

LETTER OF CONFIRMATION

Subject: **Confirmation for establishment of Quality Assurance Office at UNYT**

Herewith, in my capacity as CEO of University of New York Tirana, (Albania), following our previous letters, I confirm that the Quality Assurance Office has been established at University of New York Tirana.

The main job descriptions accomplished by this unit are as follows:

- Drafts and updates UNYT's Quality Assurance Manual in compliance with national and international standards.
- Ensures quality is pursued at all levels of the University.
- Establishes relationships between formal quality assurance processes and quality culture.
- Interprets and implements quality assurance standards and legal requirements.
- Monitors unusual occurrences and reports follow-up procedures periodically.
- Reviews quality assurance standards.
- Studies existing policies and procedures.
- Interviews personnel and students to evaluate effectiveness of quality assurance program.
- Contributes to put together quality assurance policies and procedures.
- Provides feedback to the Quality Assurance Self-Evaluation Reports for the various institutional and programme-specific assessments for accreditation.
- Follows-up on formal feedback provided by competent authorities (Ministry of Education and Sport, Accreditation Agency and Accreditation Council).

In the framework of ERASMUS+ project "*Strategic Support on Strengthening the Quality Assurance Structures at the Private Higher Education Institutions in Albania*", we are pleased to confirm our commitment to accomplish all project requirements in order to increase capacities of this unit, in close cooperation with the Committee of Quality Assurance at our university and all project partners.

Thank you in advance for your cooperation.

Yours sincerely,

Andreas Galatoulas  
CEO, University of New York Tirana

