



UBT College
Faculty of Management, Business and Economics

**ANNUAL MONITORING OF ACTION PLAN FOR QUALITY
IMPROVEMENT**

2024-2025

October, 2024



Based upon the Annual Quality Report for 2023-2024, the Quality Improvement Plan for the academic year 2024-2025 was drafted, proposing actions, timelines and precise parameters for performance measurement. The monitoring of whether the annual actions were completed as foreseen is presented below:

AREAS OF IMPROVEMENT	NECESSARY ANNUAL ACTIONS	TIMEFRAME	RESPONSIBLE ACTORS	PERFORMANCE METRIC	COMPLITION OF ACTIVITY
Increase cooperation between professors of the same subject	<ul style="list-style-type: none"> - Organize meetings between professors - Mentorship Programs - Feedback Loops 	October 2024 and March 2025,	Academic staff of the Faculty of Management, Business and Economics	Review of syllabus and teaching materials of the related subject	Alignment of teaching and assessment methods
Increase students' evaluation of academic staff feedback	<ul style="list-style-type: none"> -Meetings of the Faculty Quality Assurance Sub-commite - Discuss best practices for questionnaire distribution in Academic Council 	To be finished before December 2024 for Winter Semester and before June 2025 for Summer Semester	MBE Faculty Quality Assurance Sub-Committee MBE Faculty Academic Council	Monitor the number of respondents in students' evaluation for academic staff	Increase in students' feedback
Review the questionnaires for academic staff evaluation by students	<ul style="list-style-type: none"> -Meeting of Faculty Quality Assurance Sub-Committee members -Meeting with UBT Quality Assurance Committe 	To be finished before December 2024 for Winter Semester and before June 2025 for Summer Semester	MBE Faculty Quality Assurance Sub-Committee UBT Quality Assurance Committe	Review the relevance of questions in the questionnaire and define the objectives of information to be conducted by the related questions	Questionnaire designed in accordance with the nature of the faculty



Identify the courses where students have difficulties achieving the learning outcomes	<ul style="list-style-type: none"> -Organize tutoring -Organize weekly consultations -Review of course's learning outcomes -Review of assessment methods 	March 2025 and July 2025	MBE Faculty Management The staff of the Faculty of Management, Business and Economics	Review of the syllabuses of identified courses	Align assessment methods with learning outcomes of the subject
Dropout rate	<ul style="list-style-type: none"> -Monitor students' dropout rate -Meeting of Faculty Quality Assurance Sub-Committee Members -Review graduation procedures regarding thesis 	May 2025	MBE Faculty Management MBE Faculty Quality Assurance Sub-Committee	Identification of problems regarding academic issues and graduation process	Increase in students' attendance during lectures Increase in the number of graduates

Quality Assurance Sub-Committee – Faculty of Management, Business and Economics:

- Dr. Ylber Limani (Chair)
- Dr. Gonxhe Beqiri
- Dr. Kestrim Avdimetaj
- MSc. Kaltrina Sylaj
- Rinor Musa (Student)