

Quality Assurance Activity Plan

Nr.	Planned activity	The individuals or responsible bodies involved in the implementation of the Activity	Description of activities	Implementation time
1.	Meeting of the Central Commission for Quality Assurance (CCQA)	Members of the Central Commission for Quality Assurance meeting (CCQA)	Meeting for the new academic year 2020-2021 <ul style="list-style-type: none"> ▪ Reassessment of last year's planning evidence. ▪ Planning of activities for the academic year 2020/2021. 	1-7 October 2020
2.	Students' evaluation before graduation	Students	Distribution of questionnaires to students who are defending the diploma thesis.	12 – 15 October 2020
	Report	The QA Office sends the report to the IT office for publication on the University website	Result published on the University website	22 October
3.	Student Evaluation on Administration / Service	Students	Distribution of questionnaires to students on Administration / Service .	19- 23 October 2020
	Report	Members of the Central Commission for Quality Assurance meeting (CCQA)	The result is sent to the members of the Quality Committee of the Academic Units (QCAU) for the next meeting.	20 November
4.	Intercollegiate evaluation	All staff (regular and engaged) included	All academic staff actively participates in intercollegiate assessment.	16 - 20 November 2020
5.	Meeting of the Quality Committee of the Academic Unit (QCAU)	Members of the Quality Committee of the Academic Unit (QCAU)	Elaboration, evaluation and comments of QCAU members for the evaluation of the administration services completed by the students. Recommendations!	23 - 27 November 2020
	Report	Members of the Quality Committee of the Academic Unit (QCAU)	Recommendations are sent to CCQA	30 November
6.	Meeting of the Commission for Quality of Academic Units (CQAU)	Commission for Quality of Academic Units (CQAU)	Elaboration, evaluation and comments of the Quality Committee of the Academic Unit for intercollegiate evaluation. Recommendations!	01 – 04 December 2020

7.	Meeting of the Central Commission for Quality Assurance (CCQA)	Members of CCQA	Elaboration from CCQA discussion for: <ul style="list-style-type: none"> ▪ evaluation of administration services completed by students. ▪ intercollegiate evaluation. 	07 – 10 December 2020
8.	Student evaluation for teachers (winter semester)	Students	Distribution of questionnaires to students	18 – 25 January 2021
	Report	The QA Office sends the report to the IT office for publication on the University website	Result published on the University website	15 February
9.	Students' evaluation before graduation	Students	Distribution of questionnaires to students who are defending the diploma thesis.	28 January – 8 February 2021
10.	Meeting of the Commission for Quality of Academic Units (CQAU)	Commission for Quality of Academic Units (CQAU)	Elaboration, evaluation and comments by the Quality Committee of the Academic Unit for student evaluation for teachers. (winter semester)	28 February 2021
	Report	Commission for Quality of Academic Units (CQAU)	Comments and recommendations are sent to CCQA members for future planning	5 March
11.	Meeting of CCQA	Members of the Central Commission for Quality Assurance meeting (CCQA)	Elaboration by CCQA for: <ul style="list-style-type: none"> ▪ Student evaluation for teachers (winter semester). ▪ Evaluation of self-assessment questionnaires, working conditions and administration services. 	08 -12 March 2021
12.	Self-evaluation of academic staff	All academic staff (regular and engaged) included	Distribution of questionnaires for self-evaluation, working conditions and administration services	15- 20 March 2021
	Report	The QA Office sends the report to the IT office for publication on the University website	Result published on the University website	30 March
13.	Meeting of the academic staff with the deans	Deans	Deans assess all academic staff	22 March – 04 April 2021
14.	Student Administration / Service Evaluation	Students	Distribution of questionnaires to students for administration evaluation	05 -09 April 2021
15.	Intercollegiate evaluation	All academic staff (regular and engaged) included	All academic staff actively participates in intercollegiate assessment.	12 - 23 April 2021

16.	Students' evaluation before graduation	Students	Distribution of questionnaires to students who are defending the diploma thesis.	03-15 May 2021
17.	Meeting of the Commission for Quality of Academic Units (CQAU)	Commission for Quality of Academic Units (CQAU)	Elaboration, evaluation and comments by the Quality Committee of the Academic Unit for: <ul style="list-style-type: none"> ▪ evaluation of administration services completed by students. ▪ self-evaluation, working conditions and administration services. 	17 -21 May 2021
18.	Meeting of CCQA	Members of the Central Commission for Quality Assurance meeting (CCQA)	Elaboration by CCQA for: <ul style="list-style-type: none"> ▪ Administration / Student Service Evaluation. ▪ Self-assessment, working conditions and administration services. 	24 - 28 May 2021
19.	Student evaluation for teachers (summer semester)	Students	Distribution of questionnaires	1 -10 June 2021
20.	Students' evaluation before graduation	Students	Distribution of questionnaires to students who are defending the diploma thesis.	11-30 June 2021
21.	Questionnaire for entrepreneurs	Employers of students from UFA in Gjakova	Distribution of questionnaires for entrepreneurs	30 June
22.	Questionnaire for Curriculum updating	Academic staff of UFA in Gjakova	Distribution of questionnaires for Curriculum updating	30 June
23.	Meeting of the Commission for Quality of Academic Units (CQAU)	Commission for Quality of Academic Units (CQAU)	Elaboration, evaluation and comments by the Quality Committee of the Academic Unit for student evaluation for teachers. (summer semester)	1-7 July
24.	Meeting of CCQA	Members of the Central Commission for Quality Assurance meeting (CCQA)	Elaboration by CCQA for: <ul style="list-style-type: none"> ▪ Student evaluation for teachers (winter semester) 	8-16 July
25.	Academic Staff Self-evaluation	All academic staff (regular and engaged) included	Distribution of questionnaires for self-evaluation, working conditions and administration services	19 – 23 July 2021
26.	Meeting of CCQA	Members of the Central Commission for Quality Assurance meeting (CCQA)	Elaboration by CCQA for: <ul style="list-style-type: none"> ▪ Evaluation of the results from the questionnaires for students who are defending the diploma thesis, throughout the year. 	30 August - 3 September 2021

			<ul style="list-style-type: none"> ▪ Evaluation of results from entrepreneurship questionnaires and curriculum updates. ▪ Intercollegiate evaluation. ▪ Evaluation of results from questionnaires for self-evaluation, working conditions and administration services. 	
27.	Evaluating teacher performance	All academic staff (regular and engaged) included	Distribution of questionnaires for Scientific Publications and participation in Conferences	01 - 03 September 2021
28.	Evaluating teacher performance	All academic staff (regular and engaged) included	Distribution of questionnaires for the University and the community contribution	01-03 September 2021
29.	Meeting of academic staff with the deans	Deans	Deans' evaluation of all academic staff Sending the Report sent to CCQA.	06 - 18 September 2021
30.	Meeting of the Commission for Quality of Academic Units (CQAU)	Commission for Quality of Academic Units (CQAU)	Processing, evaluation and commenting on the results for: <ul style="list-style-type: none"> ▪ Scientific publications and participation in conferences. ▪ Contribution to the University and the community. 	14-18 September 2021
31.	Students' evaluation before graduation	Students	Distribution of questionnaires to students who are defending the diploma thesis.	20 -30 September 2021
	Report	The QA Office sends the report to the IT office for publication on the University website	Student results for the graduation and mentoring process are made public on the University website.	10 October 2021
32.	Meeting of CCQA	Members of the Central Commission for Quality Assurance meeting (CCQA)	Final elaboration for: <ul style="list-style-type: none"> ▪ Scientific publications and participation in conferences. ▪ Contribution to the University and the community. 	20- 24 September 2021
33.	Meeting of CCQA	Members of the Central Commission for Quality Assurance meeting (CCQA)	Elaboration by CCQA for: <ul style="list-style-type: none"> ▪ Student Administration / Service Evaluation. ▪ Teachers' self-assessment. ▪ Working conditions. ▪ Administration services. 	26-30 September 2021

			<ul style="list-style-type: none">▪ Evaluation of graduate students.▪ Final results of teacher performance.	
34.	Report	CCQA	Recommendations given by CCQA for the strategic plan 2021-2022	1 October