



Republika e Kosovës
Republika Kosova - Republic of Kosovo



Agjencia e Kosovës për Akreditim
Agencija Kosova za Akreditaciju
Kosovo Accreditation Agency

AAB College
CYBER SECURITY AND INFORMATION SYSTEMS
Bachelor professional program

ACCREDITATION

REPORT OF THE EXPERT TEAM

13.05.2019, Pristina



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1. INTRODUCTION

1.1. Context

Date of site visit: 13.05.2019

Expert Team (ET) members:

- Prof. Dr. Balint Bachmann
- Prof. Dr. Peeter Normak

Coordinators from Kosovo Accreditation Agency (KAA):

- Avni Gashi, Acting Director of KAA
- Shkelzen Gerxhaliu, Senior Officer for Evaluation and Monitoring
- Arianit Krasniqi, Senior Officer for Evaluation and Accreditation

Sources of information for the Report:

- Self-Assessment Report
- Course descriptions (syllabi)
- CV-s of academic staff
- Strategic Development Plan for 2018-2022 of AAB College
- Public web of AAB College (<https://aab-edu.net/>)
- Other documents provided by request (incl. Quality Assurance Guideline)
- Meetings with the management, responsible persons for the study program, quality assurance representatives, teaching staff and employers.

Criteria used for program evaluation:

- *KAA Accreditation Manual*
- *National Qualifications Framework*

1.2. Site visit schedule

(12th May)

19.45	Meeting at the Reception of the Hotel
20.00	Working dinner



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(13th May)

08.30	Meeting at the reception of the hotel
09.00 – 09.30	Meeting with the management of the faculty of Computer Science
09.35 – 10.35	Meeting with the head of the study programme
10.40 – 11.15	Meeting with quality assurance representatives
11.20 – 12.10	Meeting with teaching staff
12.10 – 13.15	Lunch break
13.20 – 13.50	Visiting tour of the facilities and infrastructure
14.00 – 14.50	Meeting with students and employers of graduates
14.55 – 15.40	Meeting with graduates and employers of graduates
15.45 – 16.00	Closing meeting with the management of the faculty and program

1.3. A brief overview of the institution and program under evaluation

AAB College is the biggest non-public higher education providing institution in Kosovo. It offers a wide range of study programs at BA and MA level as well as professional study programs. About 50% of its academic services and about 70% of administrative services are digitalized. Its mission is the following: “AAB College applies the most up-to-date approaches to teaching and research, provides perfect working conditions and studies for students of all levels and for teachers, including the latest technologies, enabling a friendly, academic and developing environment, actively contributes to social and economic life of the country and realizes quality programs of international cooperation in higher education and in scientific research. In this sense, AAB cultivates a secure environment that enables creativity, critical thinking, tolerance, and high ethical values of teachers and students within a lifelong education framework.”

The vision of AAB College is to become a leading education and research institution that exemplifies the best national and international quality, values and traditions in higher education and promotes high standards of academic and research life at home and abroad, in line with new technological developments.

The bachelor professional program *Cyber Security and Information Systems* is a three-year study program with four mandatory courses in semesters 1-5, one elective course in semesters 3-5, and Project (Thesis) in 6th semester together with additional two mandatory courses. As the learning outcomes, the graduates should be able to:

- Apply theoretical knowledge of information technology and implementation of security strategies in solving real problems;

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- Implement various security techniques and strategies in information systems;
- Apply key concepts of programming languages to the security of information systems;
- Understand computer network protocols and implement security in different network devices
- Simulate various attacks on the information system infrastructure and demonstrate strategies for safeguards against them;
- Analyze and evaluate online risk versus cyber security standards;
- Monitor and control security in the infrastructure of various information systems;
- Understand, design and implement security in the database management system infrastructure.

The course descriptions describe the purpose of the course, the content of the course, expected learning outcomes, the main literature, teaching methods, assessment of students and the main principles of studies (called “Academic policies”).

2. PROGRAM EVALUATION

What follows are the comments on each standard, numbered according to the numbering of the standards in the *KAA Accreditation Manual*.

2.1. Mission, objectives and administration

- 1.1. The mission statement of the College is published in the web (both in Albanian and English languages) and includes the aspects of teaching, research and community service. The mission statement does not specify any subject area of the college. The administration of the college has named computer science, media and mass-communication as priority areas of academic activities. Therefore, although not explicitly stated, the study program complies with the mission statement of the College.
- 1.2. As it stands in the Self-evaluation Report (SER), “The proposed Professional Bachelor Program in Cybersecurity and Information Systems has been drafted by collecting inputs from various relevant stakeholders, ranging from local experts who are directly involved in industry, from various companies with which AAB College has agreements of cooperation, as well as by public institutions that regulate the legal framework in Kosovo in the field of cyber security.” The learning outcomes (p 182 of SER) list the expected skills of the graduates. Personality characteristics (individual responsibilities)

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are not explicitly mentioned among the intended learning outcomes. However, these are mentioned in SER (p 182) as something that are common to all study programs of the College. Some intended learning outcomes of general type (for example, communication and management skills) are in the syllabi of some courses.

- 1.3. Throughout the study, students are required to carry out specific projects in the industry (for 10 ECTS each) where they work in groups. Smaller projects are carried out in the regular courses. The teaching/learning process will be interactive where principles of active learning are used. The research work will be limited to the extent that students will collect data from the industry for the preparation of their projects.
- 1.4. The main document stating the structure and administration is a thorough (30 pages) *AAB College Statute*. There were 33 other documents about specific policies and regulations listed in the public web (<https://aab-edu.net/en/about-aab/policies-and-regulations/>), from which about half are freely available in English. However, the Albanian versions of these documents are not in the web (<https://aab-edu.net/per-aab/aktet-universitare/>). Moreover, it seems that some important documents are missing in the list (for example, *Strategic Development Plan 2018-2020* and *Quality Assurance Guideline*). It was explained to the experts that private colleges do not normally publish policy documents and regulations in the web because they are competitors to each other.
- 1.5. Issues related to academic ethics are regulated by the *Code of Conduct* of AAB College (<https://aab-edu.net/assets/uploads/2016/10/Code-of-conduct.pdf>). The college considers high ethical values as one of its strengths. Additionally, the *Regulation on Studies* considers the actions to be taken in case somebody (student, teacher or any other employee of the College) violates ethical or moral norms.
- 1.6. The Faculty management compiles semi-annual reports where the progress of the teaching process is analysed, the main difficulties are identified and recommendations for improvement are proposed. There are set six strategic objectives for each intervention field of the College, and measures for each strategic objective determined.

Compliance level: Substantially compliant

ET recommendations:

1. Update the list of intended learning outcomes with general – not specialty specific – learning outcomes (for example, communications and team-working skills, readiness to follow established professional, ethical and intellectual property protection principles).
2. Make the main policy and regulatory documents publicly available in the Internet.



2.2. Quality management

- 2.1. The staff is quite enthusiastic about the study program, they were actively involved in the preparation of it through seminars and individual assignments. SWOT considers the fact that all academic staff and administration take actively part in quality assurance related issues as one of the strengths.
- 2.2. As already mentioned, the evaluations and planning for improvement is conducted on semi-annual bases. However, the coordination of quality assurance on the College level is divided – Quality Assurance Office (QAO) is dealing with teaching matters only. The issues related to research and development belong to the scope of Vice Rector for Research.
- 2.3. The recommendations made in semi-annual reports will be submitted to the Vice Rector for Academic Affairs who will review these in cooperation with the QAO. The observations are analyzed by the Rectorate, and the requirements for improvements are reviewed by the College's management.
- 2.4. Quality assurance and evaluations are regulated in the *Quality Assurance Guideline*. Quality assurance is declared to be one (out of six) intervention fields in the *Development Plan of the College*. Corresponding Strategic Objective is: “Provide increased support for transparent and participatory quality assurance procedures”. The – extensive – measures for realizing this Strategic Objective take three full pages in the Strategic Development Plan 2018-2020.
- 2.5. There is a quality assurance coordinator in the Faculty (Krenar Kepuska) who works closely together with the Quality Assurance Office of the College (QAO). The QAO prepares a work-plan for the upcoming semester for the whole College. Based on that, the Faculty plans are composed. The reports contain the most important teaching and learning related aspects: success rates of students, deficiencies, challenges, recommendations etc. Semi-annual reports are analyzed in the QAO.
- 2.6. As there are no students yet on the study program, survey data from students, graduates and employers are not collected (and the results not made publicly available). However, these will be done according to the regulations of the College.
- 2.7. An analysis of the study process and related aspects (including data on student attendance) recommendations for improving is made at the end on each semester. All internal partners – students, teachers, administrative staff – are involved in the analysis.
- 2.8. A thorough in-depth analysis on the overall quality of study programs is conducted at least once within three years.



- 2.9. For each semester, a *Quality Assurance Activity Plan* is composed. This Activity Plan covers all important aspects of quality assurance: standardization of syllabi, monitoring of the implementation of syllabi, assessment of academic and administrative staff etc.

Compliance level: Fully compliant.

ET recommendations: there are no recommendations.

2.3. Academic staff

- 3.1. The SER contained a table that had the following fields: Name, Surname, Scientific degree, Engagement, Workload per week. More detailed data were given in the CV-s of academic staff. 15 CV-s were submitted (there were 15 names listed as teachers teaching on the study program). However, five CV-s were from the persons not listed in the SER as teachers of the study program (and, consequently, five CV-s of persons from teachers' list were missing).
- 3.2. The legal requirements on the occupation of the teaching staff are fully met.
- 3.3. Legal requirements are met on the employment of teaching staff: academic staff do not cover, within an academic year, more than two teaching positions (one full-time, one part-time).
- 3.4. About 59% of teachers are full-time, and they cover about 58% of the courses. Remark that the turnover of academic staff is relatively high – only 50% of full-time academic staff has been employed by the College more than three years.
- 3.5. There are four full time teachers with PhD (Ilir Keka, Laurik Helshani, Avni Pllana, Jusuf Qarkaxhija) on the study program (at least three is required).
- 3.6. The staff members have participated in average on one scientific conference each year. Some have attended continuing education courses offered mainly by AAB College. However, no additional funds are foreseen for supporting long-lasting professional development abroad (sabbaticals, in-service training *etc*). This would be especially necessary for PhD candidates for finalizing and defending their PhD thesis.
- 3.7. The responsibilities of the teaching staff are determined in the Statute of AAB College and other internal regulations (including *Regulations on the Systematization of Jobs*). These comply with the Administrative Instruction on Accreditation of Higher Education Institutions. The academic staff is also supposed to take part in the planning, preparation and implementation of projects in the relevant field.



- 3.8. After the end of each semester, the academic staff will be assessed by the students. Assessment is anonymous and is conducted electronically. Self-evaluations are reflected in semi-annual reports; these are discussed with the Dean. The ET was not given evidences about making the evaluation results publicly available.
- 3.9. A Quality Assurance Activity Plan that is composed semi-annually foresees – among other aspects – also trainings for academic staff on curriculum design, teaching methodology etc.
- 3.10. No teacher has reached the retirement age – the teachers are up to 52 years old.

Compliance level: Fully compliant

ET recommendations:

1. Introduce additional support measures for increasing the share of academic staff with long-term full-time employment.
2. Assign dedicated resources for supporting professional development of the staff in the budget.

2.4. Educational process content

- 4.1. The study program is unique in Kosovo and the graduates widely needed. The fact that it focuses on the development of practical skills of the students is also commendable. However, there are some aspects that were not explicitly discussed in SER:
 - 4.1.1. The general conception of the study program remains unclear. Deciding on the skill-set the graduates should be equipped (Page 182 of SER), *Cyber Security* would be much more adequate title of the study program.
 - 4.1.2. Missing general conception makes it difficult to assess the coverage of the scope by the courses. For example, *Curriculum Guidelines for Post-Secondary Degree Programs in Cybersecurity* of ACM recommends to divide the core content of cyber security curricula into the following knowledge areas: 1) Data Security, 2) Software Security, 3) Component Security, 4) Connection Security, 5) System Security, 6) Human Security, 7) Organizational Security, 8) Societal Security
(<https://www.acm.org/binaries/content/assets/education/curricula-recommendations/csec2017.pdf>).



- 4.1.3. The relation between the learning outcomes of the study program and separate courses remain partly hidden. For example, the graduates should be able “Analyze and evaluate online risk versus cyber security standards”. On the other hand, the terms “online risk” and “cyber security standard” are not mentioned in the course descriptions. Some confusion in the terminology used – as it came out during the interviews with the academic staff – was possibly caused by the fact that the course descriptions have been translated from Albanian, and have afterwards not been double-checked by the teachers.
- 4.1.4. It is also widely accepted that there should be an emphasis on the ethical conduct and professional responsibilities in cyber security study programs. However, problems related to ethics are not mentioned in the content descriptions of the courses (syllabi).
- 4.2. Relatively big part of the study program is devoted to the project work: 58 ECTS (including the thesis) to the projects and additional smaller projects inside the courses. The graduates will certainly be equipped with project skills. On the other hand, there is no course where students will be taught how to prepare and run projects. Such a big share of credits assigned to projects limits opportunities to include additional courses to the study program. For example, there is only one mandatory course in computer programming!
- 4.3. There are eight intended learning outcomes listed in the SER. These present in totality a coherent and compact set. The formulation of the learning outcomes could be partly improved, these should be more general than learning outcomes of separate courses. For example, the learning outcome “*Understand, design and implement security in the database management system infrastructure*” coincides with one learning outcome of the course *Database Administration*. Concerning the content of separate courses, the following observations can be made:
- 4.3.1. Some key concepts are not mentioned in the course descriptions, like graphs, binary coding etc.
- 4.3.2. Algorithms that are fundamental in programming are mentioned only in the syllabus of the Cryptography course. As the algorithms in this course are of specific type, the skills for composing general algorithms that are needed, for example, in programming, are not targeted.
- 4.3.3. As the SER states that 40% of the study programme is devoted to “general subjects in information systems” (p 182 of SER), it is obvious that computer programming, databases, computer networks and operating systems is considered belonging to the scope of information systems. On the other hand, some fundamental topics of information systems (Enterprise Architecture,



Foundations of Information Systems, Systems Analysis and Design, Data and Information Management etc) are not present in the study programme.

- 4.3.4. The title “Cyber Security and Information Systems” is not quite adequate because the study program does not contain some fundamental topics of information systems (see the comment 4.3.3). Even the name “Cyber Security in Information Systems” as it is in the Albanian version of the study program, is confusing. Remark that this issue was also raised by employers during the discussion with them.
- 4.4. The syllabi contain all the necessary components and were submitted in electronic form.
- 4.5. The language of instruction is Albanian.
- 4.6. The first class is always devoted to the Introduction of the course, where all essential aspects related to the course will be discussed.
- 4.7. Each syllabus contains separate sections Teaching Methodology, Evaluation and Academic Policies where the specifics of teaching and assessment are presented.
- 4.8. The specifics of assessment will also be discussed during the first class.
- 4.9. As the study program has not been launched yet, it was not possible to assess to what extent the standards for verifying student achievement are valid and reliable. However, the *Quality Assurance Guidelines* foresees mechanisms for verifying standards of student achievement.
- 4.10. The *Regulation on Studies* states the procedures to be taken if students are inadequately or inconsistently assessed.
- 4.11. There is no industrial practice course in the study program. Instead, there are projects during semesters II-V where students are supposed to become “familiar with the characteristics of an industrial environment”. According to the *Regulation for the development of practical work outside the college*, a professional learning plan will be composed for each student that should be followed by the employer and the student.
- 4.12. The SER lists a big number of companies with whom a cooperation agreement has been signed.

Compliance level: Substantially compliant.

ET recommendations:

1. Use “Cyber Security” as the name of the study program.



2. Take into account the *Curriculum Guidelines for Post-Secondary Degree Programs in Cybersecurity* of ACM in updating the study program, especially the recommendations from the Data Security, Software Security, Connection Security, System Security and Human Security (including social engineering and ethical aspects) knowledge areas.
3. Ensure that students will have necessary competences in project management before they start preparing and running the projects, either by introduction a Project Management course, or by assigning necessary number of hours for discussing relevant issues in the Lab Project course.
4. Remove the courses that are not tightly related to cyber security from the study program, to free some space for more relevant additional courses (and for turning some currently electives into mandatory).

2.5. Students

Remark. As there are no students on the study program, the comments in this section are based mainly on the requirements and procedures that are stated in the regulatory documents of the College.

- 5.1. The criteria for admission of new students are determined by the Senate of AAB College, according to the Statute of AAB College and in accordance to the legal regulations established by MEST and KAA.
- 5.2. The students enrolled must have finished secondary education, have successfully passed the *matura* test and possess personal documentation, such as certificates of education, ID card etc.
- 5.3. One group of students in the Faculty consists of maximum 80 students per lecture while for laboratory work and exercises maximum 40 students.
- 5.4. The communication of the students' evaluation results is made no later than 7 days from the date of the exam, according to the official schedule. If a student is not satisfied with the grade then (s)he has the right to make a written complaint to the Dean and request an evaluation through a commission.
- 5.5. The electronic student data management system retains all records for each student, including assessments, colloquium scores, final exam scores etc.
- 5.6. The exam from the same subject can be repeated up to 5 times (the 5th possibly to a commission).



- 5.7. At the end of each semester, the Faculty prepares a semester report in which, among others, the percentage of student success rate is reported. Improving student performance is one of the strategic objectives of AAB College.
- 5.8. Procedures related to academic misconduct, including plagiarism and other forms of copying are defined by the Statute of AAB and by the Manual and Regulation for Academic Misconduct. Through this regulation, it is determined what constitutes an academic misconduct, what constitutes plagiarism, copying during exams, and foresee the penalties that can be made in those cases.
- 5.9. All rights and obligations of students in terms of teaching, attendance of lectures, evaluation, etc. are determined in the *Regulation of Studies* and in the *Statute of AAB College*. The Statute is freely available in the Internet.
- 5.10. There is a separate document about students' transfer (Regulation for Students' Transmission).
- 5.11. The professors are obliged to hold consultations with the students at least 1 hour per week, as well as at least 1 hour per week will be held through the blog option (discussion) of the e-professor platform, if there is a request from the student. Additional hours of consultations with academic staff may be organized, except for mandatory consultation hours, involving at least 1 hour per week. Consultations can be organized in individual or group form.

Compliance level: Fully compliant

ET recommendations: no recommendations.

2.6. Research

- 6.1. The Professional Bachelor Program in Cyber Security and Information Systems is not a study program aimed at conducting scientific research, it is more labor-oriented and students will carry out professional practice in order to better prepare themselves for immediate employment after graduation or to better master their knowledge if they are already employed. There are currently no research groups in cyber security formed in the Faculty. The staff named Wireless security (including IoT), Social Engineering and Penetration Testing as possible priority research topics where there are perspectives to form research groups.
- 6.2. Expectations for teaching staff involvement in research and scholarly activities are specified in the work contract and in the *Regulation for the Promotion of Academic*



Staff. The performance in relation to these expectations is considered in semi-annual reports. Note that none of the teachers were involved in an international research and development cooperation project.

- 6.3. The research priorities are stated in Strategic Development Plan for 2018-2022: conducting projects advancing basic and applied research and serve to improve educational and scientific services at AAB. Criteria for the selection are set (one of the main criteria of these projects is the inclusion of new researchers and increase the relevance for the country's economic and social development). Funds are allocated also for supporting students' research projects.
- 6.4. The research of the academic staff is in general conducted on the topics of the study program, with some minor deviations.
- 6.5. The research of a majority of academic staff is internationally visible (for example, in *Google Scholar*). However, the four most productive (the number of publications, h-index, number of citations) staff (Huseyin Uzunboylu, Arianit Maraj, Mentor Hamiti, Ermir Rogova) have all part-time employment in AAB College. Although the total number of full-time teachers is bigger than the total number of part-time teachers, the total number of publications, h-indices and citations is for full-time teachers up to four times lower than these are for part-time teachers. Moreover, some academic staff does not have a single publication, and therefore does not comply with the competence criteria set for lecturers in the *Regulation for the Promotion of Academic Staff*.
- 6.6. Research is basically validated by scientific publications. The College issues twice a year a journal "Thesis" which applies a double anonymous reviewing.
- 6.7. According to the employment contract, each member of the academic staff is obliged to publish at least one scientific work within the year and to be engaged in other cooperation projects aimed at increasing the quality of teaching in the Faculty of Computer Science (FCS). However, this is not always the case. Note that the amount and quality of scientific output are not taken into account in the volume of teaching assignments.
- 6.8. The regular academic staff within the Faculty is obliged to publish papers on behalf of AAB College. It seems – according to the publications available to the ET – that this requirement is met.
- 6.9. Clear evidences that academic staff are encouraged to include in their teaching information about their research and scholarly activities were not provided in the SER nor during the discussions with the academic staff.
- 6.10. Issues relating to intellectual property are foreseen in the Employment contract of academic staff, Article 14, which stipulates that intellectual property rights in any work



that is done or created by the employee during the employment relationship (during the hours and in the workplace) shall be counted as the employer's work.

- 6.11. As mentioned above, the Professional Bachelor Program in Cyber Security and Information Systems is not a program aimed at conducting scientific research. Nevertheless, it is planned that future student groups will broaden their research fields bringing the most interesting projects that they will present, for example, during AAB days.

Compliance level: Partially compliant.

ET recommendations:

1. Determine 1-2 priority research and development areas in cyber security, and form and launch the research groups in these priority areas.
2. Ensure that the heads of research groups are internationally recognized professors with full-time employment in the AAB College.
3. According to the chosen priorities, set up dedicated laboratories.
4. Introduce incentives for intensification research and development activities, for example, by lowering the teaching obligations for those having higher amount and quality of scientific output.

2.7. Infrastructure and resources

- 7.1. The College has modern buildings and has spent considerable resources for buildings and equipment.
- 7.2. The budget is centralized; no financial plans at the level of the study programs is composed.
- 7.3. The study programs in the FCS uses – besides the classrooms – 5 labs that are only used by FCS students. The capacity of the laboratories is 68m² to 71m², totaling 352m², with the capacity of students from 30 to 40 students. There are in total 120 PCs in the labs. Concerning cyber security, the labs will be completely equipped as soon the study program is positively accredited (the labs had the minimum necessary equipment at the time of the site visit). The big majority of software necessary for teaching is Freeware. Similarly, big part of textbooks is freely downloadable from the Internet. The library has smaller rooms for group-work.



- 7.4. The number of lecture rooms and laboratories as well as the number of seats is sufficient.
- 7.5. There are two libraries in the building: the main library on the ground floor and another on the 1st floor. The latter contained textbooks in big quantities (copies). Additionally, there are several other places where students can learn and socialize. There are no specific group work rooms outside of library, lecture rooms can also be used for group work. The big majority of textbooks is published within last 10 years.
- 7.6. The facility possesses electrical stairs, elevators, emergency exits as well as the entire infrastructure which is needed for students with special needs.

ET recommendations: there are no recommendations.

8. OVERALL EVALUATION AND RECOMMENDATION OF THE ET

The study program is focused enough. The courses in cyber security (including the elective courses some of what deserve in fact to be mandatory) offer in totality a nice compendium of competences. On the other hand, the relatively big amount of credits assigned to projects restrict the opportunities to include some topics that are normally expected to be in cyber security study programs (see the comments above). As the fast majority of the courses deal with cyber security, the name **Cyber Security** would be much more adequate for the study program.

In conclusion, the Expert Team considers that the study program *Cyber Security and Information Systems* offered by AAB College is *Substantially compliant* with the standards included in the *KAA Accreditation manual* and, therefore, recommends to *accredit* the study program for a duration of *3 years* with a number of *30* students to be enrolled in the program (for the first run of the program; the number of students can be increased in later years, depending on the feedback from the first year).

Expert Team

Chair

Peeter Normak

(Signature)

(Print Name)

(Date)



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