



**UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"**

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**QUALITY ASSURANCE STRATEGY OF "HAXHI ZEKA" UNIVERSITY IN PEJA  
2020 – 2024**

**Peja, March 2020**

# *Strategjia e Sigurimit të Cilësisë në Universiteti "Haxhi Zeka" Pejë*

## *1. MISSION AND VISION OF STRATEGY*

### 1.1.Mission

The mission of quality assurance at UHZ is to create a general culture of quality assurance and cultivation by all stakeholders involved in the education and research system.

### 1.2. Vision of UHZ

A modern and respected university, offering quality teaching, research and artistic creativity, acts as a trusted partner for businesses, the community and local and international higher education institutions, as a promoter of regional development and a supporter of sustainable development of Kosovar society in Kosovo. general.

## 2. The quality assurance system at Haxhi Zeka University aims to:

- That quality assurance processes within the university be regular activities that contribute to the development of a quality culture within the university
- That the results of the quality assurance processes serve as a guide for university strategic decision-making and planning
- To make every member of the academic community within the university aware of their duties and obligations towards the quality assurance processes
- Active involvement of the academic community in quality assurance processes, in particular academic staff, students, industry and other stakeholders
- Increase the transparency and credibility of quality assurance processes

## 3. Strategic objectives of quality assurance:

Objective1: Quality Assurance Regulation

Objective 2: Functionalize quality assurance mechanisms;

Objective 3: Quality assurance instruments;

Objective 4: System for collecting, processing and reporting quality assurance data;

Objective 5: Accreditation process

Activities for realization of objectives and deadline for implementation

4. 4. Objective 1: Quality Assurance Regulation		
Activity :	Description of the activity:	Deadline for implementation of the activity:
4.1 Drafting and approval of new Regulation for Quality Assurance (QA)	In accordance with the latest national and international standards, UHZ will draft and adopt the Regulation on Quality Assurance (QA), in frame of which will be regulated entirely the processes related to QA, such as: body responsibilities, mechanisms, procedures and the instruments for QA according to national and international standards.	January 2020
4.2. Revision and approval of the Strategy for Quality Assurance (QA)	Based on new developments in the country and within the university, UHZ will review and supplement the current strategy for Quality Assurance (QA) in order to reflect new developments, needs and requirements and like in this way this document will be in line with the new national and international standards for QA.	February 2022
4.3. Drafting and publication of guidelines for Quality Assurance (QA)	UHZ will draft and publish a Quality Assurance (QA) Guide, where will be included and explained in detail the duties and responsibilities of the university bodies and mechanisms related to QA, the procedures for drafting and implementing the quality assessment instruments, and the manner of collecting, processing, and reporting of data for QA needs.	April 2020
4.4. Result : Regulations and other quality assurance documents are complete and in accordance with standards		

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5. Objective 2: Functionalization of quality assurance mechanisms;		
<b>Activity :</b>	<b>Description of Activity:</b>	<b>Deadline for implementation of the activity:</b>

<p>5.1. Creation of Office for Quality Assurance (OQA) at university level</p>	<p>From the existing Department for International Cooperation and Quality Assurance will be separated Office for Quality Assurance (OQA) at university level, which will have primary responsibility for leading all processes related to quality assurance at the university.</p>	<p>March 2020</p>
<p>5.2. Employing/advancing of staff of the Office for Quality Assurance (OQA)</p>	<p>The Office for Quality Assurance (OQA) at the university level will have 3 members of staff of which 1 will be appointed from the current position and 2 will be employed. This office will have:</p> <ul style="list-style-type: none"> <li>- 1 office director and</li> <li>- 2 Quality Assurance Officers (respectively 1 QA Officer and 1 Accreditation Officer).</li> </ul>	<p>March 2020 - Appointment of office director.</p> <p>March 2020 - Preparation of the competition for two officials.</p> <p>April 2020 - Selection of two officials.</p>
<p>5.3. Creation and operationalization of Offices of Quality Coordinators (OQC) at academic unit level</p>	<p>In five Academic Units/Faculties of UHZ will be established Offices of Quality Coordinators (OQC) at the academic unit level, which in co-operation and under the leadership of the Office for Quality Assurance (OQA) at the university level will contribute to processes related to university quality assurance.</p> <p>The Office of Quality Coordinators (OQC) at the academic unit level will have one person (1 x 5 = 5 persons) engaged from the existing staff (with additional duties and responsibilities)</p>	<p>2020 - Created and functional quality coordinator offices</p>

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<p>5.4. Training of responsible staff for Quality Assurance (QA)</p>	<p>Staff of Office for Quality Assurance (OQA) at university level and staff of Office of Quality Coordinators (OQC) at academic unit/faculty level will be trained by international/national trainers on quality assurance processes and accreditation process.</p> <p>The main topics of training will be the legal and sub-legal framework, mechanisms, instruments, quality assurance practices at international, national and institutional level.</p> <p>For this purpose, at least two training workshops will be organized during the first year and then one training workshop each year of the strategic plan 2020-2024.</p>	<p>April– May 2020</p> <p>Selection of local trainers</p> <p>Office director + 2 officials + 5 officials from academic units</p> <p>During May 2020 and during May 2022 8 people from UHZ are going to be trained / retrained for:</p> <p>legal and sub-legal frameworks, mechanisms, instruments, quality assurance practices at international, national and institutional level.</p>
<p>5.5. Organization of activities by the Office for Quality Assurance (OQA)</p>	<p>Office for Quality Assurance (OQA) at university level plans and develops regular activities which are related to quality assurance.</p> <p>Beside for regular activities, OQA can initiate and apply other“ad-hoc” activities as well which are in function of quality assurance and for these it is not necessary to have the approval of other bodies of the university.</p> <p>During all its activities, OQA makes sure that within the processes of quality assurance will include all stakeholders within and outside the university.</p> <p>OQA will organize at least one workshop a year with the staff of each academic unit.</p>	<p>Every year 2020-2024 semester and yearly activities are organized</p> <p>Assessments through questionnaires.</p> <p>There will be other assessments as needed, ad-hoc and focus groups assessments.</p> <p>Workshops are organized every year during June.</p>

5.6. Transparency during the process of quality assurance	Office for Quality Assurance (OQA) at the university level will produce periodic reports on the quality assurance process within the university and will publish the results of these processes.  University management will also consider these reports in the management of the university and academic units at UHZ	Every year 2020-2024.  Evaluation reports from the data of assessment and quality assurance instruments are made on a semester and yearly basis (by instrument type).
5.7. Result : Specific quality assurance mechanisms at university and academic unit level are established and operational.		

6. Objective 3: Quality assurance instruments;		
Activity	Description of Activity	Deadline for implementation of the activity:
6.1. Drafting of instruments for quality assurance evaluation	Office for Quality Assurance (OQA) at university level will draft and revise some instruments/questionnaires which will be used for evaluation and quality assurance within university and which will be designed to include all important stakeholders. These questionnaires are: 1. Questionnaire for the evaluation of professors by the students 2. Questionnaire for the evaluation of professors by the dean 3. Questionnaire for self-evaluation of academic staff 4. Questionnaire for the evaluation of administration by the students 5. Questionnaire for the employers of UHZ student and 6. Questionnaire for UHZ graduate students (Alumni)	January 2020 - Questionnaires approved for initial use.
	After drafting these questionnaires, the Office for Quality Assurance (OQA) will pilot these questionnaires to the pairs	

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<p>6.2. Piloting and finalizing of Drafted instruments</p>	<p>for whom they have been designed, requesting from them to give comments, remarks and suggestions for amending and complementing of these instruments.</p> <p>Based on these comments, remarks and suggestions from various parties, OQA will amend and supplement these instruments and then finalize them so that they are ready for 65 regular and systematic use. The finalized instruments are then approved by the UHZ Senate.</p>	<p>December 2019 - Finalized and approved instruments in the final version.</p>
<p>6.3. Regular implementation of the instruments</p>	<p>After finalization and approval of the above instruments, the Office for Quality Assurance (OQA), in collaboration with other bodies and mechanisms within the UHZ, will implement and use these instruments on a regular (semester or yearly) basis to collect data for the purpose of quality assurance.</p>	<p>Every year 2020-2024 on a semester or yearly basis.</p> <p>The evaluation process started in January 2020.</p>
<p><b>6.4. Resulti : Instruments for quality assurance are established, finalized and applied Regularly</b></p>		

7. Objective 4 :Collection system, processing and reporting of quality assurance data.		
Activity	Description of Activity:	Deadline for implementation of the activity:
7.1. Integration of module for data and statistics within ESMS	A special module will be added within the ESMS, which will enable the collection, processing and reporting of data and statistics about the university, either general statistical data, or data and statistics which come during the process of collecting data from questionnaires for evaluation and quality assurance, as well as from other quality assurance processes.	May 2020 - Integration of module for data and statistics in ESMS.
7.2. Administration of questionnaires for quality evaluation and assurance for ESMS	The administration of all the questionnaires mentioned in Result 3.3, respectively the collection of data from these questionnaires, will be done electronically through the ESMS system so that the data can be processed and reported faster and easier.	Second quarter 2020 (through ESMS). Every year on a semester and yearly basis.  Realization of the process through ESMS.

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<p>7.3. Processing and use of data and statistics</p>	<p>Quality and IT officers, based on needs and requirements of the Office for Quality Assurance (OQA), will process data and statistics, and will generate them into the appropriate format.</p> <p>Also, these data and statistics will be used for decision-making, drafting of policies and staff and institution management.</p>	<p>Every year on a semester and yearly basis.</p>
<p>7.4. Training of staff for processing and reporting of data and statistics</p>	<p>Quality and IT officers of UHZ will be trained as regards processing and reporting of data and statistics.</p>	<p>April – May 2020:</p> <p>8 staff from quality offices and 5 staff from IT will be trained in data processing and reporting</p> <p>Selection of local trainers.</p> <p>Training will also be provided in 2022.</p>
<p>7.5. Communication of results to the pairs</p>	<p>Council for quality management and evaluation drafts improvement reports based on the data and evaluations received from Office for Quality Assurance (OQA)</p> <p>Parties that have been assessed will be notified on the evaluation results.</p>	<p>Every year on a semester and yearly basis, drafting improvement reports and communicating the results to the parties.</p> <p>Upon receipt of the report from the management, the Rector will seek its implementation by the managing authorities at the University level, and at the level of the academic units according to the time frame set by the Council.</p>

<p>7.6. Publication of data and statistics to the public</p>	<p>UHZ will regularly publish the most important university data and statistics on its official website, which are or may be of interest to the general public.</p>	<p>Every year on a semester and yearly basis.</p> <p>Publication of data on the web site, after each evaluation.</p> <p>Summaries of evaluations in the form of reports will be published through the UHZ official website or through other internal university information channels.</p>
<p>7.7. Increase of participation of all parties in the quality assurance process.</p>	<p>UHZ through the Office for Quality Assurance (OQA) will take all necessary measures to increase the participation of all parties (staff, students, alumni, employers, industry, etc.) in the quality assurance process.</p> <p>All of these parties will be involved in all evaluation processes(external evaluation, program review, syllabus review, self-evaluation, etc.).</p>	<p>Every year on a semester and yearly basis.</p> <p>OQA through evaluation questionnaires will involve all parties in the quality assurance processes.</p>
<p>7.8. Result : The quality assurance data collection, processing and reporting system is fully integrated and operational</p>		

<p>8. Objective 5: Process of accreditation</p>		
<p><b>Activity:</b></p>	<p><b>Description of activity:</b></p>	<p><b>Deadline for implementation of the activity:</b></p>

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<p>8.1. Information on accreditation process</p>	<p>UHZ will invite KAA officials and experts in the field of accreditation who, through workshops and information sessions, will inform in detail UHZ's responsible bodies, mechanisms and staff about new local and international criteria and standards of accreditation and deadlines and procedures for accreditation, whether institutional accreditation or accreditation of study programs.</p> <p>In this case the parties will also be provided with relevant field documentation such as legislation, guidelines, etc.</p>	<p>In 2020, 2022 and 2024 - informative meetings are organized with the academic and administrative staff by engaged experts in the field.</p>
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## 9. Budget for implementation of Activities

Result 4.4 : Regulations and other quality assurance documents are complete and in line with standards.												
Activity	Activity description	Implementation period and operationalization of the activity	Institution/body responsible for implementation	Supporting Institution/Organization	Source of financing	Description of cost	Budget according to year in euro					
							2020	2021	2022	2023	2024	Total
Activity 4.1: Draft and approve the new Regulation on Quality Assurance (QA)	Activity Description: In accordance with the latest national and international standards, UHZ will draft and adopt the Regulation on Quality Assurance (QA), which will regulate in full the processes related to QA, such as: body responsibilities, mechanisms, procedures and the instruments required for QA by national and international standards. Following the adoption of the QA regulation, UHZ will organize a	January 2020 - Regulation is drafted and adopted.	Senate	N/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00
					Donors and / or Central Institutions	N/A	0.00	0.00	0.00	0.00	0.00	0.00



Activity	Activity description	Implementation period and operationalization of the activity	Institution/body responsible for implementation	Supporting Institution/Organization	Source of Financing	Description of cost	Budget according to year in euro					
							2020	2021	2022	2023	2024	Total
<b>Activity 4.3:</b> Drafting and publishing the Quality Assurance (QA) Guide	<b>Activity Description 4.3:</b> UHZ will develop and publish a Quality Assurance (QA) Guide, which will include and explain in detail the duties and responsibilities of the university bodies and mechanisms related to QA, the procedures for designing and implementing the QA instruments. quality assessment, as well as how to collect, process, and report QA data.	January 2020 - Senate approved the Guide.	Senate	N/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00
							Donors and / or Central Institutions	N/A	0.00	0.00	0.00	0.00
<b>Total budget for activities (euro):</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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Result 5.7 : Specific quality assurance mechanisms at the university and at the academic level are established and operational.												
Activity	Activity Description	Implementation period and operation alization of the activity	Institution/body responsible for implementation	Supporting Institution/O rg anization	Source of financing	Description of cost	Budget according to year in euro					
							2020	2021	2022	2023	2024	Total
Aktiviteti 5.1:  Creation of the Office for Quality Assurance (OQA) at the University level	Përshkrimi i aktivitetit 5.1:  From the existing Department for International Cooperation and Quality Assurance, a separate office will branch out for Office for Quality Assurance (OQA) at the university level, which will have the primary responsibility for leading all processes related to quality assurance at the university.	March 2020 - OQA is created.	Rectorate	N/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00
					Donors and / or Central Institutions	N/A	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total budget for activities (euro):</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Activity	Activity Description	Implementation period and operation alization of the activity	Institution/body responsible for implementation	Institucioni/ Organizata mbështetëse	Source of financing	Description of cost	Budget according to year in euro					
							2020	2021	2022	2023	2024	Total

<b>Activity 5.2:</b>	<b>Activity Description 5.2:</b>						Two people x 500 Euros x 12 month	900 0.00	1200 0.00	1200 0.00	1200 0.00	1200 0.00	5700 0.00
Recruitment/promotion of staff in the Office for Quality Assurance (OQA)	The Office for Quality Assurance (OQA) at the university level will have 3 staff members, of which 1 will be appointed from the current position and 2 new members will be employed. This office will have: - 1 office director and - 2 Quality Assurance Officers (1 QA Officer and 1 Accreditation Officer).	March 2020- Appointment of office director. March 2020 - Preparation of the call for two officials. April 2020 - Selection of two officials.	Human resources unit CAO	N/A	Donors and / or Central Institutions	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total budget for activities (euro):</b>								<b>900 0.00</b>	<b>1200 0.00</b>	<b>1200 0.00</b>	<b>1200 0.00</b>	<b>1200 0.00</b>	<b>5700 0.00</b>
<b>Budget according to year in euro</b>													
Activity	Activity Description	Implementation period and operation of the activity	Institution/body responsible for implementation	Supporting Institution/Organization	Source of financing	Description of cost	Budget according to year in euro						
							2020	2021	2022	2023	2024	Total	
<b>Activity 5.3:</b>	<b>Activity Description 5.3:</b>												
Creation and operation alization	In five Academic	2020 - Created and functional quality coordinat or offices	Rectorate AU QAO	NB/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00



		and operation alization of the activity	impleme ntation									
<b>Aktiviteti 5.4:</b> Training of the staff responsible for Quality Assurance (QA)	<b>Përshkrimi i aktivitetit 5.4:</b> The staff of Office for Quality Assurance (OQA) at university level and the staff of the Offices of Quality Coordinators (OQC) at academic/faculty level will be trained by international/national trainers on quality assurance processes and the accreditation process.  The main topics of training will be the legal and sub-legal framework, mechanisms, instruments, quality assurance practices at international, national and institutional level.  To this end, at least two training workshops will be organized	April 2020 Selection of the local Trainers  Office director + 2 officials + 5 officials from academic units  During May 2020 and during May 2022  8 people from UHZ are trained/r etrained for: legal and sub-legal frameworks, mechanisms, instruments, quality assurance practices at international, national and institutional level.	Human Resources Unit  ZKA	N/A	2020 Two trainings 8 people x 2x 4 days of training x 150 Euros Transport and accommodation of trainers 2x800 2021-24 4 trainings 8 people x 1x 4 days of training x 150 Euros Transport and accommodation of trainers 4 x800	UHZ Budget	280 0.00	1400 .00	1400 .00	1400 .00	1400 .00	8400 .00
					Donors and/or Central		N/A	0.00	0.00	0.00	0.00	0.00

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	during the first year and then one training workshop each year of the 2020-2024 strategic plan.				Institutions								
<b>Total budget for activities (euro):</b>							<b>28000</b>	<b>1400.00</b>	<b>1400.00</b>	<b>1400.00</b>	<b>1400.00</b>	<b>8400.00</b>	
<b>Budget according to year in euro</b>													
Activity	Activity description	Implementation period and operation alization of the activity	Institution/body responsible for implementation	Supporting Institution/O rganization	Source of financing	Description of cost	Budget according to year in euro					Total	
							2020	2021	2022	2023	2024		
<b>Activity 5.5:</b>  Organization of the activities by the Office for Quality Assurance (OQA)	<b>Activity Description 5.5:</b>  The university's Office for Quality Assurance (OQA) plans and conducts regular quality assurance activities.  In addition to regular activities, the OQA may also initiate and implement "ad-hoc" quality assurance activities and there is no need for the approval from the	Every year 2020-2024 semestral and annual activities are organized .  Assessments through questionnaires.  There will also be other ad-hoc and focus group assessments as needed.  Workshops are organized every year	ZSC	N/A	UHZ Budget	Costs of organizing the workshop	200.00	200.00	200.00	200.00	200.00	1000.00	
					Donors and / or Central Institutions	N/A	0.00	0.00	0.00	0.00	0.00	0.00	

	other university bodies.  In all its activities, the OQA ensures that it will involve all stakeholders inside and outside the university in the quality assurance processes. The OQA will organize at least one training workshop per year with the staff of each academic unit.	during June.											
<b>Total budget for activities (euro):</b>							<b>200.00</b>	<b>200.00</b>	<b>200.00</b>	<b>200.00</b>	<b>200.00</b>	<b>1000.00</b>	
<b>Budget according to year in euro</b>													
Activity	Activity Description	Implementation period and operation of the activity	Institution/body responsible for implementation	Supporting Institution/Organization	Source of financing	Description of cost	Budget according to year in euro					Total	
							2020	2021	2022	2023	2024		
<b>Activity 5.6:</b>  Transparency during the quality assurance process	<b>Description of Activity 5.6:</b>  The Office for Quality Assurance (OQA) at the university level will produce periodic reports on the quality assurance	Every year 2020-2024.  Evaluation reports from the data of assessment and quality assurance	Quality Management and Evaluation Council. OQA	N/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00	
					Donors and / or Central	N/A	0.00	0.00	0.00	0.00	0.00	0.00	

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	<p>process within the university and will publish the results of these processes.</p> <p>University management will also consider these reports in the management of the university and academic units at UHZ.</p>	<p>instruments are made on a semester and yearly basis (based on instrument type).</p>			<p>Institutions</p>							
<b>Total budget for activities (euro):</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Result 6.4: Evaluation and quality assurance instruments are regularly established, finalized and implemented.												
Activity	Activity description	Implementation period and operationalization of the activity	Institution/body responsible for implementation	Supporting Institution/Organization	Source of financing	Description of cost	Budget according to year in euro					
							2020	2021	2022	2023	2024	Total
<b>Activity 6.1:</b>	<b>Activity Description 6.1:</b>											
Design of instruments for evaluation and quality assurance	The Office for Quality Assurance (OQA) at the University level will design and review some instruments/questionnaires, which will be used for the university's quality assessment and assurance and designed to include all relevant stakeholders. These questionnaires are: 1. Questionnaire for the assessment of professors by students 2. Dean's Assessment Questionnaire for Professors 3. Self-assessment questionnaire for the academic staff 4. Questionnaire for the assessment of professors by the administration 5. Questionnaire for administration assessment by students 6. Questionnaire for UHZ student employers 7. UHZ Alumni Questionnaire 8. Questionnaire for potential	January 2020 - Approved questionnaires for initial use.	Senate  Quality Management and Evaluation Council  OQA	N/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00
					Donors and / or Central Institutions	N/A	0.00	0.00	0.00	0.00	0.00	0.00



Activity	Activity description	Implementation period and operationalization of the activity	responsible for implementation	Supporting Institution/Organization	Source of financing	Description of cost	Budget according to year in euro					
							2020	2021	2022	2023	2024	Total
Activity 6.3:  Regular implementation of the instruments	Description of activity 6.3:  Following the finalization and approval of the above instruments, the Office for Quality Assurance (OQA), in cooperation with other bodies and mechanisms within the UHZ, will implement and use these instruments on a regular (semester or yearly) basis to collect data for the purpose of quality assurance.	Every year 2020-2024 on a semester or yearly basis. The evaluation process started in January 2020.	OQA  Quality Management and Evaluation Council	N/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00
					Donors and / or Central Institutions	N/A	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total budget for activities (euro):</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



Activity	Description of activity	Implementation period and operationalization of the activity	Institution body responsible for implementation	Supporting Institution/ Organization	Source of financing	Description of cost	Budget according to year in euro					
							2020	2021	2022	2023	2024	Total
Activity 7.2:  Administration of ESMS evaluation and quality assurance questionnaires	Description of activity 7.2:  The administration of all the questionnaires mentioned in the Result 3.3, namely the collection of data from these questionnaires, will be done electronically through the ESMS system so that the data can be processed and reported faster and easier.	Second quarter 2020 (through ESMS).  Every year on a semester and yearly basis.  Realization of the process through ESMS..	OQA  Quality Management and Evaluation Council	N/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00
					Donors and/ or Central Institutional	N/A	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total budget for activities (euro):</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Activity	Activity Description	Implementation period and operationalization of the activity	Institution/ body responsible for implementation	Supporting Institution/ Organization	Source of financing	Description of cost	Budget according to year in euro					
							2020	2021	2022	2023	2024	Total
Activity 7.3:  Processing and	Description of activity 7.3:	Every year on a semester and yearly basis.	OQA IT office in technical support	N/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00



reporting and statistics	processing and reporting.	staff members from IT will be trained in data processing and reporting. Selection of local trainers. Training will also be provided in 2022.			Donors and / or Central Institutions							
<b>Total budget for activities (euro):</b>							<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1200.00</b>

Activity	Activity Description	Implementation period and operationalization of the activity	Institution/body responsible for implementation	Supporting Institution/Organization	Source of financing	Description of cost	Budget according to year in euro					
							2020	2021	2022	2023	2024	Total
Activity 7.5: Communication of results to parties	Description of Activity 7.5: The Quality Management and Evaluation Council compiles improvement reports based on data and evaluations received from the Office for Quality Assurance (OQA). The results of the	Every year on a semester and yearly basis, improvement reports are compiled and results communicated to the parties. Upon receipt of the report by the management, the Rector will seek its implementation by the managing authorities at the University level, and at the level of the	Quality Management and Evaluation Council OQA	N/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00
					Donors and / or Central Institutions	N/A	0.00	0.00	0.00	0.00	0.00	

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evaluation shall be communicated to the evaluated parties.	academic units according to the time frame set by the Council.											
<b>Total budget for activities (euro):</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Activity	Activity description	Implementation period and operationalization of the activity	Institution/body responsible for implementation	Supporting Institution/Organization	Source of financing	Description of cost	Budget according to year in euro:					
							2020	2021	2022	2023	2024	Total
Activity 7.6: Publication of data and statistics to the general public	Description of activity 7.6: UHZ will regularly publish the most important university data and statistics on its official website, which are or may be of interest to the general public.	Every year on a semester and yearly basis. Publication of data on the web site, after each evaluation. Summaries of evaluations in the form of reports will be published through the UHZ official website or through other internal university information channels.	OQA IT	N/A	UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00
					Donors and / or Central Institutions	N/A	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total budget for activities (euro):</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Activity	Activity description	Implementation period and operationalization of the activity	Institution/body responsible for implementation	Supporting Institution/Organization	Source of financing	Description of cost	Budget according to year in euro					
							2020	2021	2022	2023	2024	Total

<b>Activity 7.7:</b> Increase the participation of all parties in the quality assurance process	<b>Activity Description 7.7:</b> UHZ through the Office for Quality Assurance (OQA) will take all the necessary measures to increase the participation of all stakeholders (staff, students, alumni, employers, industry, etc.) in the quality assurance process. All of these parties will be involved in all evaluation processes (external evaluation, program review, syllabus review, self-assessment, etc.).				UHZ Budget	N/A	0.00	0.00	0.00	0.00	0.00	0.00
		Every year on a semester and yearly basis. OQA, through evaluation questionnaires, will involve all parties in the quality assurance processes.	OQA	N/A	Donors and / or Central Institutions	N/A	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total budget for activities (euro):</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



provided with relevant field documentation such as legislation, guidelines, etc.												
<b>Total budget for activities (euro):</b>							<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>900.00</b>

Year:	2020	2021	2022	2023	2024	Total
<b>Total objective/field budget from UHZ budget (Euro):</b>	<b>12,900.00</b>	<b>13,600.00</b>	<b>14,500.00</b>	<b>13,600.00</b>	<b>13,900.00</b>	<b>68,500.00</b>
<b>Total objective/field budget from donors and/or central institutions (euro):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total objective/field budget from all funding sources (Euro):</b>	<b>12,900.00</b>	<b>13,600.00</b>	<b>14,500.00</b>	<b>13,600.00</b>	<b>13,900.00</b>	<b>68,500.00</b>