



UBT

Faculty of English Language

ANNUAL MONITORING PLAN FOR QUALITY IMPROVEMENT

Academic Year: 2024-2025

September, 2024



Based upon the Annual Quality Report for 2023-2024, the Monitoring Quality Improvement Plan for the academic year 2024-2025 has been drafted, proposing actions, timelines, and precise parameters for performance measurement. This plan will track the actions required to implement the external team’s recommendations, ensuring the English Language Program at UBT meets the standards for quality and effectiveness.

AREAS OF IMPROVEMENT	NECESSARY ANNUAL ACTIONS	TIMEFRAME	RESPONSIBLE ACTORS	PERFORMANCE METRIC	COMPLETION OF ACTIVITY
Constructive alignment of course learning outcomes with teaching activity and student assessment	Training organization; Improving corporation with industry; Review of Syllabuses;	October 2024, to be prepared for the winter semester of the academic year 2024-25	The staff of the Faculty of English Language	Syllabus update based on this objective before the start of the winter semester 2024-25	Updating the syllabus based on this objective for the Faculty of English Language
Guiding standards for students and teachers of English Language Faculty	Updating guidelines and policies for students and professors	January 2025	The management staff of the faculty in cooperation with the QA sub-committee	Raising the quality and information of professors and students about their responsibilities to the faculty	Placing updated Guidelines online to be accessible to all students and staff in Albanian and English
Develop monitoring mechanism	- Identification of monitoring mechanisms and tools; - Identification of the actors that will engage in monitoring; - Drafting of the reporting form;	January 2025	The faculty council in cooperation with the QA sub-committee	Periodic measurement of the teaching and learning quality	Establishing and implementation of planned monitoring methods and tools
Increase Graduated Students' Level	- Development of periodic reporting procedures, reflected in an accessible scheme and with updated data.	April 2025	The sub-committee on diploma thesis in cooperation with the sub-committee on quality assurance	Determination of a concrete periodic reporting plan for students who do not respect the deadlines	Increasing the number of graduates
Engaging students in	Drafting up a concrete plan for	November 2024	Scientific sub-committee in	Increase students' awareness of their	Increasing the number of



academic research projects	the involvement of students in various research projects and processes.		collaboration with the quality sub-committee	future specialization or interests. Their motivation for involvement in research projects according to areas of interest.	publications by professors in collaboration with students. Increasing student participation in the UBT – ICED and ICLAC annual conference
Conducting semi-structured interviews to discover possible reasons frequent fell in exams	- Drafting of semi-structured interview templates - Designing the methodology for evaluating the results of the interviews	November 2024	Scientific sub-committee in collaboration with the quality sub-committee	-Periodic monitoring of student success in exams - Periodic monitoring of the decrease in the number of students who leave the program	-Reducing the number of students who repeat exams -Reducing the number of students who leave the program

Responsible Actors:

Quality Assurance sub-committee – Faculty of English Language

- **Dean: Dr. Alma Lama**
- **Faculty Coordinator: Adea Haxhiavdyli**
- **Quality Assurance Sub-Committee: Dr.Eglantina Bilalli, Dr. Donjeta Latifaj, PhDc.Halil Bashota, Student: Medina Cakici**

This monitoring plan will be implemented starting in **September 2024** and reviewed throughout the academic year. Adjustments will be made based on ongoing feedback and the achievement of specific performance metrics.