

ANNUAL QUALITY ASSURANCE CALENDAR AT UKZ

Month	Week I	Week II	Week III	Week IV
September	1. Review of existing programs (Reg. For Quality and Evaluation. Article 3, point 3.5)	1.Preparation of Individual Development Plan, one year by SA (MPVPSA, point 8)	Drafting a detailed report on university ranking indicators (P.S Ob. 5.point 1.7)	1. Meeting with Quality Coordinators
	Responsible: KF-Dean	Responsible: Each academic staff	Responsible: Vice Rector for Teaching - EDC	Responsible: ZZHAC - EDC
	2. Meeting with KMCV	2. Review of existing programs (Reg. For Quality and Evaluation. Article 3, point 3.5)	2. Review of existing programs (Reg. For Quality and Evaluation. Article 3, point 3.5)	2. Number of trainings held by SA for one academic year. (Performance market.)
	Responsible: Chairman of KMCV	Responsible: KF-Dean	Responsible: KF-Dean	Responsible: Quality and ADR Coordinators
	3. Publication of evaluation results with the highest average of SA (UKZ Statute, Article 207)			3. Publication of Syllabuses
Responsible: Deans- IT Office			Responsible: Professors and IT	

October

1. Introduction of Syllabuses	1. Each OJ presents the profile of scientific research and artistic work before the Rector and the Senate (Statute of UKZ, Article 162)	1. Recording of students registered for the number of applications for the academic year (Commerce and Perf.)	1. Meeting with Quality Coordinators and ADR
Responsible: Professor	Responsible: Dean	Responsible: IT Office and ADR	Responsible: ADR and KC
2. Submission of Individual Development Plan, by SA	2. Declaration of the Academic Staff in KAA (AI. No. 15/18)	2. Declaration of the Academic Staff in KAA (AI. No. 15/18)	2. Closing the process of declaration of SA in KAA
Responsible: Quality Coordinators in NJA	Responsible: Quality and ADR Coordinators	Responsible: Quality Coordinators and ADR	Responsible: Quality Coordinators and ADR
3. Preparation for Project Proposals and application in ERASMUS +	3. Preparation of Applications for Re / Accreditation of study programs (AI. No. 15/18)	3. Preparation of Applications for Re / Accreditation of study programs (AI. No. 15/18)	3. Submission of Re-Accreditation Applications to KAA (AI. No. 15/18)
Responsible: IRO	Responsible: Faculty Management - KC - ADR	Responsible: Faculty Management- KC- EDD	Responsible: ZZHAC - ADR
4. Preparation of Applications for Re / Accreditation of study programs	4. Research - scientific and creative work activities are reported individually by an academic employee (Statute of UKZ, Article 162)		

	Responsible: Faculty Management - KC - ADR	Responsible: Quality Coordinator before the Academic Unit Council		
November	1. New / Accreditation Process - Preparation of SERs	1. To measure the international comparability in the field of quality and to compile a Report (Com. Incl.)	1. Collection of data on the role of the library in the process of research and scientific research (Perf. Market)	1. New / Accreditation Process Preparation of SERs (AI. No. 15/18)
	Responsible: Working Groups within the Faculties	Responsible: Vice Rector for Teaching and ADR	Responsible: Quality and ADR coordinators	Responsible: Working Groups within the Faculties
		2. New Process / Accreditation - Preparation of SERs	New Process / Accreditation Preparation of SERs	2. Meeting with Quality Coordinators and ADR
		Responsible: Working Groups within the Faculties	Responsible: Working Groups within the Faculties	Responsible: Quality and ADR Coordinators
	New / Accreditation Process Preparation of SERs	1. New Process / Accreditation - Preparation of SERs	New / Accreditation Process Preparation of SERs	
	Responsible: Working Groups within the Faculties	Responsible: Working Groups within the Faculties	Responsible: Working Groups within the Faculties	

December	2. The Research Committee analyzes the research results of all SAs on an annual basis from the databases and research platforms and prepares the list of the best researchers for further evaluation (Reg. Activities and scientific research. Article 7.)		2. Each member of the SA will be evaluated once a year for his contribution to scientific activity (Reg. Activity and scientific research. Article 2.)	2. Meeting with KMCV
	Responsible: Commission for research		Responsible: UKZ Management-Vice Rector for Learning	Responsible: Chairman of KMCV
January	1. New / Accreditation Process	1. New / Accreditation Process	1. Evaluation of SA as well as courses by students for the winter semester (Reg. For Sig. Of Which. And Evaluation. Article 5)	1. To measure the socio-economic conditions of students (Com. And perf.)
	Responsible: Working Groups within the Faculties	Responsible: Working Groups within the Faculties	Responsible: ADR	Responsible: ADR- KC

		2. Measure gender equality and ensure equal access for all students (Commercial incl.)	2. To measure the time spent in studies in relation to the workload of students. (Trade show and perf.)	2. Meeting with Quality Coordinators and ADR
		Responsible: ADR- KC	Responsible: ADR- KC	Responsible: Quality Coordinators and ADR
February	1. All heads and leaders of institutes or other organizational units of the University will provide the annual report of work and fulfillment of duties for the deans of their academic units. (UKZ Statute, Article 216)	1. Drafting of SA Assessment Report by students for the winter semester	1. Each dean of the academic unit provides the rector with a complete annual report of the work of his academic unit. (Statute of UKZ, Article 217,218)	1. Submission of SA Evaluation Report by students for the winter semester for Management
	Responsible: Dean	Responsible: ADR	Responsible: Dean	Responsible: ADR
	2. Preparation for Project Proposals and application in ERASMUS +			2. Meeting with Quality Coordinators and ADR
	Responsible: IRO			Responsible: Quality Coordinators and ADR
			3. Takim me KMCV	
			Responsible: Chairman of KMCV	

March	1. Anniversary of the founding of the University “Kadri Zeka	1. The process of Evaluation of Administrative Services by students.	1. The process of evaluation of study programs by experts	1. The report of work and fulfillment of duties is submitted no later than March 31 (UKZ Statute, Article 218,219)
	Responsible: UKZ Management	Responsible: ADR	Responsible: Working groups predetermined by AU and ADR	Responsible: Rector, Deans, Secretary and Directors
				2. Meeting with Quality Coordinators and ADR
				Responsible: Quality Coordinators and ADR
April	1.Evaluation of UKZ Programs by Alumni (Alumni Officer - EDDC) 2. Evaluation of UKZ by Employers (Reg. For Insurance and Evaluation. Article 5)	1. The process of evaluation of study programs by experts	1. Drafting the Evaluation Report from the research results for administrative services	1. Submission of the Evaluation Report for the administrative services: KMCV and the senior management of UKZ
	Responsibility: ADRD and Business Coordinator	responsibility: working groups predetermined by NJA, KC and ADR	Responsible: ADR	Responsible : ADR
				2. Meeting with Quality Coordinators and ADR
				Responsible: Quality Coordinators and ADR

				3. Meeting with KMCV
				Responsible: Chairman of KMCV
May	1. Organization of local and international Scientific Conferences (P.S Ob. 6.pika 6.6)	1. Drafting the evaluation report from the research results with the Employers (Reg. For Quality Assurance and Evaluation. Article 5)	1. Submission of the Evaluation Report with the results of the research by the Employers KMCV and the Management	1. Meeting with Quality Coordinators and ADR
	Responsible: Vice Rector for Teaching and Deans	Përgjegjës : ADR	Responsible: ADR	Responsible: Quality Coordinators and ADR
	2. Drafting the Evaluation Report from the research results with Alumni (Reg. For Security and Evaluation. Article 5)	2. Submission of the Evaluation Report with the results of the research by Alumni: KMCV and Management		
	Responsible : ADR	Responsible : ADR		
	1. Evaluation of data from syllabi as well as student workload (Their reflection) (Reg. For Security and Evaluation. Article 3)	1. Evaluation of SA as well as courses by students for the summer semester	1. Teacher Self-Assessment Process (Reg. For Security and Assessment. Article 5)	1. Meeting with Quality Coordinators and ADR
	Responsible: Faculty Councils	Responsible: ADR	Responsible: ADR, KC	Responsible: Quality Coordinators and ADR

June			2. Evaluation: Dean, Teacher (Reg. For Security and Evaluation. Article 5)	
			Responsible: Dean and ADR	
			2. Evaluation of the objectives set by the SA in the UDP at the beginning of the academic year	2. Meeting with KMCV
			Responsible: Commission appointed by the Management	Responsible: Chairman of KMCV
	1. Compilation of the SA Evaluation Report by the students for the Summer semester	1. Submission of individual SA Assessment Report by students for the Summer semester	1. Drafting of SA General Performance Evaluation Report	1. Submission of the final SA evaluation report to teachers, Deans, Vice Rector for Teaching and Rector
	Responsible: ADR	Responsible: ADR	Responsible: KC, Dean and ADR	Responsible: ADR and KC
	2. Pass rate for each subject (Com. Incl.) (Performance Indicators)	2. The process of evaluating the participation of students in the Library (Performance Indicators)	2. Measuring student success during the academic year (Performance Indicators)	2. Meeting with Quality Coordinators and ADR
	Responsible: Professor of the subject	Responsible: Library Officer	Responsible: IT Office	Responsible: ADR dhe KC

July	3. ADRD drafts the Report for the realization of the annual quality assurance calendar		3. Degree of student participation in lectures during the academic year (Com. And perf.)	3. KMCV prepares the Final Periodic / Annual Evaluation Report and submits the same with the recommendations for improvement to the management of UKZ (Reg. For Security and Evaluation. Article 13)
	Responsible: ADR		Responsible: Quality Coordinators	Responsible: Chairman of KMCV
			4. Graduation rate of students during the academic year	4. The Faculty Council reviews the existing programs (Reg. For Security and Evaluation. Article 3, point 3.5)
			Responsible: Academic unit management	Responsible: Dean and Council of Faculties
August	B R E A K	B R E A K	B R E A K	B R E A K