

CURRICULA DEVELOPMENT AND QUALITY ASSURANCE UNIT

Curricula development and quality assurance Unit, is created as Curricula development and quality assurance Office with the decision of the rector No 50 , on 7.05.2018, and is reorganized as Curricula development and quality assurance Unit with the decision of the rector No. 55 date 3.10.2018.

The aim of the office is to carefully and continuously follow the fundamental processes that affect the full realization of the academic process and the short-term and prospective development of curricula that are cultivated in the institution, the underlying processes quality assessment and program and institutional accreditation, based on the legal documentation of higher education and bylaws of the Ministry of Education and other sub-legal, decision-making and guiding acts of the governing structures of the institution. It is organized three main components:

- Coordinator for accreditation processes and quality assurance standards.
- Coordinator for teaching process follow - up.
- Coordinator for quality evaluation processes and curricula development.

The Unit is directed from the director that leads the three components. In accordance with the Quality assurance strategy the Unit is fully engaged in implementing the strategy and the action plan and is granted full support and flexibility in adapting the functions and organization further to the development of the institution.

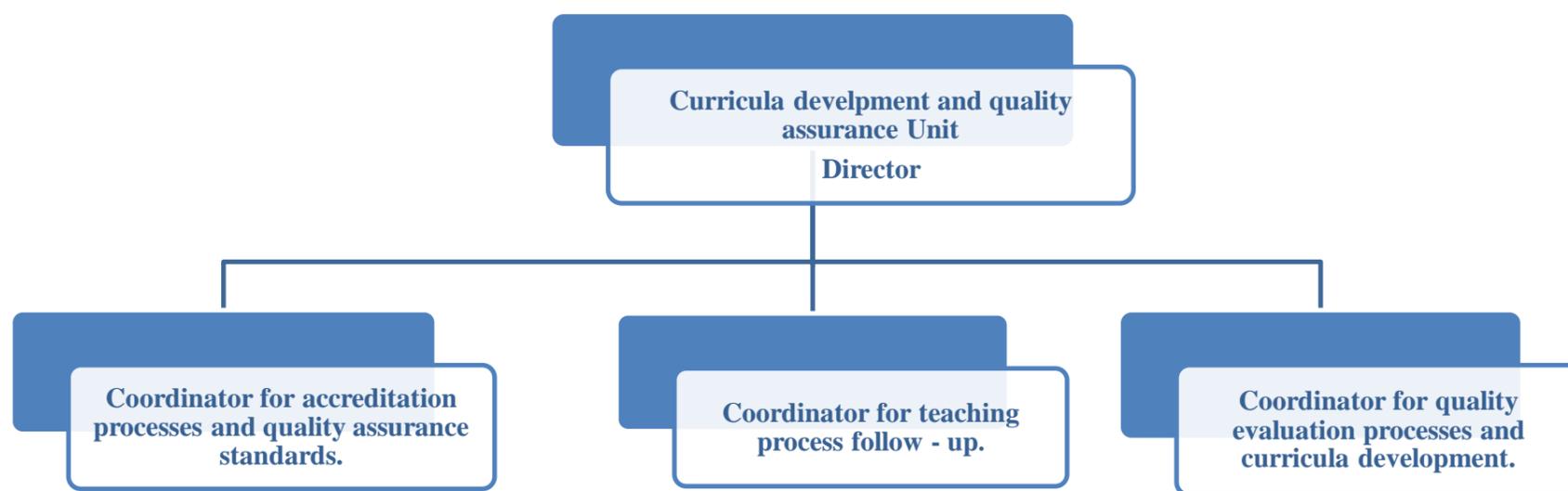


Fig.1: The organigram of the Curricula development and Quality Assurance Unit

The main duties of the unit are described in the guidance of the Rector No. 41 date 7.05.2018 and are as follows:

1. Attentively following the implementation of the teaching process in accordance with the curricula, senate decisions and governing bodies of academic units on the basis of approved state and institutional standards;
2. Organizing the teaching process and taking measures to complete it without any shortcomings, in close connection with the heads of the academic units and the study program coordinators;
3. Keeping all the documentation related to the curricula, the data on the results of the students;
4. Maintaining and updating basic documentation consisting of sub-legal acts related to the academic process in higher education and regular informing of the Rectorate;
5. Take care of the compilation of the semester and annual table of teaching loads by following its implementation and signaling, in each case, the academic units responsible for any problems encountered during the realization;
6. Directing, tracking and orienting the work of the secretariats and overseeing the realization of their duties;
7. Formalizing the periodic information needed for the Rectorate, conducting studies and advancing proposed ideas for changes, improvements and new developments in student development on the basis of research achievements at the institution;
8. The organization of inter-university and international inter-university ties to promote exchanges of specialists, students and programs and ideas as well as the participation of the institution in international university projects;
9. Organization of the study program and institutional self-assessment process by the core academic units;
10. Organization of the student appraisal process on the learning process and teaching;
11. Supporting, coordinating and organizing, in cooperation with Accreditation Agency specialists, the processes and accreditation of study programs and institutional ones;
12. Retention and renewal of basic documentation of state and European quality standards in higher education, documentation related to the Albanian qualifications framework and other legal and sub-legal acts of this subject;
13. Maintaining, classifying and updating the documentation that comes from the Ministry of Education and the Accreditation Agency on quality assessment issues.

Job descriptions and responsibilities for each of the coordinators in CDQA

Responsibilities: Coordinator for teaching process follow – up

1. Follows closely the implementation of the teaching process in accordance with the curricula, the Senate decisions and the governing bodies of the academic units on the basis of the approved state and institutional standards.
2. Develops, in cooperation with departments and performance coordinator, the semester and annual teaching loads table and follows its implementation
3. Maintains close links with the heads of core academic units and study program coordinators, for organizing the teaching process and meeting the needs in the process;
4. Follows the orientation of the secretaries and other supporting units (library, archives, lab) and reports to the Rectorate for their duties and the correctness of the documentation;
5. Cooperates with the human resources and performance office to accomplish the necessary activities and improvements.

The coordinator is also lecturer at one of the MBU departments and has slightly reduced teaching load.

Responsibilities: Coordinator for quality evaluation processes and curricula development.

1. Monitors the fulfillment of quality standards of educational and academic activities of the institution and guides their improvement;
2. Organizes and directs the self-assessment process by the departments based on indicators for capacity assessment (curricula, staff, resources, equipment); teaching assessment at departmental level (materials, methods); scientific research evaluation (research priorities, research resources, results, etc.);
3. Organizes the process of student assessment on the teaching process;
4. Cooperates with the Departments and orients their work on curricula improvement.
5. Prepares the necessary information for the Rectorate on administrative and legal changes affecting the academic process at MBU;
6. Keeps, classifies and updates documentation from Ministry of Education and Accreditation agency on quality assurance.

The coordinator is also lecturer at one of the MBU departments and has slightly reduced teaching load.

Responsibilities: Coordinator for accreditation processes and quality assurance standards.

1. Organize and follow the accreditation and licensing processes of the institution and study programs;
2. Updates ASCAL data to each beginning year regarding the number of students for study program, full-time and part-time staff, and changes in the UMB structure.
3. Maintains and enriches the basic documentation of national and European quality standards in higher education, documentation related to the Albanian Qualifications Framework and other related legal and sub-legal acts;
4. Drafts and updates the accreditation calendar and notifies the units responsible for the activities to be performed;
5. Coordinates the work with departments and faculties to complete and update the necessary information in any accreditation, re-accreditation or licensing;
6. Creates inter-university links internally and internationally to encourage exchanges of specialists, students, programs, ideas and institution participation in international university projects.

The coordinator is also lecturer at one of the MBU departments and has slightly reduced teaching load.