

**Participation of Administrative staff in
the internal quality assurance and
accreditation processes
in
EUROPEAN UNIVERSITY OF
TIRANA
UET - EUT**

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Administrative staff and Quality Assurance in UET - EUT

The EUT (Internal) Regulation sets out clear prescriptions, about the roles, duties and involvement of administrative staff in QA and accreditation processes.

It lists relevant offices and persons, committed and linked to such processes.

Also, it prescribes duties and responsibilities of CIQA (KSBC) in this regard, as well as its managing structures.

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Commission of Internal Quality Assurance (KSBC), has been in place since EUT inception.

From January 2011 it is a permanent and dedicated unit. The Commission periodically evaluates the effectiveness of teaching, research, administrative and financial activities of EUT.

One administrative staff has a permanent seat at CIQA.

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Administrative offices linked with CIQA:

- **Vice Administrator/Chancellor,**
- **Vice Rector for Academic Process,**
- **Vice Rector for Scientific Research,**
- **Academic/General Secretary (all functions),**
- **Human Resources unit,**
- **Finance unit,**
- **Contracts Office,**

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Administrative offices linked with CIQA (contd):

- **Office of Archive, Protocol & Statistics**
- **Dean of Students,**
- **Office of Admissions and Student Care,**
- **Projects' Office.**
- **IT unit.**

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Interaction between CIQA and administrative offices:

Administrative offices & people provide, relevant and appropriate data/numbers on:

- Real estate capacities,**
- Students,**
- Academic staff (full time and part time),**
- Breakdown of academic titles and grades,**
- Subjects/syllabuses, academic hours per academic staff.**

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Interaction between CIQA and administrative offices (cont.d):

Such data, reported periodically and on an *ad hoc* basis (i.e. for accreditation purposes), aim at:

- Analyzing, assessing/evaluating the ongoing compliance with national academic standards, embodied in:**
 - legislation in force,**
 - Statute and other internal regulatory acts.**

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**Interaction between CIQA and administrative
offices (cont.d):**

ALONG WITH:

- Making proper recommendations for ensuring
preserving and developing quality education at
EUT,
in compliance with strategic objective to
accomplish EUT vision and mission.**

THANK YOU!!!

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