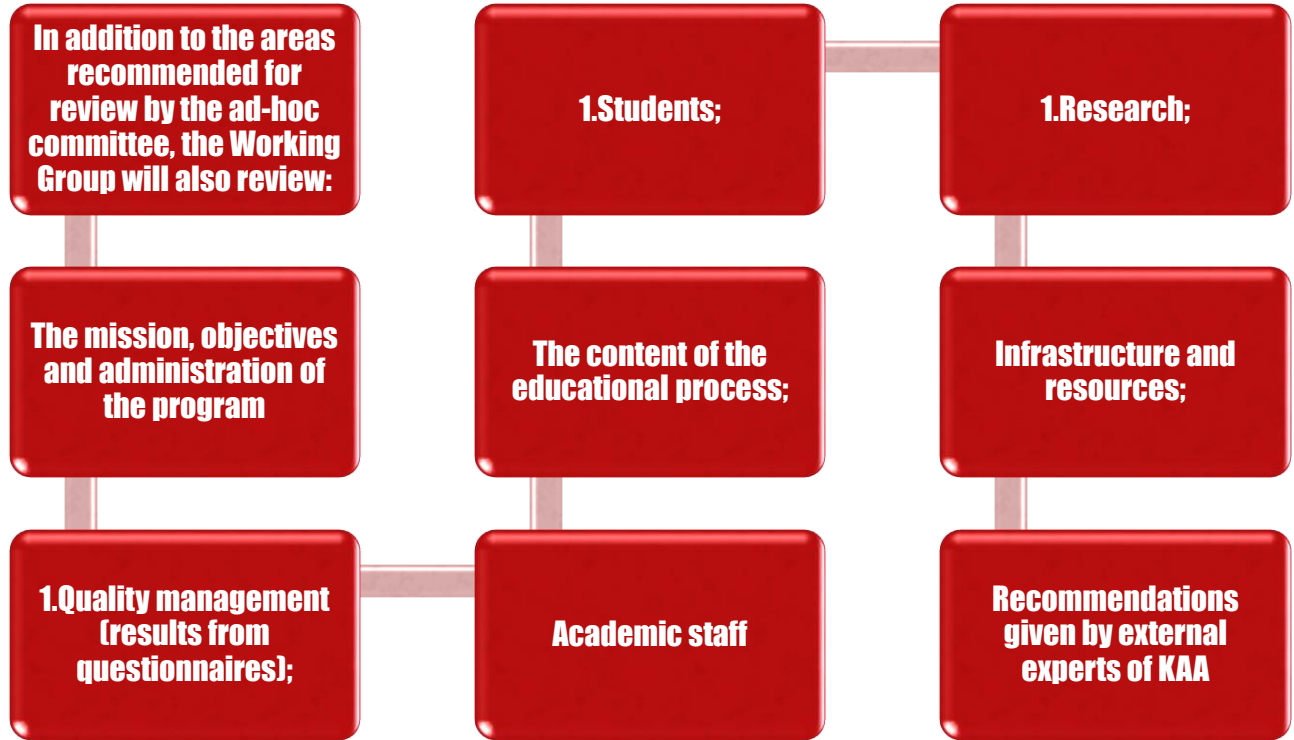
The evaluation of the study programs (which aim for reaccreditation) is done (after every two years, before the end of the fourth semester for the 120, 180, 240 ECTS programs, while for the 60 ECTS programs, before the end of the second semester), in the period time period 1 May - 1 July, while the submission of the report with evaluation results takes place until 1 September.

5. Review of study programs



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:

- Rector;
- Senate;
- Leader of the study program;
- Dean of the relevant unit;
- Council of the academic unit.



The University can 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.

The working group, within 30 days, must send the revised and improved program to the Council of the academic unit.