



**Kolegji AAB**  
CILËSI. LIDERSHIP. SUKSESI!

# **RULES OF PROCEDURE OF THE COMMITTEE FOR QUALITY ASSURANCE**

Pursuant to article 20, 21 and 23 of the Statute, the Senate of AAB College, in the meeting held on 17/12/2021 approves this:

## **RULES OF PROCEDURE OF THE COMMITTEE FOR QUALITY ASSURANCE**

### **General provisions**

#### **Article 1**

##### **Purpose**

1. The purpose of this Regulation is to define the composition, functioning, manner of decision making as well as the duties and responsibilities of the Committee for Quality Assurance.

#### **Article 2**

##### **Quality Assurance Commission**

1. Committee for Quality Assurance is a standing committee established by the Senate.
2. Committee for Quality Assurance is responsible for designing, implementing and monitoring quality assurance policies and procedures in accordance with the statute and other internal regulations.
3. Committee for Quality Assurance bases its work on the Statute of AAB College, the Law on Higher Education in the Republic of Kosovo and the European Guidelines for Quality Assurance in Higher Education.

#### **Article 3**

##### **Composition**

1. The commission consists of 5 (five) permanent members.
2. Four (4) members, three (3) of whom from the ranks of academic staff and one (1) from the ranks of students are appointed by the Senate.
3. The Head of the Quality Office is a permanent member of the Committee ex officio.
4. The mandate of the members of the Committee appointed by the Senate is three (3) years with the possibility of renewal, except for the representative elected by the students who has a mandate of one (1) year, with the possibility of renewal.



## **Article 4**

### **Chairman of the committee**

1. Committee for Quality Assurance elects the Chairman of the Commission from among its academic staff.
2. The election of the Chairman is done by a majority vote of the members of the Quality Committee.
3. The President is elected for a term of three (3) years, according to the decision for his appointment to the Committee as a member of the Senate

## **Article 5**

### **Duties and responsibilities**

1. The duties and responsibilities of the Committee for Quality Assurance include but are not limited to:
  - 1 .1. proposes to the Senate the approval of the Regulation on Quality Assurance;
  - 1.2. approves the Quality Assurance Manual;
  - 1 .3. reviews and approves the development plan of the institution for quality assurance;
  - 1 .4. reviews and approves the annual work plan of the Quality Office;
  - 1 .5. approves any other procedure or policy related to quality assurance
  - 1 .6. reviews and approves internal evaluation reports;
  - 1 .7. examines and defines internal evaluation methodologies
  - 1 .8. reviews and approves questionnaires and other quality assurance instruments;
  - 1 .9. assigns and appoints members of commissions for conducting evaluations;
  - 1 .10. advises on the approval and development of study modules and programs;
  - 1 .1 1. promotes a culture of quality within the institution.
2. The members of the Committee for Quality Assurance exercise their duties based on full respect for professional independence and ethical principles.
3. Committee for Quality Assurance reports on its work to the Senate.

## **Article 6**

### **Holding of the meetings**

1. Meetings of the Committee for Quality Assurance are convened and chaired by the chairman of the Commission.



2. In his absence, the meetings are chaired by a member of the Committee, authorized in advance and clearly by the chairman of the Committee.
3. Committee for Quality Assurance holds no less than 5 meetings within the academic year, or more often at the request of the Senate.
4. Members of the Committee for Quality Assurance are invited by e-mail and the material for review is sent at least 7 calendar days before the date of the meeting.
5. The Committee may, if necessary, hold extraordinary meetings. In this case, the meeting agenda is limited to one item on the agenda.
6. With the approval of the Senate, Committee for Quality Assurance may invite experts or other persons to the meeting to give professional advice on the work of the Committee.
7. Meetings are held in physical form, except in cases where members agree to hold the meeting online.

## **Article 7**

### **Meeting attendance**

- I. The members of the Committee for Quality Assurance are obliged to attend the meetings of the Committee.
2. A member of the Committee may be absent for reasonable reasons and shall notify the Chairman of the Committee of his absence in advance.
3. In case the member of the Committee is absent more than three times in a row in the meeting, then the Chairman requests his replacement by the Senate.

## **Article 8**

### **Opening of the meetings**

1. The meetings of the Committee for Quality Assurance are opened and concluded by the Chairman of the Committee.
2. The chairman first ascertains the quorum and then requests the approval of the agenda.
3. The quorum for holding meetings and making decisions is 50+ 1.
4. The Chairman opens the discussion on the topics defined in the agenda and undertakes other actions necessary for the conduct and conduct of the meeting according to this Regulation.



5. The Chairman of the Quality Assurance Commission may terminate the meeting if there is no quorum or for any other acceptable reason. In such a case, he must set the exact date and time of the next meeting.

## **Article 9**

### **Decision making**

1. The Committee may take decisions if more than half of the members of the Committee are present at the meeting.
2. The Committee takes decisions by a majority vote of the members present.
3. The voting procedure in the Committee is open.
4. In case of impossibility of physical participation in the meeting, the member of the Committee can vote by e-mail. This email should be distributed to all other members of the Committee.
5. The member of the Committee must inform the Chairman if it is considered that he has a conflict of interest for any of the items on the agenda. The member in conflict of interest convenes the meeting during the time when the issue considered as conflict of interest is discussed and voted.
6. The Chairman of the Committee informs the Senate about the voting results.

## **Article 10**

### **Minutes of meetings of the Committee**

1. The committee keeps the minutes of each meeting in which the time, place and date of the meeting are recorded, the names of the participating and absent members, the names of other persons invited to attend the meeting, proposals for discussion and decisions of the commission.
2. The minutes are signed by the Chairman of the Committee or the person authorized by him, as well as the record keeper.
3. Copies of the minutes are sent to the Rector and the Senate, no later than five days from the day of the meeting.



## **Transitional arrangements**

### **Article 11**

In case the provisions of this Regulation conflict with the provisions of the Statute, the provisions of the Statute shall prevail.

### **Article 12**

The amendment of this regulation can be done according to the same procedure, its benefits.

### **Article 13**

This Regulation enters into force after its approval by the Senate and signature by the Rector.

Dr. Bujar Demjaha, Rektor



Prishti ne, 2021

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The Senate of AAB College, in the meeting held on 17.12.2021 made this:

## DECISION

1. The Rules of Procedure of the Committee for Quality Assurance are APPROVED

The decision should be delivered to:

1. Vice-rectors
2. The Secretary
3. Deans

  
Dr. sc. Bujar Demjaha, Rektor

