



WORK PLAN 2024/2025
FACULTY OF ENGLISH LANGUAGE

1. Activities

Nr.	Objectives	Activity	Responsibility	Timeframe
1.	Student Admission			
1.1	Call for Entrance Exam	Students who have applied for the program will be contacted for the entrance exam.	Coordinator, Faculty Council	2024/2025
1.2	Date of the Entrance Exam	Entrance Exam	Coordinator, Faculty Council	2024/2025
1.3	Results of the Entrance Exam	The results confirm the number of admitted students and guide them to registration.	Coordinator, Faculty Council	2024/2025
2	The number of registered students			
2.1	Monitor the number of students registered in the academic year 2425	The number of registrations and the status of students are checked and reported at the end of the semester.	Coordinator Dean	October 2024
2.2	Review the attendance of the academic year 2122	The attendance of the year 2122 is checked and reported every semester.	Coordinator	2122-2324
2.3	Review the attendance of the academic year 2223	The attendance of the year 2223 is checked and reported every semester.	Coordinator	2223-2526
2.4	Review the attendance of the academic year 2324	The attendance of the year 2324 is checked and reported every semester.	Coordinator	2324-2627
2.5	Review of registered students in 2425	The registration is motivated from the moment the decision is taken from the Accreditation Agency	Coordinator	2024
3.	Professional Development			
3.1	Encourage professors to participate in training.	Staff participation in training:	Quality Assurance Office Dean	2024/2025
3.2	Encourage professors to participate in the summer academy 2425.	Organization of staff and students for the summer academy:	Quality Assurance Office Dean	2024/2025
3.3	Encourage professors to participate in the UBT conference.	Reminder to the staff about the UBT contract, which requires at least one paper for the UBT conference in their respective faculty.	Quality Assurance Office Dean	2024/2025
4.	Preparation for the Start of the Academic Year 2324			2024/2025
4.1	Staff is contacted and provided with the course material.	The lecturer receives the syllabus and literature and can review for any changes in the assessment format.	Quality Assurance Office Dean	2024/2025
4.2	The alignment of syllabi with literature is verified.	In September, before the start of the academic year 2425, a report on the compatibility plan is prepared.		2024/2025
4.3	Verification of lists by the instructors	Professor – Lecturer	Faculty Council	2024/2025
4.4	Students	Faculty: Since the accreditation 2021/2024, the following students have registered: 2021/2022: 52 students 2022/2023: 59 students 2023/2024: 52 students		2024/2025
4.5	Drop outs	Since the UBT data management system provides us access to the number of credits, students with fewer credits will be identified and called for a meeting to understand the issues related to their lack of attendance in lectures and absences from exams.	Quality Assurance Office Dean	2024/2025
5.	Other			2024/2025
5.1	Administrative Services	The Career Office supports administrative services related to documentation when students have various requests.		2024/2025
5.2	Scholarships for outstanding students	Students with an average grade above 9 are entitled to scholarships for the bachelor's level. Also, students who have confirmed their success from high school receive a scholarship upon registration.	Quality Assurance Office Dean	2024/2025
5.3	Quality assurance in student services	In collaboration with the Quality Commission, meetings are held with students and their representatives. The number of meetings and reports. Verify the placement of materials on Moodle and confirm the material with the syllabus.	Quality Assurance Office Dean	2024/2025

		<p>The percentage of material placed and its alignment with the syllabus.</p> <p>Staff participation in conferences, research, training, and scientific projects is encouraged, including the involvement of students in this process.</p>		
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2. Teaching and Learning

Nr.	Objectives	Activity	Responsibility	Timeframe	Indicators	
2.1	To record the number of students' participation and active attendance of lectures	The faculty is accredited and has registered 112 accepted students for the period 2021/2022 and 2022/2023.	Professors and Coordinator	September 2024	Comparison of registrations with previous years, Orientation of new students.	
2.2						
2.3		Students Participation in Lectures and Practice	To examine student participation in consultations during the academic year 2023/2024. As needed, tutoring for subjects with lower pass rates should be increased.	Faculty	Throughout the year	Student participation in consultations and their facilitation by lecturers.
			Encourage professors to participate in training, summer academies, and conferences to update their teaching methods.	Quality Assurance Office	September 2024	Documentation of the number and types of training.
			Specification in the syllabus of mandatory attendance and the percentage of class activities.	Professor/Assistant	Every semester	Comparison of registered students on the lists and their actual attendance
			Verification of the lists by the professors	Professor/Assistant	Every semester	Attendance List
			The content of thematic lectures and study visits related to the subjects	Professor/Assistant	Every semester	The number of extracurricular activities
2.4	Student Admission	Organization of courses before the academic year, organization of thematic lectures	Professors	At the beginning of academic ye 2425	The number of invited students and the conducted activities	
		Identification of the top students for potential scholarship awards.	Career Center/UBT	October 2425	The number of students and exam results	

		Facilitation of scholarships based on the average grade	Faculty	October 2425	Number of scholarships
		Monitoring of student attendance.	Lecturer/Faculty	Mid of each semester.	Number of students
2.5	Drop-Out	Direct contact with students who have low attendance and the reasons for dropout	Fakulteti	At the midpoint of each semester.	Their return to studies
2.6	Graduation	Assignment of topics by different lecturers	Lecturer/Faculty	At the beginning of each academic year	Number of proposed topics
		Linking of thesis topics with the Language and Literature of the English Language at the Bachelor's level.	Faculty/ Industrial Board	At the end of the academic year 2023-2024	Number of completed topics
		Infrastructure requirements related to teaching	Faculty/UBT	Every semester	The number of assessments conducted for students
2.7	Infrastructure	The acquisition of equipment for assessments, which will be necessary in the third year.	Faculty/Lab Partners	At the end of summer semester 23/24	The number of additional equipment
		Arrangement of classrooms for the bachelor's level.	Faculty/UBT	At the beginning of the semester September 2024	Confirmation of classroom arrangement
2.8	Administrative Services	Issuance of signed certificates for summer academies and the International conference on education, language, and culture.	Administration	At the end of the Summer Semester 2023/2024	Number of certificates issued to students

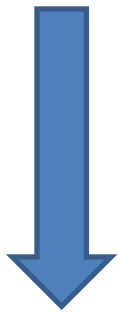


3. Development of Scientific Research and Innovation

Nr	Objectives	Activity	Responsibility	Timeframe	Indicators
3.1	Staff Productivity in Scientific Research	Support for lecturers in scientific research.	UBT	Every Semester	The number of supported staff
		Collaboration with the staff regarding scientific works.	UBT/Laboratory supervisors	Every Semester	The number of staff on visits outside of Kosovo.
		Staff engagement in international projects	UBT/ International Office	Every Semester	The number of staff on visits outside of Kosovo.
		International scholarships for research projects.	UBT/ International Office	Every academic year	The number of scholarships
		Projects with the industry where scientific works would be conducted	UBT/Industry Board	Every academic year	Number of projects
		Most of the staff are registered in these networks Googleschool ar, Orcid, Researchgate	Human Resources/ Faculty/Staff	Every academic year	Number of registered staff
		The number of staff publications. Invite international lecturers (key lecture)	Scientific Research Office/ UBT/Faculty	Every annual conference	The number of registered works by the staff. Number of guests
		Sponsorships from construction companies	Faculty and Industrial Bord	Every annual conference	Number of sponsors
		The topics of the summer academies can be part of the conference in collaboration with professors. Involvement of students in scientific research (See 2.1).	Professors/Faculty/	Every semester	The number of master's thesis/Works related to bachelor's topics.
		Citation verification of publishing papers in the conference and presenters.	Quality Assurance Office/ Faculty /Knowledge Center	Every semester	Number of citations of publications of conference
		Active projects that UBT has and application to other projects from English Language Faculty .Scientific research projects and funds	International Office/Project Office/Faculty	Every semester	The number of projects won and applied
		Projects from the Ministry of Education	Project Office/Faculty	Every academic year	The number of projects

4. Work Environment

Nr	Objectives	Activity	Responsibility	Timeframe	Indicators
4.1	Management	Task division and job description for the managerial part	The management of UBT	Every academic year	The number of decisions/descriptions
		Respect and engagement in tasks dedicated to the enhancement of the faculty	Faculty Dean and Coordination	Every academic year	Comparative analysis with previous years for each parameter.
4.2	Quality assurance and internal auditing	Questionnaires for staff and students	Quality Assurance	Every Semester	Number of questionnaires
4.3	STAFF	the EL staff, in general, is integrated into various faculties within UBT, adhering to work standards.	UBT/English Language Faculty	Every Academic Year	Incorporating staff in other departments
4.4	Development of academic staff	Additional training from UBT	UBT/Faculty	At the end of the academic year	Number of Trainings
		EON Reality Trainging	UBT/Fakulteti	During Academic Year	Number of trained staff/trainings
		Training at international universities	International Office/	At the end of the academic year	Number of trained staff/trainings
		Training on different software	Faculty and Laboratory Supervisors.	At the end of the academic year	Number of trained staff/trainings



5. Internationalization, partnerships, and the community

Nr	Objectives	Activity	Responsibility	Timeframe	Indicators
5.	International Cooperation	Continuity in international agreements, as in the previous year, where EL initiated several international agreements.	International Office/Faculty	Every Academic Year	Number of Agreements
		Signing agreements with universities/faculties to enhance			
		International collaborations and applications for EU projects.			
		Concentration on regional partners required in European projects	<input type="checkbox"/> International Office <input type="checkbox"/> Faculty	End of academic year	Number of agreements
		Mobility initiatives within the active projects of UBT	International Office	End of academic year	Number of agreements
5.2	Summer School	The implementation of the summer school took place in July 2023 according to the academic calendar.	<input type="checkbox"/> International Office <input type="checkbox"/> Faculty	July 2024	Number of presentations
		International staff within the framework of priorities related to Education and Development; Language and Culture. At the University of Fan Noli, 5 staff members and 9 students were present, along with our students and other guests alongside the staff.	<input type="checkbox"/> International Office <input type="checkbox"/> Faculty	July 2024	Number of invited staff
		Study visit within the framework of the summer academy	Faculty/Career Center	July 2024	The number of study visits
5.3	Extracurricular activities	Debates on extracurricular topics	Faculty/Career Center	End of academic year	Debate Number
5.4	Collaboration with the industry	Each course is required to organize a minimum of one study visit	<input type="checkbox"/> Faculty <input type="checkbox"/> Industrial Board	During the academic year	Number of activities
		Student internships	Faculty <input type="checkbox"/> Industrial Board	During the academic year	Number of enrolled students
		Employment competitions by companies for students from the EL Faculty	<input type="checkbox"/> Faculty <input type="checkbox"/> Industrial Board <input type="checkbox"/> Career Center	During the academic year	Number of competition
5.5	Collaboration with the community	Last year, agreements were established with the University of Korçë: Fan Noli.	Faculty/UBT	End of the academic year	Number of agreements

		Agreements with others in the process	Faculty/UBT	End of the academic year	Number of contributions
5.6	Faculty promotion	Meetings with schools and industries as outlined in previous points will contribute to the promotion of the faculty.	Career Center/Faculty/UBT	End of the academic year	Number of meetings
		Media presence through reports of various activities	Faculty/Media Office	During the academic year	Number of reports/Number of media publications
		Debates on various topics	Faculty/Media Office	During the academic year	Number of debates/participants
5.7	Mobilitetet e stafit dhe studentëve	Ne process mobiliteti I stafit dhe studentëve	Zyra ndërkombëtare UBT dhe Fakulteti	Gjatë vitit akademik	Numri i marrëveshjeve të nënshkruara