	EPOKA UNIVERSITY REGULATION “ON THE ORGANIZATION AND FUNCTIONING OF THE PERMANENT COMMISSION ON QUALITY ASSURANCE				
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FIRST PART

Purpose, Legal Basis and Definitions

Purpose

Article 1: The purpose of this regulation is to define the internal organization, powers and duties and the functioning of the Permanent Commission on Quality Assurance (hereinafter referred to as "commission").

Legal Basis

Article 2: This regulation has been prepared pursuant to Article 103 of the Law No. 80/2015, dated 22.07.2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and Articles No. 32 and No.35 of the Statute of EPOKA University.

Definitions

Article 3: The following definitions mentioned in this regulation shall have the following meaning:

University: EPOKA University

Academic Senate: The highest collegial academic decision-making body of the University.

Permanent Commission on Quality Assurance: A collegial body at the institutional level which carries out functions in the areas defined in the Statute of the University that are mainly related to the guaranteeing of the quality standards of the university and its study programs.


Student Council: The independent body representing students through their democratically elected representatives.

Internal Evaluation: The periodic evaluation of quality results in teaching and learning, research, human resources, financial resources, infrastructure, public relations, international relations, social and cultural activities as well as work in the context of quality development and enhancement.

External Evaluation: The external evaluation from an independent national or international institution of quality aspects as: teaching and learning, research, human resources, financial resources, infrastructure, public relations, international relations, social and cultural activities as well as of the internal quality assurance system at the University.

Quality Assurance Strategy: The approaches which define the directions and attitudes, aiming at increasing the quality as well as improving and developing the services offered by the University.

Drafting Unit	Controlling Unit	Approving Unit
Permanent Commission on Quality Assurance	Institutional and Legal Affairs Office	Academic Senate

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Quality Assurance Action Plan: The plan which defines the measures and actions to be taken, responsibilities, timing and resources in order to achieve the strategic goals on quality assurance.

SECOND PART

Permanent Commission on Quality Assurance

Establishment

Article 4: The Permanent Commission on Quality Assurance consists of at least eight members as follows:


- Chairperson of the Commission;
- A member of the full-time academic staff from each main unit holding at least the "Doctor/PhD" scientific degree and without high-level managing duties;
- At least two members of the administrative staff;
- A representative of the alumni of the University;
- An external expert with a distinguished experience in quality assurance issues;
- The Vice-President of the Student Council on quality assurance issues.

Functions of the Commission

Article 5: The main functions of the commission are as follows:

- develops policies and procedures on internal quality assurance, which are approved by the Academic Senate;
- develops quality assurance standards in accordance with the Quality Code, which are approved by the Academic Senate;
- oversees the implementation of policies, procedures and standards on internal quality assurance at the university;
- carries out the periodic evaluation of teaching and research activities, monitors and coordinates activities undertaken in the framework of academic and administrative evaluation, and ensures the enhancement of quality through evaluation reports, periodic control as well as the monitoring of the enhancement of quality at the University;
- after each evaluation, reports to the Academic Senate on the results and respective proposals;
- plans and coordinates the implementation of the internal and external evaluation procedures of the University, as well as of its study programs, in accordance with the legal framework in force, state quality standards, as well as the regulations, guidelines, policies and procedures of the University;
- organizes training activities for the continuous professional development of staff;
- prepares a draft of the Strategy on Quality Assurance and develops action plans for the implementation of this strategy after its approval by the respective bodies of the University.

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The commission shall perform its duties in compliance with the internal regulations and adopted procedures of EPOKA University. The commission shall have operational autonomy and access into all the data of the University.

The Mandate of the Members of the Commission

Article 6: The members of the commission are elected by the Academic Senate for a two-year term with the right of re-election.

Meetings and Decision-Making of the Commission

Article 7: (1) The commission convenes at least once every two months.

(2) The commission meeting is convened and chaired by the Chairperson of the commission.

(3) The agenda of the meetings is confirmed by the Chairperson of the commission.

(4) In the first meeting of the commission, the Deputy Chairperson is proposed by the Chairperson of the commission among the academic staff members of the commission and is elected by a simple majority of members. The Deputy Chairperson of the commission chairs the meetings in the absence of Chairperson.

(5) The meeting is considered valid if attended by at least half of its members. If less than half of its members attend the meeting, it is postponed for another date.

(6) The Chairperson of the commission starts and ends the meeting, guides discussions, makes conclusions and announces the decisions adopted at the meeting.

(7) The commission takes decisions by the simple majority of votes by members attending the meeting.

(8) In case of equality of votes, the vote of the Chairperson of the commission is decisive.

(9) The Quality Assurance Officer acts as the rapporteur of the commission.

(10) The decisions of the commission are signed by the Chairperson, whereas the minutes are signed by all members.

(11) The Chairperson of the commission ensures the implementation of the decisions taken by the commission.

(12) The Chairperson of the commission has the right to give a task of implementing individual decisions to a commission member.


(13) The original minutes and decisions of the commission are permanently archived in the University archive.

Units Operating under the Commission and their Responsibilities

Article 8: (1) The units under the commission are as follows:


- a) Internal Quality Assurance Office;
- b) Curricula Development Commission;
- c) Exam Board.

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- (2) The members of the units which operate under the commission are approved by the Academic Senate upon the Rector's proposal.
- (3) The units report to the commission and implement the decisions taken by the commission.
- (4) The responsibilities of the Internal Quality Assurance Office are as follows:
- periodically assesses the results of teaching and scientific research activities in the main units of the University, in accordance with quality standards.
 - conducts exploratory studies to evaluate student employment and the effectiveness of the programs offered by the University.
 - at the end of each semester, before the exam season, organizes the student questionnaire on the quality of teaching concerning the courses of each study program.
 - performs other tasks assigned by the Permanent Commission of Quality Assurance.
- (5) The responsibilities of Curricula Development Commission are as follows:
- reviews and takes decisions on all proposals for new courses and changes to be carried out in the existing courses of the curricula of the study programs offered by the university;
 - recommends the approval of new courses and changes in the existing courses of the curricula of the study programs offered by the university;
 - provides support and advice to the respective departments on the development of curricula.
- (6) The responsibilities of the Exam Board are as follows:
- establishes guidelines and instructions for the organization of midterm exam, final exam, resit exam and additional exam;
 - monitors that the rules on the organization and invigilation of the exams are duly implemented by all involved staff members;
 - monitors that the midterm exam, final exam, resit exam and additional exam are conducted in compliance with the exam schedule approved by the Decanate of the respective Faculty;
 - monitors the quality assurance of tests and exams;
 - evaluates the measures taken by Faculties in cases of fraud as determined in the Regulation of EPOKA University “On Student Discipline”;
 - evaluates objections concerning exams (grade appeals) and the decisions of Faculties as determined in the respective regulations of EPOKA University;
 - reviews the grade statistics and grade appeal statistics for the preceding semester based on Faculty reports;
 - prepares an annual report of its activities.

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THIRD PART

Final Provisions

Issues not defined in the regulation

Article 9: Issues related to the work and decision-making of the commission that are not defined by this regulation shall be agreed upon by commission members through separate decisions.

Amending of the regulation

Article 10: Any amendments to this regulation shall be proposed by the commission to the Academic Senate of EPOKA University.

Entrance into force

Article 11: This regulation enters into force on the day of approval by the Academic Senate of EPOKA University.

Enforcement

Article 12: The enforcement of this regulation is ensured by the Rector of EPOKA University.

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