



**UNIVERSITY
OF NEW YORK
TIRANA**

Quality Assurance Regulation

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UNIVERSITY OF NEW YORK TIRANA

**QUALITY ASSURANCE DEPARTMENT
REGULATIONS FOR THE INTERNAL QUALITY ASSURANCE UNIT**

Tirana, 2023



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¹Explanatory note: In LAL there is the designation Quality Assurance Unit, while in MASR Instruction no. 27, dated 29.12.017 "On internal academic and administrative structures in public institutions of higher education" point 3/g. Internal structures are referred to as offices. This Regulation is subject to LAL as it is above the guideline.

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1. GENERAL PROVISIONS

1.1 Object

The purpose of this Regulation is to define the processes for internal and external quality assurance, the process of accreditation of study programs and the institutional one, as well as the definition of methods, rules, procedures, and mechanisms for internal assurance and guarantee of quality at University of New York (UNYT). This Regulation defines the role and responsibilities of the Internal Quality Assurance Unit, academic and administrative governing bodies, and authorities, specially created, and organized for quality assurance at UNYT.

1.2 Purpose

This regulation aims to guarantee support for quality assurance and quality achievement, quality assessment and control, assurance, and evidence of the assurance process at the institutional level in UNYT.

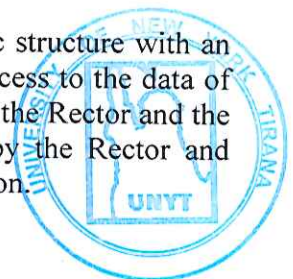
1.3 Legal Basis

This regulation was drafted pursuant to law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania", by-laws issued in its implementation, UNYT Statute, Regulation, Quality Assurance Manual.

1.4 Composition of Quality Assurance Unit

Quality Assurance Unit is an independent body that is established at the institutional level by the decision of the Academic Senate. The Quality Assurance Unit is composed of 3 (three) members, where 1 (one) from who is an external expert, and 2 (two) members belong to the administrative staff.

The Quality Assurance Unit at the University level is an auxiliary academic structure with an administrative character that has operational autonomy and the necessary access to the data of the institution for the purposes of realizing its functions upon the approval of the Rector and the Administrator. The members of the Quality Assurance Unit are elected by the Rector and approved by the Academic Senate and if applicable by Board of Administration.



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1.5 Mission and Purpose

Quality Assurance Unit manages and ensures quality in all "UNYTY" units and reports directly to the Rector and Administrator.

This Unit's mission is to plan, direct, organize, and publish the activity carried out in the framework of quality assurance at the level of the institution and study programs.

1.6 Scope

The scope of the regulation is quality assurance, which refers to a continuous process of monitoring, evaluating, guaranteeing, and improving the quality at the institutional level and of the study programs UNYTY offers.

This process will be carried out by the Internal Quality Assurance Unit through the following activities:

- Monitoring the implementation of the strategic plan of the University.
- Monitoring and ensuring performance processes in all aspects of the University's functions.
- Identification of weak points and recognition of strong points of teaching.
- Periodic evaluation of the quality assurance system.
- Coordination of evaluation of staff and programs by students.
- Encouraging the self-evaluation of the academic staff.
- Coordination of internal and external evaluation of programs and the institution as a whole.

2. QUALITY ASSURANCE POLICY, STANDARDS, AND SCOPE

2.1 Internal Quality Assurance

Adhering to legal requirements, in fulfilling its mission, UNYTY ensures that it follows quality assurance and monitoring procedures that ensure the achievement of the mission through best practices, in relation to performance standards and engagement of further fields. The entire institutional structure is designed to guarantee quality service delivery and to encourage quality improvement at all levels in UNYTY.

All academic and administrative staff take a key role in the management and implementation of quality assurance procedures through continuous cooperation with the Permanent Commission for the Assurance of Quality Standards (PCAQS) and the Quality Assurance Unit by ensuring institutional responsibility.

UNYTY appreciates the importance and impact of quality assurance procedures on student development and experiences and therefore aims to involve students in quality assurance activities. This includes student representation on the Permanent Commission for the Assurance of Quality Standards (PCAQS) as one of the main members of the commission, representation in the Academic Senate, the Ethics Council, etc.

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2.2 Quality assurance policy

Quality assurance policy is the set of goals, principles, and rules that UNYT uses to implement decisions and actions during the quality assurance process.

UNYT builds its activity for quality assurance based on two main objectives: a) *"quality as compliance with the mission and purpose of UNYT"* which means quality as a fulfillment of the mission of the institution and the purpose of the study programs; b) *"based on standards"* which means quality as the fulfillment of state and institutional quality standards.

Quality assurance has the main purpose of quality control, assessment of the quality state, and proposals for its improvement.

Objectives of UNYT:

- a) Institutional development policy;
- b) Accomplishing the mission and objectives.
- c) Providing quality for all study programs.
- d) Fulfilment of standards the quality.
- e) Monitoring the continued activity of the institution.
- f) Internal Evaluation.

3. BODIES, AUTHORITIES, AND STRUCTURES RESPONSIBLE FOR QUALITY ASSURANCE

Bodies, authorities, and structures at the institutional level

3.1 Academic Senate

1. The Academic Senate, which is the highest governing collegial body of UNYT, fulfills the following responsibilities regarding quality assurance:
 - a) Approves the quality assurance policy.
 - b) Approves the UNYT strategic development plan.
 - c) Approves the UNYT Quality Assurance Regulation and other quality acts.
 - d) It guarantees internal quality assurance in the University.
 - e) Establish the Permanent Commission for the Assurance of Quality Standards (PCAQS);
 - f) Approves the criteria for the selection of PCAQS members and evaluators for internal evaluation;
 - g) Approves the list of UNYT's internal experts and evaluators who may be available for the purposes of internal evaluation and accreditation of the institution and study programs;
 - h) Creates mechanisms for evaluating the teaching and research-scientific activity of the academic staff;
 - i) Approves the composition of the UNYT Internal Self-Evaluation Group (SEG);
 - j) Approves the Quality Assurance Manual.
 - k) Approves the Self-Evaluation Report (SER);

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2. The academic senate has decision-making authority and therefore supervises the quality of several other academic issues, such as approval of curricula, approval of regulations for academic studies and scientific research, student admission, institutional accreditation, and programs of study; personnel recruitment; of the quality of services for students.

3.2 Board of Administration

The Board of Administration is the highest collegial administrative body that fulfills these responsibilities regarding internal evaluation and quality assurance:

- a) Guarantees the necessary financial and logistical support to carry out monitoring and evaluation activities in the framework of quality assurance.
- b) Approves the opening, and reorganization of the Quality Assurance Unit (QAU);
- c) Approves the budget for UNYT's evaluation and quality assurance activities.

3.3 Quality Assurance Unit at the university level

1. The Quality Assurance Unit at UNYT has the following tasks:
 - Implements the quality assurance policy.
 - Monitors the implementation and application of the evaluation procedures for quality assurance, based on the Quality Manual, the Package of instruments for quality assurance, and other auxiliary material, drawn up by the Permanent Commission for the Assurance of Quality Standards (PCAQS) and approved by the Academic Senate.
 - Quality Assurance Unit drafts the Quality Assurance Regulation and follows the accreditation process.
 - Organizes activities for quality improvement.
 - Follows and assists the activity of the UNYT Permanent Commission for the Assurance of Quality Standards (PCAQS);
 - Maintains constant communication with ASCAL for the external assessment and accreditation of UNYT.
 - Organizes training for improving quality assurance in collaboration with the Quality Assurance of the main units, with the internal assessment teams, academic and administrative personnel, students, and leaders of the main and basic units.
 - Assists UNYT's internal quality assessment group in preparing the Self-Evaluation Report (SER);
 - Informs the staff/students about the evaluation and accreditation results, through different forms of communication.

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- Provides students with syllabi for the entire study program, based on the student's request.
- Records the results of all monitoring, and evaluations, for institutional and program accreditations.
- Participates in training programs organized by ASCAL.
- Quality Assurance Unit follows the application process for the new Diploma format in QSHA for all programs that are in the Accreditation process;
- Quality Assurance Unit is responsible for following the International Institutional Accreditation process in cooperation with the Rectorate, Administration, Deans, Heads of Departments, and other responsible offices.
- Updates all changes in the ASCAL system (AMS) for academic staff and administrative staff;
- Updates the number of students every beginning of the academic year in the ASCAL system (AMS);
- Updates all changes in the ASCAL system (AMS) for the structure of the university.
- Updates all changes in the ASCAL system (AMS) for study programs.
- Updates all changes in the ASCAL system (AMS) to the heads of base units and main units;
- Anticipates/ draws up the budget plan at the beginning of the year in order to provide the necessary financial resources to cover all the activities of the quality assurance process.
- Creates enriches and maintains the system of processing and storage of monitoring and internal evaluation data.
- Cooperates with the Quality Assurance Unit of other higher education institutions to exchange experiences.
- Coordinates the application process for opening, closing, and reorganizing study programs, for all study cycles.
- Coordinates the Student Assessment application process for all courses and programs. (Bachelor, Integrated Programs, Master of Science);
- Quality Assurance Unit prepares the Action Plan for the Quality Assurance Office.
- Quality Assurance Unit ensures communication and institutional correspondence in cooperation with the legal office, as well as prepares and follows all official documents related to state institutions such as Ministry of Education and Sports (MAS) (Qendra e Shërbimeve Arsimore) QSHA, Agency for Quality Assurance in Higher Education) ASCAL, and National Agency for Scientific Research and Innovation (AKKSHI).
- QA Office is responsible for following all official deadlines of the academic and administrative units.

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3.4 Study program internal assessment group

Quality Assurance Unit ensures periodic self-evaluation of UNYT and its programs. Self-assessment means a systematic process of collecting, reviewing, and using important quantitative and qualitative data from many different sources about educational programs, aiming to improve student learning and assess the fulfillment of academic and learning standards.

In the internal evaluation framework, the Internal Self-Evaluation Group for the study program or institutional evaluation is established and functions. This is an ad hoc body that operates only during the period of internal evaluation. The Self-Evaluation Group of the study program is tasked with conducting the internal evaluation and drafting the internal evaluation report for the study program or institution. The Self-Evaluation Group has operational autonomy and access to the necessary data of the institution upon the approval of the Rector and Administrator.

4. EXTERNAL QUALITY ASSURANCE

4.1 External Quality Assurance

UNYT is monitored by the Agency for Quality Assurance in Higher Education (ASCAL) as an external body that examines all aspects of higher education institutions at the national level. This agency is responsible for the accreditation of higher education institutions and their programs to follow periodic external quality assurance reviews for institutional accreditation and program accreditation. The university's statute is officially approved by the order of the Minister of Education and Sports, while the relevant institutional regulations are drawn up in accordance with national legal requirements.

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