

REGULATION OF THE OF INTERNAL QUALITY ASSURANCE UNIT

CHAPTER I GENERAL RATES

Article 1 Mission

Internal Quality Assurance Unit is a permanent independent unit, which through its work on quality assessment, aims creating and consolidating a culture of quality at POLIS University.

Article 2 Legal basis

Internal quality assurance unit (IQAU), operates in accordance with the provisions of the law on higher education in force, bylaws in its implementation, guidelines of the Public Agency of Accreditation for Higher Education and the Statute of POLIS University.

Article 3 Cooperation

Internal Quality Assurance Unit (IQAU) of POLIS University cooperates with the Ministry of Education and Science and the Public Agency of Accreditation for Higher Education (PAAHE) in accordance with the provisions of the law on higher education and other legal acts in force.

CHAPTER II QUALITY ASSESSMENT

Article 4 Institutional plans for quality development

1. Internal quality assurance unit (IQAU) prepares draft plans of institutional evaluation for development that are approved by the Academic Senate and may be submitted for information to APAAL.
2. Unit follows the implementation of plans for the development of quality assurance, written by the unit itself.
3. Unit evaluates the performance of the overall quality development including that of the learning process according the elements presented by the respective syllabus and other elements associated with it.
4. The unit reports directly to the highest authorities of the University, the results of quality assessment, making recommendations regarding various aspects, in order to increase the quality.

Article 5

Basic principles and operation of the Unit

1. Fundamental principles that underpin the Internal System of Quality Assurance and operational framework of IQAU are:
 - a. POLIS University bears primary responsibility for the quality of academic offer, students formation and their diplomas;
 - b. University must protect and preserve the interests of students and society as a whole to quality, standards and employment arising from academic formation;
 - c. The quality of academic programs need to be developed and constantly improved for both students and other beneficiaries of the institution and the labor market;
 - d. University organizational structure should be useful and efficient within which academic programs may be provided, supported and developed;
 - e. transparency and the use of external expertise in the processes of Internal Quality Assurance are important;
 - f. the creation of a quality culture within institutions of higher education should be encouraged;
 - g. processes need to develop, through which POLIS can show its accountability, including accountability for the investment of public and private income;
 - h. University must be able to show his capacity domestically and internationally, but also to the academic and social community.
 - i. Processes, development and quality improvement systems used by the University should not limit the limit the diversity, innovation, creativity and academic freedom.

2. Internal Quality Assurance Unit extends its scope to:
 - a. The analyze the content of the study programs, after receiving feedback from students, teachers, employees and of the labor market;
 - b. international approach and internationalization in the form and content of programs offered;
 - c. the assessment of the scientific research activity in individual and institutional level with a specific focus on the students' inclusion of second and third cycle in fundamental and applied research
 - d. multidimensional assessment of teaching staff and supportive on the basis of clear indicators, specific and well-known;
 - e. evaluation to accomplish the goal, facilities, material resources, logistics and other services to students and the community in general, in order to study programs, objectives and institutional strategy formation;
 - f. assessment of funding and human resources in order to main processes of teaching and research, as well as assisting students according to the requirements of contemporary needs of the academic life and employment.
 - g. focus on the assessment of national and international dimension of the institution, cooperation with counterpart institutions within and outside the country, joint academic offer in regional and international level and public relations in general;
 - h. evaluation of the opening and institution's relationship with the labor market, local, national, regional and wider for identification, growth of opportunities and quality of employment of students of all levels of study programs;

- i. assessing the effectiveness and consistency of institutional development plan, academic and research goals, development goals and objectives of the University;
- j. evaluation of academic aspects, research, administrative, management on the basis of general and specific indicators (indicators of general and specific performance).

Article 6

The evaluation process of the learning process

1. Evaluation of the learning process is based on three components: assessment of students; assessment of the colleagues and self assessment.
2. In the instructor's final evaluation, evaluation of the student occupies 50% of the total, that of the colleague 35% and self assessment 15%. These percentages can vary according to the decision of IQAU, only increasing the impact of student assessment in the overall assessment.
3. Each of the assessments is carried out based on forms, drafted in accordance with best European practices in quality assessment and are approved by a majority vote from members of IQAU.
4. Organization of the evaluation process is carried out by IQAU.
5. At the end of the evaluation process, Deans should inform teachers about the evaluation results.
6. Results of the documented forms are stored in a separate folder by IQAU for at least three years for each faculty.
7. Evaluation is actualized at the end of each subject, except special cases for objective and motivated reasons. Data collected from student evaluation, can be used to assess the instructor only if more than 50% of students attending the case has filled forms.
8. Evaluation of the learning process by colleagues, aims to assess a number of elements of the academic process for each subject such as: the concept of the program, the learning process, its update, the base material used, the research work related to the subject, literature, efficiency etc. Evaluation occurs during the semester for each subject.
9. Self assesment is done for each subject.

CHAPTER III

COMPOSITION AND FUNCTION

Article 7

Composition

1. Unit consisting of five members, two teachers without executive powers that belong to the two respective faculties, a secretary of the secretariat teaching, an external expert and a student council representative.
2. Leader of this unit will be one of the internal lecturers without executive powers.
3. Rector has the responsibility to provide technical support for IQAU.

Article 8

Periodic meetings

The unit meets regularly twice a year, to discuss the work done, issues of quality organization, the process of drafting the institutional plan for quality assurance, process of monitoring the quality assurance, establishment of indicators, monitoring conclusions, recommendations etc..

Article 9

The Meeting Agenda

1. Agenda, place, date and time are set by the mayor.
2. Agenda is notified to other members, at least 3 working days before the meeting date. Notification can be done electronically or by mail.

Article 10

Quorum

1. Meeting is announced open if at least there are present three members of the unit.
2. If there are less than three members, the next meeting date is determined by the President and it is notified to members pursuant to article 8, paragraph 2 of this regulation.

Article 11

Chair of the meeting

1. Periodic meetings are led by the mayor of unit, who in the absence should outsource this task to another member.
2. Chair of the meeting shall elect one of its members for keeping the minutes of the meeting. The selected member must submit to the head of unit for him to sign, records within 7 working days from the close of the meeting. Signed records are archived in the unit documentation.
3. Each of the members, after having communicated with the president has the right to withdraw copies of the minutes of the meeting.

Article 12

Participants in the meeting

1. In the meetings of the unit, it can participate representatives of governing bodies of POLIS University, which may be required by the chair of the meeting to give opinions about issues on the agenda.

Article 13

Meetings at the request of the member or members

1. Each member of the unit has the right to seek a meeting of the unit whenever it deems appropriate.
2. The member or members, who requested the meeting, should determine the agenda, place, date and time of the meeting.
3. Notification of other members is realized pursuant to article 9, paragraph 2 of this regulation.

4. The meeting, in this case, is directed by the member who asked for it, or if requested by more than only one member, is directed by one of the members chosen by the President or his designee.
5. Regarding the meeting minutes provisions of Article 11, paragraph 2 and 3 shall apply.
6. Regarding the participants in the meeting provisions of Article 12 shall apply.
7. Regarding quorum provisions of Article 10 shall apply.

CHAPTER IV

ACTS OF INTERNAL UNIT OF THE QUALITY ASSURANCE

Article 14

Decisions

1. The unit, with a simple majority vote, issues a decision regarding the instruments that will be used for quality assessment.
2. Decisions must be signed by the mayor and archived in the unit documentation. A copy thereof shall be submitted to governing bodies of POLIS University.

Article 15

Recommendations

1. Each member of the unit has the right to issue general or specific recommendations within the awareness of quality issues.
2. Recommendations may address: academic staff members, bodies of POLIS University or students.

CHAPTER V

REPORTS

Article 16

Semestral Reports

1. Semester reports are compiled at the end of processing of databases collected in relation to the learning process and also should be signed by the chairman of IQAU.
2. Semester reports are discussed in the periodical meeting of the unit. They can also be discussed at the highest governing bodies of POLIS University or with Board, at their request.

Article 17
Annual reports

1. Annual report is an obligation of the entity, in accordance with the provisions of higher education legislation and guidelines of APAAL.
2. The annual report is discussed in the periodical meeting of the unit and signed by all members of IQAU.
3. The report is presented in front of Academic Senate of POLIS University.

CHAPTER VI
FINAL PROVISIONS

Article 18
Repeals

With the entry into power of this regulation, shall supersede any other act with the same power at POLIS University, and any provision of the regulations or other acts, which is inconsistent with it.

Article 19
Entrance into power

1. This regulation is approved, amended or repealed by approval the Academic Senate.
2. This Regulation shall enter into power immediately after approval.