

# **INTERNAL QUALITY ASSURANCE UNIT QUALITY REGULATION**

## **CHAPTER I GENERAL NORMS**

### **Article 1 Mision**

The internal quality assurance unit is a permanent independent unit, which through its work in quality assessment, aims to create and consolidate the quality culture at POLIS University.

### **Article 2 Legal basis**

The Internal Quality Assurance Unit (IQAU) operates in accordance with the provisions of the law in force on higher education, bylaws in its implementation, the instructions of the Agency for Quality Assurance in Higher Education and the Statute of POLIS University.

### **Article 3 Cooperation with the ministry**

IQAU of POLIS University, cooperates with the Ministry of Education, Sports and Youth and the Agency for Quality Assurance in Higher Education (ASCAL) in accordance with the provisions of the law on higher education and other bylaws in force.

## **CHAPTER II QUALITY ASSESSMENT**

### **Article 4 Institutional plans for quality development**

1. IQAU prepares draft institutional development plans for evaluation, which are approved by the Academic Senate and can be submitted to APAAL for information.
2. The unit follows the implementation of quality assurance development plans, compiled by itself.
3. The unit evaluates the progress of quality development in general, including that of the learning process according to the elements presented in the curricula of the respective subjects and other elements related to it.
4. The unit reports directly to the highest bodies of the University, regarding the results of quality evaluation, making, as appropriate, recommendations regarding various aspects, in order to increase quality.

## Article 5

### Basic principles and activity of the Unit

1. The basic principles underpinning the Internal Quality Assurance System and the operational framework of the IQAU are:
  - a. POLIS University bears the main responsibility for the quality of the academic offer and the formation of the students and the diplomas they issue;
  - b. The university must protect the interests of students and society as a whole for quality, standards and employment derived from the academic formation;
  - c. The quality of academic programs needs to be continuously developed and improved for both students and other beneficiaries of the institution and the labor market;
  - d. The university should have useful and efficient organizational structures within which academic programs can be provided, supported and developed;
  - e. Transparency and the use of external expertise in Internal Quality Assurance processes are important;
  - f. Creating a culture of quality within higher education institutions should be encouraged;
  - g. Processes need to be developed, through which POLIS University can demonstrate its accountability, including responsibility for investing public and private revenues;
  - h. The university must be able to show its quality domestically and internationally, but also to the academic and social community.
  - i. The processes and systems of development and quality improvement used by the University should not limit and limit diversity, innovation and freedom and academic creativity.
2. The Internal Quality Assurance Unit extends its scope of action to:
  - a. content analysis of study programs, after receiving feedback from students, professors, employed students and the labor market;
  - b. international approach and internationalization in the form and content of the programs it offers;
  - c. evaluation of individual and institutional research activity as well as addressing the involvement of students, especially in the second and third cycles of study in concrete and contemporary research;
  - d. multidimensional evaluation of teaching and support staff on the basis of clear, specific and known indicators;
  - e. evaluation in terms of purpose, facilities, material resources, logistics and other services to students and the community in general, in terms of study programs, institutional strategy and training objectives;
  - f. the evaluation of funding and human resources in function of the main processes of teaching and research, as well as the assistance of students according to the requirements and contemporary needs of academic life and employment;
  - g. focusing on the assessment of the national and international dimension of the institution, cooperation with counterpart institutions at home and abroad, joint academic offer at regional and international level as well as public relations in general;

- h. evaluating the opening and relations of the institution with the labor market, local, national, regional and beyond for the identification, increase of opportunities and quality of employment of students of all levels and study programs;
- i. evaluating the effectiveness and compatibility of developments in the institutional, academic and research plan with the goals, objectives and development objectives of the University;
- j. evaluation of academic, research, administrative, managerial aspects on the basis of general and specific indicators (General and specific performance indicators).

### **Article 6**

#### **The process of evaluating the learning process**

1. The evaluation of the learning process is based on three components: evaluation by students; peer review; self-esteem.
2. The process of evaluating the quality of teaching of the academic staff consists of 4 components of evaluation: students, colleagues, self-evaluation (self) and the superior / s. These percentages may change, by decision of the NJBSC, only by increasing the impact of student assessment on the overall assessment.
3. Each of the evaluations is carried out on the basis of forms, which are drafted in accordance with the best European practices in quality evaluation and are approved by a majority vote of the members of the IQAU.
4. The organization of the evaluation process is performed by the IQAU.
5. At the end of the evaluation process, the Deans of the faculties should inform the professors about the evaluation results.
6. The results of the forms are documented and stored in a separate file by the IQAU for at least three years, for each faculty.
7. The evaluation is carried out at the end of each course developed, except in special cases for objective and motivated reasons.  
The data collected, from the student assessment, can be used for the lecturer assessment only if more than 50% of the students attending the course, have completed the forms.
8. Evaluation of the teaching process by colleagues, aims to evaluate a number of elements of the academic process for each subject such as: concept of the program, teaching process, its updating, material base used, research related to the subject, literature, efficiency etc. The evaluation is realized during the semester for each course developed.
9. Self-assessment is performed for each course developed.

## **CHAPTER III COMPOSITION AND OPERATION**

### **Article 7 Composition**

1. The unit consists of 9 members, 5 academic staff without executive competencies belonging to the three respective faculties, a representative from the teaching secretariat, a student representative, a representative from the business community, and an Alumni representative.



2. The head of this unit will be one of the internal lecturers without executive competencies.
3. The Rectorate has the responsibility to provide technical support to the NJBSC.

**Article 8**  
**Periodic meetings**

The unit meets periodically twice a year, to discuss: work done, quality organization issues, the process of drafting the institutional plan for quality assurance, the process of quality assurance monitoring, setting indicators, monitoring conclusions, recommendations etc.

**Article 9**  
**Agenda**

1. The agenda, place, date and time are decided by the head of the unit.
2. The agenda is notified to the other members, at least 3 working days before the date of the meeting. Notification can be made by electronic means or by mail.

**Article 10**  
**Quorum**

1. The meeting is called open if at least three members of the unit are present.
2. In case less than three members are present, the date of the next meeting is determined by the chairman and notified to the members according to the provisions of article 8 point 2 of this regulation.

**Article 11**  
**Meeting moderator**

1. Periodic meetings are chaired by the head of the unit, who in his absence must delegate this task to another member.
2. The chairperson of the meeting must elect one of the members to keep the minutes of the meeting. The elected member must submit the minutes within 7 working days from the end of the meeting, to the head of the unit who must sign it. The signed minutes are archived in the documentation of the unit.
3. Each of the members, after having communicated with the chairman has the right to withdraw copies of the minutes of the meeting.

**Article 12**  
**Meeting participants**

1. Representatives of the governing bodies of POLIS University may also attend the meetings of the unit, who may be asked by the chair of the meeting to give opinions on issues on the agenda.

**Article 13**  
**Meetings at the request of the member or members**

1. Each of the members of the unit has the right to request the meeting of the unit whenever it deems reasonable.
2. The member or members who have requested the meeting must determine the agenda, place, date and time of the meeting.
3. The notification of other members is realized according to the provisions of article 9 point 2 of this regulation.



4. The meeting, in this case, is chaired by the member who requested it, or in case it is requested by more than one member, is chaired by one of the members elected by the chairman or his delegate.
5. In relation to the minutes of the meeting, the provisions of article 11, points 2 and 3 are applied.
6. The provisions of Article 12 shall apply to the participants in the meeting.
7. The provisions of Article 10 shall apply to the quorum.

#### **CHAPTER IV ACTS OF THE INTERNAL QUALITY ASSURANCE UNIT**

##### **Article 14 Decision**

1. The unit, by a simple majority of votes, decides on the instruments to be used for quality assessment.
2. Decisions must be signed by the head of the unit and archived in the documentation of the unit. A copy of them must be submitted to the governing bodies of POLIS University.

##### **Article 15 Recommendations**

1. Each of the members of the unit has the right to issue general or specific recommendations in the framework of quality awareness issues.
2. Recommendations can be addressed to: members of the academic staff, the bodies of POLIS University or students.

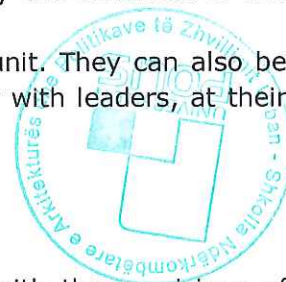
#### **CHAPTER V REPORTS**

##### **Article 16 Semester reports**

1. Semester reports are drafted at the end of the data processing process, collected in connection with the learning process and not only and signed by the chairman of the IQAU.
2. Semester reports are discussed at the periodic meeting of the unit. They can also be discussed in the highest governing bodies of POLIS University or with leaders, at their request.

##### **Article 17 Annual reports**

1. The annual report is an obligation of the unit, in accordance with the provisions of applicable higher education legislation and ASCAL guidelines.
2. The annual report is discussed at the periodic meeting of the unit and is signed by all members of the IQAU.
3. The report is presented to the Academic Senate of POLIS University.





**CHAPTER VI  
FINAL PROVISIONS**

**Article 18  
Repeals**

With the entry into force of this regulation, any other act with the same force in POLIS University is repealed, as well as any provision of regulations or other acts that are in conflict with it.

**Article 19  
Entry into force**

1. This regulation is approved, amended or repealed with the approval of the majority of the members of the Academic Senate.
2. This regulation enters into force immediately after approval.

