College UBT
Faculty of English Language

IMPLEMENTATION PLAN OF RECOMMENDATIONS OF EXTERNAL EVALUATION TEAM FOR ENGLISH LANGUAGE
2024

07 September 2024

Based on the recommendations of External Evaluation Team of Kosovo Accreditation Agency, Faculty of English Language adopts the following **Implementation Plan for English Language, B.A.**

Recommendation	Action	Timeframe	Persons responsible
Mission and governance			
None, in regard to the category 'Mission, Objectives and Administration'	No action required		
Quality management			
Distribute and disseminate quality maintenance and quality assurance data, particularly online, except where the data cannot be anonymized. Make certain that these data, when publicly distributed, are available in both the Albanian and English languages	We will gather all relevant quality maintenance and assurance data, such as survey results, stakeholder feedback, and institutional proposals, ensuring it is clearly formatted and accessible in both Albanian and English. A dedicated section will be created on the institution's website to publish this information, making sure it is user-friendly. Notifications will be sent through email, newsletters, and social media to keep stakeholders informed about the data's availability.	September – October 2024	Dean, Faculty Council
Academic staff			
Encourage international publications and conferences: Provide additional support and incentives for academic staff to publish in high-impact international journals and present	We will ensure financial support as needed for our academic staff by providing grants to cover publication fees for high-impact international journals and travel expenses for conferences, encouraging broader global participation and research dissemination. To further assist our faculty, we will offer workshops and mentoring programs focused on the	Throughout the semesters	Dean and Faculty Council

at conferences beyond the Balkan region.	complexities of the publication process, from writing to managing peer reviews. In addition, we will promote staff involvement in global academic events, enhancing both individual and institutional visibility.		
Consider hiring a retired professor in an advisory capacity: Identify a retirement-age (full) Professor and retain her/him, to augment the managerial and faculty perspective on the programme, and to represent the discipline more broadly.	We will consider identifying a pool of experienced, retirement-age professors with a career in the relevant discipline of English Language to represent the discipline more broadly.	Winter/ Summer 2024	Faculty Council Dean
Educational process content			
Establish an entrance exam: Implement a formal procedure to assess the English language proficiency of applicants before admission to ensure fairness and transparency in the admissions process.	To ensure fairness and transparency in the admissions process, a comprehensive review of entrance exam will be sent to students to assess the English Language Proficiency before admission.	September 2024	
Revise the program learning outcomes: By refining the language of the PLOs to emphasise higher-order thinking skills and by making a more explicit	The program's learning outcomes are carefully aligned with each course to ensure a cohesive educational experience. Throughout the semesters, these outcomes are continuously monitored and assessed to track student progress and ensure that each course contributes to the overall goals of the program. We believe that by	September 2024	Dean and Faculty Council

connection between the PLOs and specific career paths, the program can further enhance its educational objectives and better prepare students for success in their chosen fields.	maintaining a clear connection between course content and the program learning outcomes, the program will be able to provide consistent guidance and support to students, allowing for ongoing evaluation of their performance. This process ensures that the intended learning outcomes will be achieved, preparing students effectively for their future careers.		
Revise the curriculum: Apply further revisions to the sequence, type, and location of courses within the curriculum, ensuring a logical progression and incorporating more evident elective strands geared towards various career paths.	Implement a structured evaluation process. This will include regularly reviewing the sequence and progression of courses to ensure they build logically on one another, particularly in key areas such as language skills, literature, and translation. We will also track student enrollment and performance in newly developed elective strands, such as English for Business and Economics, English for Medicine, and English for Journalism, to assess how well these courses support various career paths. Faculty feedback and student surveys will be used to gather insights on the relevance and effectiveness of these courses, while post-graduation data will help us evaluate their impact on career readiness. Additionally, we will engage with industry professionals to ensure that the elective courses provide practical, job-specific skills. This continuous feedback loop will allow us to make data-driven adjustments as needed to ensure the curriculum remains both cohesive and aligned with career objectives. For instance: Review the sequencing of foundational courses such as *English Language Skills* (offered in each semester) to ensure that skills from earlier semesters build progressively. For instance, assess	Winter/ Summer Semesters	Dean and Faculty Council

	whether students are adequately prepared for higher-level writing tasks in *Academic Writing in English* (Semester 2) after taking *English Language Skills 1* and *2*.		
Formalise internships: Make internships a stand-alone curriculum component with ECTS credits, specific learning outcomes, and clear assessment procedures.	In response to the recommendation fof the expert "Formalise internships: Make internships a stand-alone curriculum component with ECTS credits, specific learning outcomes, and clear assessment procedures" we have developed an additional syllabus to support the course syllabus titled "Practice of Translation in Public and Private Institutions." This course provides students with practical experience through real-world translation projects relevant to both public and private sectors. It emphasizes theoretical knowledge integrated with hands-on practice, ensuring students acquire effective translation strategies and professional standards. The practical part includes specific learning outcomes that focus on understanding translation theories, acquiring institutional language skills, and applying techniques to convey messages accurately. Additionally, we have implemented clear assessment procedures, including evaluations from on-site supervisors, reflective journaling, and final project presentations to ensure that students demonstrate the necessary competencies. By assigning ECTS credits to this course, we aim to reflect its educational value and commitment to preparing students for successful careers in translation.	Summer Semester 2024/2025	Faculty Dean and Faculty Council
Students			
None, in regard to the category 'Students'			
Research			

Establish clearer research budget guidelines: Develop clearer guidelines on the availability and allocation of research budgets for individual academic staff members, including transparent procedures for requesting and accessing these funds	Create detailed guidelines that outline how research budgets are allocated to individual academic staff members. This should include information on eligibility criteria, funding limits, and types of expenses covered (e.g., materials, travel, conference attendance). Establish clear procedures for requesting research funds, including timelines, required documentation, and approval processes. Ensure that these procedures are accessible to all academic staff. After implementation, regularly monitor the use of research funds and gather feedback from staff to assess the effectiveness of the guidelines. Adjust as needed to improve clarity and transparency.	Winter/ Summer Semesters	DeanFaculty Council
Formalise student collaboration in research: Develop a structured framework for involving promising students in academic staff research projects, providing them with valuable research experience and mentorship opportunities	Develop a structured framework aimed at integrating promising students into ongoing research projects conducted by academic staff. We will set clear criteria and an application process to foster an environment of collaboration between faculty and students.	October 2024	Dean and Faculty Council
Encourage international publications: Incentivize and support faculty members to publish their research in international peer-reviewed journals to enhance the program's visibility	Establish a system of rewards for faculty members, such as research grants, recognition awards, or professional development opportunities, to motivate them to publish in international peer-reviewed journals. There are clear expectations for all UBT staff regarding publication in international journals, including targets for the number of publications within a specified timeframe.	Winter/ Summer Semesters	Dean and Faculty Council

and impact in the global academic community.	Encourage faculty to attend international conferences, collaborate with researchers abroad, and engage with professional networks to increase their visibility and opportunities for publication.		
Infrastructure			
Identify a means by which reduced mobility students, staff, or guest lecturers using the library's upstairs auditorium may access that room without using the staircase	Discuss with the management team to conduct an assessment of the library's upstairs auditorium and identify areas that need modification for accessibility.	October 2024	Faculty Dean