FIRST PART

Scope, Implementation field, Definitions

Scope

Article. 1-This directive aims to assess the academic and administrative performance of the institution according to the Strategic Plan which is based on internal academic quality assurance standards concerning the improvement of the quality of teaching, research and administrative activities carried out at the University.

Implementation field

Article 2-This directive regulates the academic and administrative workload in the context of the performance assessment and quality improvement at the University.

Definitions

Article 3-In this directive, the following definitions mean:

University: Epoka University;

Rector: Rector of Epoka University;

Administrator: Administrator of Epoka University;

Administrative Board: The Administrative Board of Epoka University per the meaning of the Law no. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania" and the Statute of EPOKA University;

Academic Units: Faculties, Departments and Research Centers of Epoka University;

Administrative Units: Administrative units of Epoka University;

ACAQIB: The Academic Performance Assessment and Quality Improvement Board at the University.

ADAQIB: The Administrative Performance Assessment and Quality Improvement Board at the University.

SECOND PART

Academic Performance Assessment and Quality Improvement Board (ACAQIB)

Establishment and composition

Article 4-The members of the ACAQIB are proposed by the Rectorate and elected by the Academic Senate of the University. Among the members of the Board there should be one member of the full-time academic staff from each Faculty holding at least the PhD degree and without senior managing duties, one member from each research center, one member from the Permanent Commission on Quality Assurance (PCQA) and one external expert with distinguished experience in the labor market.

ACAQIB carries out its functions and activities under the PCQA.

The Academic Senate also elects among the members of the ACAQIB the Chairperson of the ACAQIB who chairs the Board. In case the Chairperson of the ACAQIB is not present at the meeting, the Board is chaired by the most senior member of academic staff.
The Internal Quality Assurance Officer is the rapporteur of the ACAQIB.

Mandate of the members of the Board

Article 5-The mandate of the members of ACAQIB is two years. The members of the ACAQIB can be re-elected.

Decision-making at the Board

Article 6-The meeting of the ACAQIB is valid only if more than half of its members participate. The decisions of the board are taken if half of all members vote in favor. In case there is parity in votes, the vote of the Chairperson is decisive.

Timing of meetings

Article 7- The ACAQIB gathers in a regular meeting at least once into two months. In case it is deemed as necessary, the Chairperson can convene an extraordinary meeting.

Duties of the Board

Article 8-The ACAQIB carries out the following duties:

a) Performs the administration of all academic work in the context of the coordination of the Strategic Planning at Epoka University and the publication of results on academic performance assessment, quality improvement and approval of the quality standards, all this in accordance with the Strategic Plan and objectives of the University;
b) Identifies the academic performance measurement criteria and indicators in the context of Strategic Plan;
c) Prepares and submits recommendations for amending the Directive "On Academic and Administrative Performance Assessment and Quality Improvement" to the Academic Senate of the University.
d) Carries out and reports once in two academic years on the academic assessment procedure according to the *Epoka Internal Quality Assurance Handbook* by using the attached *"Academic Performance Measurement and Assessment Form"* **(Annex)** at the end of the respective academic year in collaboration with the Internal Quality Assurance Office and the Human Resources Office.

Remuneration and conferring of awards to the academic staff

Article 9- The remuneration of teaching performance of academic staff is carried out according to the Directive of Epoka University "On the Teaching Load".
The remuneration of research and projects performance of academic staff is carried out according to the Directive of Epoka University "On the Promotion of Scientific Publications". The remuneration of administrative work performance of academic staff is carried out according to the Directive of Epoka University "On the Teaching Load" whereby 1 hour of engagement in administrative work is equal to 0.5 teaching hour.
The academic staff with the highest-ranking performance in each faculty is conferred an award by Administrative Board of University.

THIRD PART

Administrative Staff Performance Assessment and Quality Improvement Board (ADAQIB):

Establishment and composition

Article 10-The members of ADAQIB are proposed by the Administrator of the University and elected by Academic Senate. The Board is composed of at least three and at most five members including Head of the Human Resources Office and one member from the PCQA. The members of the Board are preferred to be experts or personnel with long-standing experience in the field of quality improvement, strategic planning, internal control and institutional evaluation.

ADAQIB carries out its functions and activities under the PCQA.

The Academic Senate also elects among the members of the ADAQIB the Chairperson of the ADAQIB who chairs the Board. In case the Chairperson of the ADAQIB is not present at the meeting, the Board is chaired by the most senior member.

The Quality Assurance Officer is the rapporteur of the ADAQIB.

Mandate of the members of the Board

Article 11-The mandate of the members of the ADAQIB is two years. The members of the ADAQIB can be re-elected.

Duties of the Board

Article 12-The duties of the ADAQIB are as follows:

a) Assures the coordination of the Strategic Planning process in the administrative units and at the same time, in the context of the strategic plan and goals performs the assessment of administrative services, ensures quality development and performs every other duty in this framework by also publishing the results;
b) Ensures the internal control of standards in administrative units, prepares the Action Plan of Internal Control in administrative units, and manages and coordinates the work in this framework;
c) Determines the required procedure as well as the measurement and assessment criteria for performance evaluation of administrative staff;
d) Prepares and submits recommendations for amending *the Directive of Epoka University "On Academic and Administrative Performance Assessment and Quality Improvement"* to the Academic Senate of the University.
e) Carries out analysis and reports annually on the administrative staff performance assessment according to the *EPOKA Procedure on the "Administrative Staff Performance Appraisal"* in collaboration with the Internal Quality Assurance Office and the Human Resources Office.

Conferring of award to the administrative staff

Article 13 - The administrative staff with the highest-ranking performance is conferred an

award by Administrative Board of University.

Timing of meetings

Article 14- The ADAQIB gathers in a regular meeting at least once into two months. In case it is deemed as necessary, the Chairperson can convene an extraordinary meeting.

FOURTH PART

External Evaluation and Quality Certification

Period and calendar of the external evaluation

Article 15- The University can apply for the Certificate of ISO for Quality Evaluation, aiming at the evaluation in general of the University or of one or more units, in such aspects as the self- evaluation process, management, education, research and quality of the administrative services. In the year during which the external evaluation takes place no internal evaluation can be carried out.

Quality improvement and validity period

Article 16-At the end of the external evaluation, the University or unit is granted the "Quality Certificate" which represents the quality and level of development of the quality.

FIFTH PART

Publication of Results, Awards and Expenses

Publication of the results of the evaluation

Article 17-The external and internal evaluation report of the University and the Report of the ACAQIB and ADAQIB are published in the website of the institution.
Conferring of awards for good implementation

Proposal on the conferring of awards

Article 18- Aiming at increasing staff motivation, the ACAQIB and ADAQIB propose to the Administrative Board of the University, the conferring of awards for academic and administrative units with regard to the duties performed in the context of this regulation.

The Expenses on the Work on Quality Field

Article 19-The Rectorate can request the outsourcing of certain services concerning the duties to be performed according to this regulation.

Entrance into force

Article 20-This directive enters into force in the day of approval by the Academic Senate after receiving the preliminary approval of the Administrative Board in compliance with the provisions of Article 16, point 1/d of the Statute.

Enforcement

Article 21-The enforcement of this directive is ensured by the Rector of the University.