



XV years
Enrolling for Success

UNIVERSITY OF NEW YORK TIRANA
Educating Tomorrow's Leaders

Participation of Administrative Staff in Internal QA & Accreditation Processes at UNYT

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Presentation: Objectives

- ▶ to provide an overview of Admin Units at UNYT
- ▶ to present the participation of Admin Units at QA instruments and processes
- ▶ to inform on the forthcoming QA agenda related to Admin Units plans and activities – 2017 and on

QA strategic vision at UNYT

- ▶ ...adhering to the highest standards of quality in our learning and teaching (Reference: Strategic Plan (2012-2017), Values.
- ▶ Strive for academic excellence in teaching, scholarship and service....Reference: Strategic Plan (2012-2017), strategic Goal 5
- ▶ ...the promotion of international co-operation in the field of quality assurance; (Reference: Strategic Plan (2012-2017), Objectives

General Administrative Bodies

- ▶ **Board of Administration & Administrators**
- ▶ **Council of Ethics & relevant Commissions** (*where representation of administration is regulated by UNYT Statute*)
in cooperation with
- ▶ Standing Committee of Ensuring Quality Standards and Study Programs & **Quality Assurance Unit**

Administrative Units providing services at UNYT

Main Administrative Units

- ▶ Admission Office
- ▶ Record Office
- ▶ Finance Office
- ▶ Marketing and PR Office
- ▶ Human Resource Office
- ▶ Operational Unit
- ▶ Project Management Office

Supporting Units

- ▶ State University of New York/Empire State College SUNY/ESC Coordinating Unit
- ▶ IT Support Unit
- ▶ Student Affair & Career Office
- ▶ Library

Academic Support Centers

- ▶ Math Center
- ▶ Academic writing Center
- ▶ Counseling and Academic Support Center

Planning and Development

- ▶ The development plan of UNYT regarding managerial and administrative affairs is part of the UNYT Institutional Long Term Strategic Plan (5-years) which is then revised and reflected annually in the Annual Objectives Plan.
- ▶ The managerial tasks and responsibilities are part of the individual working contracts for non-academic personnel - individual performance is subject of evaluation
- ▶ Contribute to the review of the QA reports on administrative affairs (regulations, policies, programs, processes, guaranteeing compliance with the legal framework)
- ▶ Ensure quality in UNYT in cooperation with all the stakeholders (international partners, national authorities (Tax, Environmental etc.,))

Overview of Main Activities

- ▶ UNYT provides the primer information through its services aimed particularly at high school graduate and freshman students (admission, registration, academic papers, exams ect.,)
- ▶ Student Services Fairs are organized annually, (Admin & Academic Staff) in order to promote UNYT Academic offers and thus enhance contribution to the UNYT mission attainment.
- ▶ SUNY/ESC provides direction, support to all students and alumni who aim at continue their studies abroad.
- ▶ UNYT keeps contact with graduates through its Career and Alumni Office which provide students and graduates with the guidance and resources that can help them plan future careers in an increasingly competitive job market (starting their career or move ahead in their workplace)
- ▶ As part of LifeLong Learning, Admin units' mission is to foster the relations between UNYT current students and alumni by providing success stories aiming at career networking and enhancement of the access in the global job market .
- ▶ All services offered by all UNYT centres are student oriented and operate taking into account the cultural and social-economic diversity of student body at UNYT.
- ▶ **Future challenge/plan: These services needs to be periodically evaluated by the student's questionnaires.**

- ▶ UNYT offers the following joint study programs:
- ▶ Undergraduate programs (Bachelor of Science of 4 years) in cooperation SUNY ESC, USA., in the fields of:
 - ▶ - Business Administration major in Business Administration, Accounting, Finance, Marketing, Management, and Economics:
 - ▶ - Humanities major in: Computer Science; Information System; Political Science/International Relations; Psychology
- ▶ Joint study Program – graduate program (Master of Science 2-years) in the field of Computer Science in cooperation with University of Greenwich, United Kingdom.
- ▶ In addition , Ph.D. studies in cooperation with Bolton University in United Kingdom

QA instruments at UNYT

- ▶ ...The university commits itself to high standards of theoretical, empirical and hands-on teaching.
- ▶ Instructors apply **different methods** for checking the degree to which students assimilate course materials.
- ▶ Teaching standards are carefully **monitored each semester**
- ▶ **Faculty Development Workshop** taking place at the beginning of each academic year
- ▶ Students are given **course evaluation questionnaires** conducted with complete confidentiality
- ▶ Graduate students are required to complete **exits surveys** upon accomplishment of their study programs
- ▶ Once every two years all instructors are **peer - evaluated** by their department heads.
- ▶ **Grading Transparency and Comparability Report**

Reference: UNYT Strategic Plan (2012-2017), Objectives B.

UNYT Future Accreditation Activities to be supported by the Administrative Units through 2017

- ▶ Support the forthcoming **UNYT Institutional Accreditation** with British Agency (February –June 2017)
- ▶ Continue to follow up on the **accreditation process of the Ph.D.** programs (*final decision by Ministry to be issued soon*)
- ▶ Assist the establishment of the **new Faculty of CS** (preparation of the first response of Ministry)
- ▶ **Institutional Restructuring** (existing and new academic bodies and units as part of the application of the third faculty and provisions of the new Law of higher education)
- ▶ Assist finalization of the **all Legal Package** and its regulations in compliance with the new Law and institutional partnerships
- ▶ Study programs **Revision** (*Syllabi and related legal requirements*)

Forthcoming Agenda **UNYT – Quality – Future**

- ▶ As Part of QAinAL we aim:
- ▶ Promote involvement of administration in creating Quality Culture across units (Management & administrative staff)
- ▶ Contribute to the preparation/revision of QA documents and project obligations, in order to better regulate role and responsibilities
- ▶ Enhance the use of all questionnaires", performance indicators and personal feedback to enhance quality.



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Thank you!

