

Approved by Decision of the Academic Senate No. 63, dated 13/04/2021

REGULATION ON THE FUNCTIONING OF THE QUALITY STANDARDS ASSURANCE COMMISSION AT "BARLETI" UNIVERSITY

Article 1

This Regulation defines the rules for the organization and functioning of the Standing Commission for Quality Standards Assurance of the Institution and Study Programs at "Barleti" University (UniBa), as well as its relations with other structures of UniBa.

Article 2

Legal Basis

This regulation is based on Article 38, point 1, and Article 46, point 3, of Law No. 80/2015, dated 22.07.2015, "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", as well as Article 28 of the UniBa Statute.

Article 3

The Commission is a collegial body that fulfills the function of Quality Standards Assurance of the Institution and Study Programs, in accordance with the State Standards of Quality provided in the Code of Quality in Higher Education, in other legal and sub-legal acts regulating elements of study programs offered by UniBa, in the methodology of scientific research activity, and performance evaluation in teaching, based on the Quality Assurance policies and procedures drafted by UniBa.

Article 4

Composition of the Commission

4.1. The Commission consists of 5 (five) full-time employees at UniBa, of which 4 (four) are academic staff members belonging to the "Professor" and/or "Lecturer" category, and 1 (one) member is a student representative.

4.2. The Chairperson and members of the Commission representing UniBa are proposed by the Rectorate based on specified criteria and approved by the Academic Senate for a 2 (two)-year mandate, with the right to re-election.



Article 5

Functions of the Commission

5.1. The Commission has the following main functions:

5.1.a. Supports the governing bodies and authorities of UniBa in drafting policies and procedures for internal quality assurance in compliance with state quality standards, the Higher Education Quality Code, and other applicable legal and sub-legal provisions.

5.1.b. Provides expertise in developing relevant quality assurance processes, focusing on implementing quality assurance mechanisms in teaching, evaluation, and student involvement in the learning process, as well as in drafting internal quality assessment reports or any other accreditation document.

5.1.c. Facilitates communication between different structures, particularly when the process is delegated to faculties or when there is an assessment process organized by the university. This coordinating role extends to other units in the university when the process involves staff development, data collection, or institutional analysis.

5.1.d. Analyzes national and European quality assurance obligations in order to adapt them to the institutional context, guaranteeing their implementation at UniBa.

5.1.e. Plans and organizes the internal quality evaluation of UniBa in cooperation with NJSBC (Internal Quality Assurance Unit).

5.1.f. Cooperates with NJSBC on the report regarding the results and findings of the institutional questionnaire on teaching quality.

5.1.g. Proposes to UniBa management structures the modalities for conducting the institutional questionnaire and evaluating teaching quality.

5.1.h. Drafts the Regulation of the Quality Standards Assurance Commission.

5.1.i. Implements its annual academic plan of activities.

5.1.j. Performs any other task assigned by UniBa authorities and governing bodies in the field of Quality Assurance.

Article 6

First Meeting of the Commission

6.1. The first meeting of the Commission is convened by the Rector, in the capacity of Chair of the Academic Senate.

6.2. The meeting is valid when all members of the commission are present.

Article 7

Chairperson of the Commission

The Chairperson of the Commission has the following duties:



- 7.1. Announces the agenda and officially notifies relevant UniBa structures to submit materials according to the approved thematic scope.
- 7.2. Convenes meetings of the Commission in accordance with the provisions of this regulation and other sub-legal acts.
- 7.3. Chairs the Commission meetings and ensures compliance with the legal framework during decision-making.
- 7.4. Signs acts approved by the Commission.
- 7.5. Represents the Commission in UniBa activities.

Article 8

Secretary of the Commission

- 8.1. The Secretary of the Commission is elected from among the members of the Commission by a simple majority vote of the members present at the meeting.
- 8.2. The Secretary of the Commission performs the following duties:
 - 8.2.a. Sends notices for Commission meetings.
 - 8.2.b. Notifies the Chairperson of member attendance at meetings.
 - 8.2.c. Keeps minutes of Commission meetings.
 - 8.2.d. Preserves official documentation of the Commission.
 - 8.2.e. Performs any other function assigned by the Commission in accordance with this regulation.

Article 9

Meetings and Procedures

- 9.1. The Commission holds meetings according to an annual academic schedule.
- 9.2. A Commission meeting is valid when more than half of its members are present.
- 9.3. Meetings are held on UniBa premises.
- 9.4. Meeting notifications are sent electronically by the Secretary, accompanied by the agenda and detailed topics for discussion.
- 9.5. In addition to scheduled annual meetings, any member has the right to call a meeting by submitting a written request to the Chairperson along with the proposed agenda and materials.
- 9.6. Minutes are maintained for every meeting and must include the date, time, location, names of present and absent members, names of invited participants, member discussions, voting results, conclusions, and any other information discussed during the meeting.



Article 10

Voting Form and Decision-Making

12.1. Where decisions are required in Commission meetings, they are taken by open vote.

12.2. The Commission takes decisions by a simple majority of members present at the meeting.

For the Senate of "Barleti" University

CHAIRPERSON

Prof. Asoc. Dr. Semiha LOCA

