



UBT COLLEGE

**REGULATION FOR THE APPROVAL AND REVIEW OF STUDY
PROGRAMS**

Pristina, 2024

Based on the relevant provisions of Law No. 04/L-037 for Higher Education in the Republic of Kosovo, and the provisions of Articles 26 and 27 of the Statute of UBT College, with the recommendation of the Academic Council, the Rector of UBT College, in the meeting held on 05.04.2024, has approved the following regulation:

REGULATION ON THE APPROVAL AND REVIEW OF STUDY PROGRAMS

INTRODUCTORY PROVISIONS

Article 1: Purpose

This regulation outlines the formal processes and mechanisms for the design, approval, periodic review, and continuous improvement of study programs at UBT College, ensuring that they are aligned with national qualifications frameworks, international standards, and the institution's strategic goals.

Article 2: Scope

This regulation applies to all faculties, departments, and academic units of UBT College and governs the procedures for introducing new programs, reviewing existing ones, and ensuring ongoing quality assurance.

PROGRAM DESIGN AND DEVELOPMENT

Article 3: Initiation of New Programs

The proposal for a new study program may be initiated by the Faculty Councils or any academic unit within UBT College.

Proposals should include:

- Rationale and market demand
- Learning outcomes
- Program structure and curriculum
- Required resources (human, financial, and technical)
- Alignment with UBT's mission and strategic objectives.

Article 4: Curriculum Development Team

A Curriculum Development Team shall be formed for the development of each new program, consisting of:

- Internal academic staff (program bearers)
- Quality coordinators
- External stakeholders (industry representatives, subject experts, and international academic advisors).

The team will:

- Define Program Learning Outcomes (PLOs) based on market research and stakeholder input.
- Develop course content, syllabi, and assessment methods.
- Ensure alignment with the National Qualification Framework and European Higher Education Area (EHEA) guidelines.

Article 5: Formulation of Program Learning Outcomes

The Curriculum Development Team will formulate PLOs based on:

- Market research and feedback from industry representatives.
- UBT College's mission and long-term goals.
- Alignment with national and international educational standards.

Course learning outcomes will be mapped with program learning outcomes to ensure constructive alignment.

PROGRAM APPROVAL PROCESS

Article 6: Internal Approval

1. The draft program is submitted to the Faculty Council for preliminary approval.
2. Following internal faculty review, the draft undergoes proofreading and final validation by the Dean.
3. The Faculty Council will forward the program to the Academic Council for institutional approval.

Article 7: Final Approval

1. The Academic Council reviews the program for compliance with institutional, national, and international standards.
2. Upon approval, the program is submitted for accreditation to the Kosovo Accreditation Agency (KAA), following the required guidelines.

PROGRAM REVIEW AND MONITORING

Article 8: Periodic Monitoring

1. All study programs are subject to periodic monitoring to ensure they remain aligned with UBT College's mission, institutional strategy, and market needs.
2. The monitoring process involves:
 - Surveys and focus groups with students, staff, alumni, and employers.
 - Analysis of Key Performance Indicators (KPIs), such as enrolment rates, graduation rates, employment outcomes, and research output.

Article 9: Quality Assurance Procedures

1. The results of monitoring processes are documented in the Annual Internal Faculty Self-Evaluation Reports, which include:
 - Feedback analysis from stakeholders
 - Program performance data
 - Recommendations for improvement.
2. Based on the evaluation, a Quality Improvement Action Plan is formulated and implemented, with progress monitored and reported annually.

Article 10: Stakeholder Involvement

1. Stakeholders involved in program monitoring include:
 - Students (through satisfaction surveys)
 - Alumni (through employment and career progression surveys)
 - Employers (through industry questionnaires)
 - Staff (through academic performance evaluations).
2. The feedback gathered is used to update curricula, teaching methods, and assessment practices.

CONTINUOUS IMPROVEMENT AND REVISION

Article 11: Continuous Improvement

1. Programs may undergo minor revisions (up to 30% of content) as needed, based on feedback from stakeholders, changes in industry needs, and academic advancements.
2. Any revisions which cannot exceed 30 % of the program content must be approved by the Faculty Council and the Academic Council.

Article 12: Major Revisions

1. Major changes to the structure or content of a program (more than 30%) will require a complete review and re-approval following the same procedures outlined in Articles 6 and 7.
2. Revisions must be aligned with accreditation requirements and institutional objectives.

PUBLICATION AND COMMUNICATION

Article 13: Transparency and Communication

1. The results of monitoring and review processes, as well as approved changes, will be communicated to stakeholders and published on the UBT College website.
2. Revised and up-to-date program information, including learning outcomes, curriculum structure, and assessment methods, will be available online for prospective and current students.

Article 14: Publication of Revised Programs

1. The Academic Council is responsible for ensuring that the most recent versions of study programs are published on the UBT website.
2. Compliance with accreditation requirements regarding program updates will be monitored by the Quality Assurance Office.

FINAL PROVISIONS

Article 15: Review of the Regulation

1. This regulation will be reviewed periodically by the Academic Council to ensure compliance with evolving educational standards and institutional goals.

Article 16: Entry into Force

1. This Regulation enters into force upon approval by the Academic Council and publication in the Official UBT Website.

Pristina, 05.04.2024
Prof. Dr. Edmond Hajrizi
Rector, UBT College