



STRATEGIC WORKING PLAN 2023/2024
FACULTY OF ENGLISH LANGUAGE

UBT, 2023

No.	Targets	ACTIVITY	LIABILIT Y	Period
1.	ADMISSION The Students			
1.1	Call about registration	Students who have applied for the program are contacted by the office	Coordinator and the Faculty Council	2023/2024
1.2	Exam date	Entrance Exam	Coordinator and the Faculty Council	2023/2024
1.3	Exam results	Results confirm the number of students https://docs.google.com/forms/d/1CKLYgLICPENb6u8tED1j6xYMvthHyV1pDRS3wNBgBk/edit#responses Guide them to registration.	Coordinator and the Faculty Council	2023/2024
2	Number the students THE Joined			
2.1	of watched Number The students THE Joined IN YEAR academic 2324	controlled Number The records AND StatUS The to the students AND Reports at the end of semester .	Coordinator Faculty Dean	June 2023 – October 2023
2.2	of viewed continuity of YEAR academic 2122	controlled continuity of the year 2122 and Reports IN ANY semester	Coordinator Faculty Dean	2122-2224
2.3	of viewed continuity of YEAR academic 2223	controlled continuity of the year 2223 and Reports IN ANY semester	Coordinator Faculty Dean	2223-2227
3.	Preparation professional			
3.1	of Stirred professor THE ARE part of the trainings	Staff participation _ IN trainings :	Quality Office Faculty Dean	2023-2024
3.2	of Stirred professor THE ARE part of the academy summer 2324	OrGaniZatiOn staff students ABOUT academy summer	Quality Office Faculty Dean	2023-2024
3.3	of Stirred professor THE ARE part of conference of UBT _ THAT THE update WAY	We remind you STAFF the Ubt contract THAT OF THE LEAST a paper for the UBT conference IN the faculty relevant .	Quality Office Faculty Dean	2023-2024
4.	Preparation ABOUT BEGINNING academic 2324			
4.1	Get in touch StaFF AND The sent OBJECT AND MATERIAL	lecturer accepts syllabus AND the literature AND can THE look ABOUT any change IN form of evaluation .	Quality Office Faculty Dean	2023-2024
4.2	watched compatibility of syllabi with literature	IN September before the start THE YEAR academic 2324 is described plan report _ THE compatibility	Quality Office Faculty Dean	2023-2024
4.3	Verification of the list from the side of teachers	Professor - Lecturer	Faculty Council	2023-2024
5.	students	The Faculty : For the 2021/2024 accreditation has accepted : 2021/2022 47 students 2022/2023 56 students 2023/2024 in process		
6.	Drop outs	After that GRADING SYSTEM The management THE THE RECALL to UBT na give ACCESS also in the number of credits will _ are verified students with LESS CREDITS AND are called to a meeting for her UNDERSTANDING the problems of not following the laws AND as well absent in exams .	Quality Office Faculty Dean	2023-2024
7.	sERVICE Administrative	Career Office alongside services for part of the documentation when students have request THE different .	Quality Office	
	students	The Faculty : For the 2021/2024 accreditation has accepted : 2021/2022 47 students	Faculty Dean	

		2022/2023 56 students 2023/2024 in process		
	scholarships ABOUT distinguished students _	STUDENTS THE which HAVE mark average over 9 have THE right of the stock market ABOUT bachelor level As well STUDENTS THE which HAVE confirmed their success _ BY high school take stock exchange in registration	Student office the faculty	
	Abandonment of survey BY side of to the students	We do not HAVE abandonment THE survey	Quality Office Faculty Dean	
	safety The qUALITY IN services STUDENT	In collaboration with quality commission _ HELD meetings with students AND their representatives . _ Number The meetIngS AND report . Verification The PLACEMENT OF THE MATERIAL IN moodle AND confirmation The material with the syllabus . Percentage of material THE DETERMINED AND ADJUSTMENT with the syllabus . Staff participation _ IN conference AND research training , and projects ScieNtific as well Insertion and e to the students IN this process.	Quality Office Faculty Dean	

1. Teaching and Learning

No.	targets	ACTiViTY	LIABILITY	Period	Indicators
2.1	To register the number of the participation of students and active pursuit of lecture The participation of students in lecture/army with	the faculty IS The accreditedand registered 112 students accepted for PERIOD 2021/2022 and 2022/2023	Professors and Coordinator	October 2022- October 2023	Comparison of registration with past years, Orientation The students ofyoung
2.2		To consider participation e to the students IN CONSULTATIONduring the 2022/2023 academic year Add as needed tutoring for the subjects it has practicability MORE THE low	the faculty	October 2022- October 2023	The participation of to the students IN consultations andkeeping them from trainers
2.3		To encourage the professors ARE part e trainings,summer academies, CONFERENCE THAT THE update WAY e teaching	office e qUALITY	October 2022- October 2023	Keeping e number and typeTHE TRAINING

		The definition in the syllabus i PARTICIPATION OBLIGATORY AND percentage OF THE activity IN CLASSROOM	Professor/Assistant	each semester	comparison students of registered in LIST AND attendance true e THEIR
		Verification The lists from the TEACHER	Professor/Assistant	each semester	Lists of PARTICIPATION
		Content of lectures thematic AND visit STUDY connected with SUBJECTS	Professor/Assistant	each semester	the number of ACTIVITY OUTSIDE curricular
2.4	Acceptance of the students	Organization of raw materials academic year, organization The lectures thematic	professor	we BEGINNING THE YEAR academic 23/24	the number of students of invited and the activities of IMPLEMENTED
		Identification of the best students for profit THE POTENTIAL THE SCHOLARSHIP STUDIES	The center of Careers/UBT	October 2023/ October 2024	the number of students and outcome IN test
		Creating The SCHOLARSHIP according to notes average	the faculty	October 2023 October 2024	Number The SCHOLARSHIP
		Follow e attendance OF THE to the students	Lecturers/Faculty	In the middle of EVERY Semester	the number of to the students
2.5	Drop Out	Contact direct The to the students THE which HAVE continuity THE low and reasons for drop out	the faculty	In the middle of EVERY Semester	accueil The THEIR IN survey
2.6	Graduation	DETERMINATION The Thread BY legislators e DIFFERENT	Lecturers/Faculty	At every beginning YEAR academic	Number The Thread THE proposed

		Interrelationship of topics DIPLOMAS with the Language dhde Literature e Language English level Bachelor.	Faculty/Board Industrial	IN END THE YEAR academic 2023-2024	Number The Thread THE IMPLEMENTED
		Request e infrastructure about teaching	Faculty/UBT	each semester	the number of testing of realized for STUDENTS
2.7	inFRAStructure	Adding equipment for TESTING UNTIL IN YEAR e digest WILL THE us NEEDED	Faculty/Laboratories t PARTNERS	IN END THE TERM SUMMER 2023/2024	the number of devices extra

		safety The HALL ABOUTLEVEL bachelor	Faculty/UBT	IN BEGINNING THE TERM	Confirmation The insurance ofHALL
2.8	sERVICE Administrative	Provision e certificates THE signed for the academiessummer, and the international conference of education and development, language and culture Administration		At the end of TERM summer 2023/2024	the number of certificates ofdata for STUDENTS

2. COUNTRY DEVELOPMENT The search sCIENTIFIC AND innovation

targets	ACTiViTY	LIABILITY	Period	Indicators
3.1. Productivity The STAFF IN search sCIENTIFIC	suPPort e trainers ABOUT research ScieNtific	UBT	each semester	Number The support OF THE STAFF
	Linking with STAFF circle WORK ScieNtific	UBT/Responsible e laboratory	each semester	Number The researches from the staff The Faculty longs
	cOMMITMENT The STAFF IN projects INTERNATIONAL LAW	UBT/ office INTERNATIONAL LAW	each semester	Number staff at VISIT OUTSIDE KOSOVO
	scholarships INTERNATIONAL LAW ABOUT projects INVESTIGATIVE	UBT/ office INTERNATIONAL LAW	each YEAR academic	Number The SCHOLARSHIP

		PROJECTS with industry where WILL THE realized EXECUTIONS ScieNtific	UBT/Board The Industry	each YEAR academic	Number projects
3.2	Googleschool gold, orchid, Researchgate	Most of the staff are Joined IN THESE NETWORK	Office of resources human/Faculty/Staff	Every year academic	Number The STAFF THE Joined
3.3	CONFERE NCES Annual e UBT (see point2.1)	Number The publication THE STAFF	office e researches ScieNtific UBT/Faculty	each conference annual	Number works of STAFF STAFF THE Joined
		Legislators are invited intErnAtionAl (key lecture)	office e researches ScieNtific UBT/Faculty	each conference annual	Number The THE guests
		SPONSORING BY the ecompanies constructional	Faculty/Board Industrial	each conference annual	The number of sponsorships
3.4	The inclusion of students in search sCIENTIFIC (See 2.1)	Topics of summer academiescan I BE part of worked conferences CO-with professors.	Professors/Faculty/Office INTERNATIONAL LAW	each semester	Number The Thread master's degree/Thesis connected with threads Bachelor
3.5	the insurance of qUALIT Y	Verification of citations to publication THE conferenceAND the presenters IN conference	The office of quality/Faculty/Knowle dge center	each semester	the number of quotes of publication THE conference
3.6	Projects and the funds of exploration sCIENTIFIC	Active projects that UBT has and application in other projectsBY longs	office international/Officee projects/Faculty	each semester	the number of projects ofOBTAINED AND applied
		PROJECTS BY the of the ministry OF THE education	office e projects/Faculty	each YEAR academic	Number The projects

3. eNviroNmeNt The LABOR

No.	targets	ACTiViTY	LIABILITY	Period	Indicators
4.1	management The	Sharing e duties AND description The LABOR ABOUT part MANAGERIAL	management The UBT	each YEAR academic	Number The decisions/descriptions widower
		Respect AND cOMMiTMENT circle tasks in improving e faculty	the faculty AND COOrdINATIOn	each YEAR academic	comparison with years e History ABOUT EACH parameter
4.2	safety The qUALITY AND audit The inside m	Participants ABOUT STAFF AND ABOUT STUDENTS	office e qUALITY	each semester	Number The questionnaires
4.3	StaFF The committed	StaFF The longs in Overall IS The included IN faculties THE MISCELLANEOUS WITHIN UBT within RATE OF THE LABOR	UBT/Faculty longs	each YEAR academic	involvement The STAFF IN guidance others
4.4	COUNTR Y DEVELOP MENT The STAFF academic	Training additional from the e	UBT/Faculty	end THE YEAR academic	Number The TRAINING
		UBT training EON Reality	UBT/Faculty	Tall YEAR academic	Number The STAFF THE trained/trainings
		Training IN universities	office	end THE YEAR academic	Number The STAFF THE trained/trainings
		INTERNATIONAL LAW coaching ABOUT software THE DIFFERENT	international/UBT Faculty/Supervisors e laboratory THE computer	end THE YEAR academic	Number The STAFF THE trained

4. internationalization, partnerships AND COMMUNITY

No.	targets	ACTiViTY	LIABILITY	Period	Indicators
5.1	collaboration The intErnAtionAl	ONGOING IN deal INTERNATIONAL LAW	office INTERNATIONAL LAW the faculty	each YEAR academic	Number The deal

HOW IN YEAR
PRIOR where longs
THERE STARTED
OTHER USEFUL deal
INTERNATIONAL LAW

MEMORANDUM The
agreements with
universities/faculties
ABOUT

office
INTERNATIONAL
LAW
the faculty

each YEAR
academic

Number The deal

No.	targets	ACTiViTY	LIABILITY	Period	Indicators
		THE added COOPERATIOn international and application IN projects EU			
		Concentration IN partnerREGIONAL THAT Wanted IN projects Europeans	office INTERNATIO NAL LAW the faculty	End of the year academic	the number of agreements
		Mobilities within projects active THE UBT OF THE	office INTERNATIO NAL LAW	End of the year academic	the number of agreements
5.2	School summer	The implementation of the summer school took place in the month of July 2023 according to calendar academic.	office INTERNATIO NAL LAW The fault	July 2024	Number The presentations
		International staff at within the priorities thatRELATED with Education AND Development; language ANDCulture, Fan Noli University 5 staff and 9 students were present as well as our students and other guests besides the staff.	Faculty/Office from international	July 2024	Number The STAFF invited
		Study visit to WITHIN THE academy summer	the faculty center e career	July 2024	Number The visitSTUDY
5.3	ACTIVITIES extracurricular field	debates circle ThreadOUTSIDE curriculum	the faculty center e career	End of the year academic 2024	Number DEBATES
5.4	collaboration at with industry	each CASE THERE OBLIGATIONS THAT THE host minimumA visit STUDY	the faculty BOARD Industrial	During the year academic	Number The ACTIVITY
		Practice e to the students	the faculty BOARD Industrial	Tall YEAR academic	Number The to the students THE included
		Competitions for employment by the companies for student BY the faculty longs UBT	the faculty Industrial Board center e Career	During the year academic	Number The Contests
5.5	collaboration at with community	year or History ARE Agreement executed the university e Korce : Fan Noli.	Faculty/UBT	End of the year academic	the number of agreements
		deal with others in process	the faculty /UBT	end THE YEAR academic	Number The contributions

5. 6	Promotion offaculty	Meetings with schools and industries foreseen in previous points will AFFECTING IN the promotion e faculty	center e career/the faculty /UBT	end THE YEAR academic	Number The meetIngS
		Presence in the media with THROUGH THE reports THE ACTIVITYTHE MISCELLANEOUS	Faculty/Office e MEDIA	Tall YEAR academic	Number The reports/ Number The publicationIN the media
		Debates ABOUT Categories THE MISCELLANEOUS	Faculty/Office e MEDIA	Tall YEAR academic	Number The debates/participants widower

No.	targets	ACTiViTY	LIABILITY	Period	Indicators
5. 7	Mobility e staff and to the students	we mobility process The STAFF AND to the students	office INTERNATIONA L LAW UBT AND the faculty	Tall YEAR academic	Number The agreements ofsigned