



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Regulation for the work of the Quality Management and Evaluation Council

October 2022

Based on article 7 of the Regulations for the Quality Assurance and Evaluation System of the "Haxhi Zeka" University in Peja, the Quality Management and Evaluation Council, in its meeting held on October 14, 2022, approved this regulation.

Article 1 Purpose

This Regulation determines the organization, operation, tasks, and decision-making procedures of the Quality Management and Evaluation Council (QMEC).

Article 2 Scope

This regulation applies to the Council for Quality Management and Evaluation.

Article 3 Organisation of QMEC

1. The Quality and Assessment Management Council is an advisory body to the Senate and the Rector, which, in cooperation with other supporting and professional bodies of the University, plans, monitors, analyzes, and manages the evaluation procedures of the teaching process, scientific research, artistic research, and all other evaluations covered by the university.
2. QMEC It is composed of ten (10) members.
3. The members of the QMEC, as specified in Article 7, paragraph 2 of the Regulations for the Quality and Evaluation System, are as follows:
 - 3.1. The Pro-Rector for International Cooperation and Quality Improvement (permanent) – Chairman.

- 3.2. Five representatives from the academic units of the University (academic staff/professors), proposed by the Academic Unit Council.
- 3.3. The Director of the Quality and Evaluation Office (permanent).
- 3.4. The central level legal officer (permanent).
- 3.5. Two representatives from students with an average grade above eight (8).

Article 4
Mandate to the members of the QMEC

1. Members of the QMEC have both permanent and non-permanent mandates.
2. The Pro-Rector for International Cooperation and Quality Improvement, the Director of the Quality and Evaluation Office, and the Central-level Legal Officer have permanent mandates.
3. Academic unit representatives have a three (3) year mandate.
4. Student representatives have a one (1) year mandate (October 1 - September 30).
5. Non-permanent members will be elected by the University Senate.

Article 5
The duties of the Quality and Evaluation Management Council are:

1. Propose to the Rector and Senate a strategy with guidelines for quality assurance and evaluation, criteria, standards, and procedures for its implementation and continuous improvement.
2. Develop the Quality Assurance Manual.
3. Draft and approve the plan of activities for quality assurance at the central level and academic units, in accordance with this regulation, the acts of the Kosovo Accreditation Agency, and other documents for quality assurance.
4. Give suggestions to the Rector, Senate, academic unit committees, for improving the quality level.
5. Encourage discussions about quality and promote the culture of quality within the university.
6. Analyze data collected from various fields.
7. Develop and oversee ad-hoc working groups for drafting institutional self-evaluation reports.
8. Review institutional self-evaluation reports prepared by working groups according to the relevant fields of the AKA Manual.
9. Review and propose to the Senate the approval of self-evaluation reports for Re/Accreditation of Study Programs.
10. In collaboration with senior management and deans, choose ad-hoc commission members at the central level to carry out evaluations as needed.
11. Approve reports prepared by the Quality and Evaluation Office and provide recommendations for quality improvement based on the results of surveys conducted.
12. Approve evaluation reports of ad-hoc committees that conduct internal evaluations of the relevant fields of the university, provide recommendations for improvement, and present them to the Academic Unit Council and Senior Management.

13. Monitor whether the given recommendations for improvement have been addressed and implemented.

Article 6
Meetings of the QEMC

1. The QEMC holds regular and extraordinary meetings.
2. The QEMC holds eight regular meetings within the calendar year.
3. Extraordinary meetings may be called by request from:
 - 3.1. The Chairman of the QEMC,
 - 3.2. The Director of the Quality and Evaluation Office, and
 - 3.3. At least five members of the QEMC.
4. For regular meetings and activities, the QEMC decides for the upcoming calendar year, no later than December 20 of the previous year.
5. At least five days before the regular meeting, the Chairman of the QEMC presents the draft agenda via e-mail, all members of the QEMC can propose agenda items.
6. The Quality and Evaluation Officer, three days before the meeting, sends the final agenda and working materials.
7. The Chairman of the QEMC opens and leads the meeting, and in the absence of the Chairman, the meeting is led by a member appointed by the Chairman.
8. Quorum for holding the QEMC meeting is participation of six out of ten general members.
9. All members are obligated to participate in the scheduled meetings. Except in cases of illness or other unavoidable engagements reported beforehand. Members who do not participate in two consecutive meetings, automatically cease to be members, and are replaced by another delegate from the competent body, according to the procedures for appointing QEMC members.
10. The Chairman of the QEMC has the right to invite academic, administrative staff, students, external parties to the meeting for reporting/discussing various issues.
11. The Quality and Evaluation Officer at the central level prepares meeting materials, prepares the list for participant signatures, and after the meeting prepares the minutes and the decisions.
12. All meetings will be recorded, and the minutes will be distributed to all members within ten days after the meeting.
13. The decisions of the QEMC are binding for all units of the University and are implemented by the Rector and the Senior Management.

Article 7
Procedure of the meeting

1. After the approval of the agenda, the issues within the predetermined points are discussed.
2. All present members can participate in the discussion and present their opinions and proposals regarding the issues that will be decided in the meeting.
3. The chairman gives the floor in order of presentation for discussion. In the council meeting, no one can speak without the chairman's permission.
4. The chairman is responsible for enforcing the regulations and the behavior of the members during the meeting.

5. The chairman and members in the meeting are obligated to comply with this regulation.
6. The chairman has the right to interrupt the meeting if it determines that there are no normal conditions for holding the meeting.
7. For violations of the work regulations during the meeting, the following measures can be applied:
 - 7.1. Warning, given to those present if their behavior and discussions impede the normal work of the meeting.
 - 7.2. Taking the floor, given to the member whose behavior and statements disrupt the normal work of the council, for which a warning has been previously issued.
 - 7.3. Removal from the meeting, given to the member who, after taking the floor, continues to impede the progress of the meeting.

Article 8 Decision-making

1. The Council for Quality Management and Evaluation issues reports, decisions, conclusions, and recommendations, the summary of which is published on the university's website.
2. Decisions are made by consensus, if a vote is required from any member, the decisions are taken by a simple majority of the votes of the present members. In case of a tie in the votes, the chairman's vote is decisive.

Article 9

For its work, QEMC reports to the Rector and Senate of the University.

Article 10

1. This regulation is considered approved if it is voted on by two-thirds of the members of QEMC.
2. The amendment and completion of this regulation is done in the same way as its approval.
3. Regular review of the internal policies of the quality assurance system will be done as needed, at least every two years.

Article 11

This regulation comes enters into force on the day of its approval by QEMC.

The Chairman of the Quality Management and Evaluation Council

Prof. Dr. Edmond Beqiri
