



REGULATION FOR THE ORGANIZATION  
AND FUNCTIONING OF THE  
PERMANENT COMMISSION FOR  
ASSURANCE OF QUALITY STANDARDS

Approved	Senate
Approval date	29.03.2023
Revision Number	0
Revision Date	0
Page Qty:	6

UNIVERSITY OF NEW YORK, TIRANA

REGULATION FOR THE ORGANIZATION AND FUNCTIONING OF THE  
PERMANENT COMMISSION FOR ASSURANCE OF QUALITY STANDARDS

Tirana, 2023





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## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

##### Object

1. This regulation aims to determine the procedures and methods of internal quality assurance at the institutional level for all study programs offered by UNYT, in accordance with state quality standards and relevant quality guidelines in the European and International Higher Education area, as well as the evaluation of the quality of the teaching process and scientific research.
2. This regulation aims to determine the rules on the internal organization, powers, duties and functioning of the Permanent Commission for the Assurance of Quality Standards (hereafter PCAQS).

#### Article 2

##### Legal basis

This regulation is based on Law No. 80/2015, dated 22.07.2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", the Statute and the UNYT Regulation.

#### Article 3

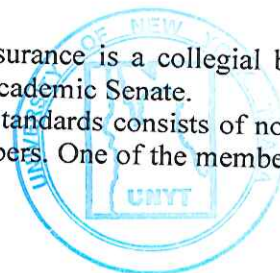
##### The scope of Commission's activity


1. The scope of the Commission's activity is related to the assurance and internal evaluation of the quality of the institution and the guarantee of the quality standards of the study programs.
2. The scope of the Commission's activity is related to the efficiency of the teaching and research activity of the institution, the efficiency of academic support services as well as the involvement of students in the internal evaluation process.

#### Article 4

##### Composition and selection of members of the Permanent Commission for Assurance of Quality Standards

1. The Permanent Commission for Quality Standards Assurance is a collegial body, established at the institutional level, by decision of the Academic Senate.
2. The Permanent Commission for Assurance of Quality Standards consists of no less than 5 (five) members and no more than 7 (seven) members. One of the members of



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- the PCAQS is a student representative.
- The members of the Commission are self-nominated and elected by the Academic Senate. They have a two-year mandate, with the right to re-election. The commission elects the chairman from among its members.

## CHAPTER II

### INTERNAL QUALITY EVALUATION

#### Article 5

#### Responsibilities of the Permanent Commission for the Assurance of Quality Standards

The Permanent Commission for Assurance of Quality Standards has the following responsibilities:

- To present a summary of data on the process and study programs of the institution according to certain indicators in relation to existing, domestic or international standards.
- To assess the coordination of the teaching-educational process and scientific research activity of the institution.
- To evaluate the structure, quality, and academic development of the staff.
- To evaluate the strengths and weaknesses of the university as a whole and of the faculties in particular.
- To ensure the expansion and updating of the previously analyzed database, which can be used for conducting external evaluations by experts or consultants.

#### Article 6

#### Rights and responsibilities of the Chairman

**The chairman of PCAQS as the following rights:**

- To demand that all the obligations that are imposed during the performance of the assigned task be respected and implemented.
- To demand from colleagues an ethical and moral spirit, to be in accordance with the legislation in force.

**The chairman has the following responsibilities:**

- To plan, organize and coordinate the work of the commission and the working groups established by it.
- To respect throughout his activity the principles of civic ethics, the UNYT Code of Ethics, showing a compatible figure with the activity that takes place at the university.
- To carry out the assigned task responsibly, putting professional and intellectual skills to use.
- To implement the instructions that appear as a necessity during the realization of the

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- assigned task.
- To perform tasks in compliance with the laws and by-laws in force.

#### Article 7

#### Rights and responsibilities of PCAQS members

- The members of the Permanent Commission for the Assurance of Quality Standards (PCAQS) have the same rights and obligations as the chairman of the Commission.
- The members of the PCAQS must actively participate in the work of the commissions set up in the university units, make contacts and present the opinions of the members of the academic staff.

#### Article 8

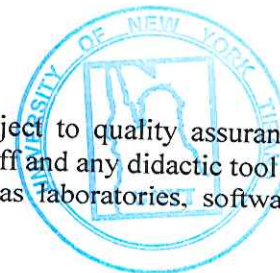
#### PCAQS interaction with other actors

- In fulfilling its mission, UNYT 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 institutional structure is designed to guarantee quality service delivery and to encourage quality growth at all levels in UNYT.
- All academic and administrative personnel take a key role in the management and implementation of quality assurance procedures through continuous cooperation with the Institution's Permanent Commission for Quality Standards Assurance Commission and other relevant units, ensuring institutional responsibility.
- UNYT appreciates the importance and impact of quality assurance procedures on the development and experiences of students and therefore aims to involve students in quality assurance activities. This includes representing students in the Quality Assurance Commission as one of the main members of the commission, representation in the Academic Senate, in the Ethics Council, etc.
- The internal quality assurance unit follows and controls the implementation of the procedures implemented by the faculty and the department for changes in approved syllabuses and study programs.
- PCAQS in cooperation with the management structures of UNYT can form working groups with representatives of the main units, of the student council, such as: evaluation of certain study programs, training of academic/non-academic staff and auxiliary teaching-research staff, external cooperation, international activities and similar.

#### Article 9

#### Quality Assurance Evaluation

The following personnel, infrastructures and processes are subject to quality assurance evaluation: academic staff, academic assistants, administrative staff and any didactic tool in the function of realizing the academic-scientific process such as laboratories, software programs, libraries, etc.



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## Article 10

### Planning and organization of internal evaluation

PCAQS should plan the organization of internal evaluation of the quality of study programs and internal institutional evaluation.

In order to achieve this, the internal assessment working group is set up, where the academic staff from the Departments and the administrative staff participate according to the instructions of the respective Faculties. If necessary, an external expert representative proposed by ASCAL is invited.

The internal evaluation is carried out in accordance with the relevant ASCAL guidelines.

The conclusions of the internal evaluation can be based on the statistical analysis of the data, on the findings drawn from the registers, on the surveys, questionnaires and interviews organized with the academic staff, non-academic staff, and students. The managers of the evaluated units must publish the results of the evaluation carried out.

The way of organizing the internal evaluation, the activities that are carried out, the responsibilities and the way of presenting the results should be defined in the relevant regulations and procedures.

PCAQS must maintain constant contact with ASCAL for the realization of internal quality evaluation and external evaluation.

- PCAQS has the obligation to participate in the trainings organized by ASCAL, as well as to organize trainings for internal evaluation, for other participants in the quality evaluation process.
- PCAQS should receive recommendations on the general criteria, methods, and indicators (which were made public before the start of the internal evaluation), as well as the appropriate criteria and methods for the periodic evaluation of the system by ASCAL.


## Article 11

### Quality Evaluation Instruments

**Quality evaluation instruments for students are:**

- Organization of student questionnaires for each course in all study programs.
- Continuous and regular processing and analysis for quality evaluation in this area in accordance with this regulation.



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**Quality evaluation instruments of UNYT's academic staff are:**

- Peer Evaluation Report.
- Report on the Evaluation of Impartiality, Transparency, Comparability and Auditing.
- Individual Performance Evaluation Report.

### **CHAPTER III Final provisions**

#### **Article 12 Entry into force**

This regulation enters into force on the day of approval by the Academic Senate of University of New York, Tirana.

#### **Article 13 Publication**

This regulation is notified to all the main units and core units of the University of New York, Tirana, and is published on the official website of the University.

Prof. Dr. Erkan ERDEMIR  
RECTOR

