RIT KOSOVO (A.U.K) COLLEGE

APPLIED ARTS AND SCIENCES / BSC

REACCREDITATION

REPORT OF THE EXPERT TEAM

May 2019, Prishtina

1

TABLE OF CONTENTS

1. INTRODUCTION

1.1. Context

Date of the site visit: 15th[th] – 16th of May 2019

Address: Germia Campus Nazim Gafurri, 21 Dr. Shpëtim Robaj

Expert Team

- Prof. Dr. Magdalena Platis
- Prof. Dr. Kristiina Tonnison
- Mr. Mikus Dubickis (Student Expert)

Coordinators of 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-Evaluation Report (SER) submitted by RIT Kosovo (A.U.K) College;
- Information obtained during the site visit;
- Meetings conducted with the management of the program, teaching and administrative staff, students, graduates, external stakeholders and employers of   graduates;
- Supplementary documents requested by the ET.

3

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3

Criteria used for program evaluation

- Standards and performance indicators for external quality assurance (Re/accreditation of bachelor and masters study programs) set in the Accreditation Manual
- National Qualifications Framework

Site Visit Program

15 May

19.45	Meeting at the Reception of the Hotel
20.00	Working dinner

16 May

08.30	Meeting at the reception of the hotel
09.00 – 10.20	Meeting with the management of the institution
10.20 – 11.20	Meeting with quality assurance representatives and administrative services
11.20 – 12.30	Lunch break
12.30 – 13.30	Meeting with the heads of study programs (Applied Arts and Sciences BSc)
13.30 – 14.30	Meeting with the heads of study programs (Professional Studies MSc)
14.30 – 15.10	Meeting with students
15.10 – 16.50	Meeting with graduates
16.50 – 17.30	Meeting with employers of graduates and external stakeholders
17.30 – 18.00	Visiting tour of the facilities and infrastructure
18.00 – 18.10	Internal meeting – Expert Team and KAA

4

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4

18.10 – 18.20   Closing meeting with the management of the institution

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

RIT Kosovo (A.U.K) College (RIT Kosovo) was founded in 2003 with the mission to deliver American education to students from Kosovo and around the world. RIT Kosovo is in agreement with Rochester Institute of Technology (RIT) of New York State, USA, to offer its degrees in Kosovo. Currently there are more than 400 students from more than 20 different countries studying at the College.

The College is mainly focused on offering one bachelor level program. During this program the students undergo a four year program, organized over two academic semesters per year, and upon completion are awarded Bachelor of Science degree in Applied Arts and Sciences. Within this framework, the first two years are of general education and in years three and four of the program, students have the options of two of the following six concentration:

- Economics and Statistics
- Management and Entrepreneurship
- Graphic Design & Multimedia
- Web & Mobile Computing (IT)
- Public Policy & Governance
- Peace and Conflict Studies
- Energy Policy Studies

RIT Kosovo has four goals that are part of the strategic plan listed below:

Goal One: Academic Excellence - Achieve recognized academic excellence through an ever-changing teaching and learning environment that best prepares students for the global workforce.

Goal Two: Research and Innovation - Collaborate to promote excellence in research that supports undergraduate education and innovation with results connected to Kosovo, the region, and/or the global community.

Goal Three: Resource Management - Maximize the use of human, technological and fiscal resources for financial sustainability.

Goal Four: Strategic Enrollment Management - Support a diverse and financially sustainable student body from recruitment to completion to employment.

5

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5

2. PROGRAM EVALUATION

2.1. Mission, objectives and administration

RIT Kosovo mission is "…to deliver an outstanding American education for students from Kosovo and the world through innovative curricular, experiential, and research programs in a student - centered culture". There is no official mission for the study program under evaluation – Applied Arts and Sciences - but in SER it is stated that "…the study program's mission offers innovation, adaptability and creative pathways that prepare students with professional and life skills for a global world". Taking into account both mission statements it is possible to conclude that the study program mission is in compliance with the overall mission statement of the institution.

Since RIT Kosovo is basically offering the identical program as it is offered by RIT in the main campus in the US, relevant academic and professional advice has been considered when defining the intended learning outcomes. The program has been successfully accredited also in the US and it is consistent also with the National Qualifications Framework and the Framework for Qualifications of the European Higher Education Area.

Currently the study program does not have an explicit well-defined overarching didactic and research concept, but despite this there is strong didactical background (student oriented teaching) and research mentality within the institution. Teachers are applied various innovative, interactive teaching methods and research is focused on as much as it is needed for good quality teaching. E.g. as part of the degree program, students are required to complete a Senior Capstone project in their final year including elements of research methodology, report writing, and didactic conclusions. Syllabi are updated constantly (mostly based on the input from the main campus, but not only). Currently the institution is mainly focused on teaching and based on that research activities are not the main priorities.

6

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6

Within universities there are formal policies, guidelines and regulations dealing with recurring procedural or academic issues. They are available to all staff and students. As part of RIT family RIT Kosovo abides by RIT's Policy Prohibiting Discrimination and Harassment, which forbids any form of discrimination and harassment, and forms part of conditions of employment.

There are also ethical guidelines about how to conduct research, to do teaching and implement assessment in academic and administrative activities. All staff and students must comply with quality assurance part of which are ethical integrity that lists the basic forms of academic and administrative dishonesty, and include cheating, duplicate submission, and plagiarism.

Most policies, regulations, terms of reference and statements of responsibility relating to the management and delivery of the program are reviewed regularly (mostly annually) and amended (if warranted) accordingly. There is a set of performance indicators both for each degree program and for each course at RIT. Main Campus has developed a bunch of indicators to measure the performance of each study programs. The benchmark for the course and program performance indicators are measured every semester and are reported annually to RIT's the office of Educational Effectiveness Assessment. All submissions are reviewed to determine if the set benchmark is met and recommend how make changes to improve the quality of the program. RIT Student Information System (SIS) is the platform where all information related to students' course completion, and program progression is stored. Data generated are used to analyze pass and completion rates, potential grade inflation per course, semester, over time, or member of faculty.

Compliance level: Substantially compliant

ET recommendations:

1. To consider formulating the official mission of the program Applied Arts and Sciences in Kosovo that reflects its unique place in the local higher education market.

2. To keep on putting emphasis on research mentality both among students as well as teachers.

2.2. Quality management

7

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7

Most of the staff has participated in self-evaluations and has cooperated with reporting and improvement processes in their sphere of activity. Additionally, RIT Kosovo has an extensive framework and practice of constant and thorough evaluations. E.g. all faculty/staff are required to submit an annual self-evaluations to show how they meet the expectation of the College. As part of policies on faculty evaluation that are at the end of year one for new faculty, at the end of every year for all faculty, and reappointment at the end of contract, all student evaluations that are provided for courses and faculty in question are analyzed against expected outcomes. Furthermore, every semester different faculty members are expected to participate in RIT's assessment of achievements of course learning outcomes that are then analyzed by RIT.

Based on the previous examples, it is evident that evaluation processes and planning for improvement are mostly integrated into normal planning processes. Managers of all division are required to evaluate their employee annually and provide them with detail feedback and recommendation for improvement. RIT Kosovo has designated specific resources for continuous development and improvement of faculty and staff.

University's quality assurance processes deal with most of the aspects of program planning and delivery, including services and resources provided by other parts of the institution. RIT Kosovo offers a wide array of related educational activities that support student development. These include experiential learning such as cooperative education; certificate programs; distance learning programs; the Academic Support Center; Study Abroad; service learning programs; programs at other sites around the world such as Main campus (NY), Croatia, Dubai, and the Dominican Republic; and the Honors Program. Each student upon enrollment into a program is assigned an academic advisor. Academic advisor will assist the student to map all aspect of the program, specific requirements of the degree program, Co-Op and internship requirement, etc.

Quality evaluations provide also an overview of quality issues for the overall program as well as of different components within it. As stated above, all programs are required by RIT to be evaluated annually and courses are evaluated every semester. The Outcome and Improvement Plan is submitted by the Office of Educational Effectiveness Assessment in the first week of November for consideration. Altogether, RIT has many assessment strategies at the levels of departments, divisions and universities.

RIT Kosovo quality assurance processes ensure both that required standards are met and that there is continuing improvement in performance. The whole system is rather impressive. The

8

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8

most impressive aspect is the fact that it is not just papers or documents or guidelines that are have been worked out (even if they all were worked out in the main campus), but the College has managed to put them into practice also in Kosovo. E.g. Academic Senate and Institute Curriculum Committee have developed and implemented curricular processes that require that both new and existing course syllabi include assessment of learning outcomes at the course and program level. In addition to course evaluations required to be carried out by students, different areas of academic program are required to undergo a goals performance measurement process, with data collected and analyzed by RIT, and then used for improving course quality and deliverance. The data is made available to the faculty after grades for the courses have been submitted in the system.

Survey data is being collected from students and graduates, and partly also from employers. RIT Kosovo implements an exit survey with all graduating students to assess several areas of institution's operations, teaching quality, effectiveness of program, and etc. The data is collected on annual basis and trends are analyzed. Each year, RIT Kosovo conducts also a survey with alumni to collect information regarding employment, further studies and college evaluation. In addition, employers survey during student co-op (internships) are collected and evaluated. All survey outcomes are evaluated and are made publicly available.

Results of the internal quality assurance system are taken into account for further development of the study program and the reports on the overall quality of the program are prepared periodically. Also the quality assurance arrangements for the program are themselves regularly evaluated and improved. RIT Kosovo curriculum is evaluated and improved continuously to ensure that the academic programs meet the goals set in the RIT Kosovo Strategies Plan. Furthermore, the College tests the effectiveness of the learning process against the labor market, where according to the most recent survey ca 80% of the graduates report that what they have learned is applicable in the work environment.

Compliance level: Fully compliant

ET recommendations:

1. To continue with current substantial and thorough evaluation system.
2. To involve employers more in program development and design as much it is possible within the framework given by the main campus.

9

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9

2.3. Academic staff

The employment rules are well in place at RIT Kosovo. The academic staff has been selected on the basis of open competition where job vacancies and employment conditions have been clearly described. Administrative staff of the College makes sure that each position has a clear job description that is aligned to their functional responsibilities and strategic task. Each faculty/staff members has a clearly defined job description that outlines the major tasks as well as the required qualification. Based on the working contracts and requirements from Kosovo's KAA all teaching staff comply with the legal requirements concerning the occupation of teaching positions included in the Administrative instruction on Accreditation.

Based on the information received from the College all academic staff responsible for delivering the courses within Applied Arts and Sciences program have maximum two teaching positions, not more. Each academic year all faculty members are obliged to complete the Avoidance of Conflict of Interest & Declaration of Professional Responsibilities Form. Each faculty member must report any commitment that occurs during the course of everyday academic life. This includes self-reporting any part time or full time employment. If after the evaluation by Dean, a conflict is found to be significant or unacceptable, it shall be removed of responsibilities and teaching commitments at RIT Kosovo could be reduced or terminated.

During the academic year 2018/2019 there were altogether 16 FT academic persons and 11 PT academic persons working both for the College and for the program. Based on this numbers the full-time academic employees make up for 57%. Out of total 139 sections taught throughout the academic year 122 sections (88%) are taught by full-time faculty and 17 sections (22%) are taught by adjunct faculty. The requirement to have for every 60 ECTS credits and for each student group at least one full time staff with PhD title is met as well as 11 full-time faculty have PhD title or equivalent artistic title teaching in the program.

The College is also offering quite a few opportunities for additional professional development for teaching staff. All faculty are allowed to have class release time in order to conduct research or participate in projects that are part of professional development. In addition, faculty/staff can request for assistance if they are facing any difficulties. All request are reviewed by the appropriate supervisors and presented to the Dean of faculty and the college

10

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10

President for approval. Additionally, Training Programs in teaching skills are provided through Faculty Development Center and the Training and Development Institute (TDI).

The responsibilities of all teaching staff at RIT Kosovo, especially full-time, include the engagement in the academic community, availability for consultations with students and community service. All full time faculty is expected to carry out their professional obligation in these three traditional areas: teaching, research, and service.

Academic staff evaluation is conducted regularly and thoroughly through class student survey, peer class observation, and self-evaluation. All faculty is required to undergo annual review, and re-appointment review at the end of contract. In addition, newly hired faculty is required to undergo a first-year review. All full-time faculty is required to submit an annual report of their activities that include teaching, research, and service. Furthermore, they have to submit a portfolio of their activities upon conclusion of their contact to be reviewed by the Dean of faculty in order to make recommendation to the college President to renew their contract.

Strategies for quality enhancement include improving the teaching strategies and quality of learning materials. Faculty Development Center that is overseen by the Dean of Faculty provides different trainings throughout academic year to improve teaching strategies, quality of learning materials, and access to research. Further resources are accessible through the RIT's Educational Effectiveness Assessment to help faculty improve the design of syllabi and teaching strategies and new pedagogical techniques.

At RIT Kosovo teachers retired at age limit or for other reasons lose the status of full-time teachers and are considered part-time teachers. It is mandatory at RIT Kosovo that the employment contract will be concluded with an employee who reaches the pension age, i.e. sixty-five (65) years of age. Therefore, RIT Kosovo issues a Contract for Work (part-time contract) that will not exceed 120 days and the faculty member is considered as a part-time faculty (adjunct faculty) if they desire to continue work at RIT Kosovo.

Compliance level: Fully compliant

ET recommendations:

1. To look for additional possibilities and funds for professional development of teachers, both in the form of in-house trainings as well as in the form of out-house activities (also international cooperation projects and conferences).

11

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11

2. To foster the system of possible Erasmus exchanges among teaching staff.

3. To leaver more spare time for teachers to do community service and consultation projects/applied science.

2.4. Educational process content

The study program is modelled on qualification objectives. These include subject-related and interdisciplinary aspects as well as the acquisition of disciplinary, methodological and generic skills and competencies. To complete a Bachelor's degree at RIT Kosovo a qualified student must: 1. Complete General Education Requirements   2. Complete an Immersion (or Minor)   3. Complete two of the Seven Professional Concentrations (listed in the introduction). The framework moves through three educational phases designed to give students a strong foundation, an introduction to fundamentals of liberal arts and sciences disciplines, and the opportunity for deeper study and integrative learning through immersion in a cluster of related courses. The disciplines within the curriculum are provided in a logical flow and they meet the general and specific competencies to be expected from such a program.

 The study program complies with the National Qualifications Framework and the Framework for Qualifications of the European Higher Education Area. The study program offered at RIT Kosovo is 100% duplicate program that is offered at RIT main campus in Rochester, New York. Rochester Institute of Technology is accredited by United States Higher Education standard, which which is also recognised by Council for Higher Education Accreditation. The program also meets specific approved general education learning outcomes in the US and New York State Education Department liberal arts and sciences requirements.

The disciplines within the curriculum are provided in a logical flow. All courses have similarly structured very thorough syllabi that list the required information in clear way. All syllabi at RIT Kosovo have to use the RIT templates. Upon start of each class, the professors discuss the syllabus with all students to make sure that the expectations of student responsibilities are well understood.

Language of instruction at RIT Kosovo is English only. In order to be considered for admission at RIT Kosovo students need to demonstrate their proficiency in English (via

12

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12

TOEFL) and Math, as well as proof of successful completion of high school at a high standard. Based on the entrance exam results, students are classified in two different enrollment categories: regular admission and conditional admission. In case of regular admission, students start with the Writing Seminar and Interdisciplinary Math I classes, which are considered to be the highest level classes for a freshmen student. In addition, they are allowed to register up to three other RIT credited classes. In case of conditional admission, students take intensive English and Math classes during the first academic semester. After successful completion, students take the Writing Seminar and Interdisciplinary I classes. In addition, they get to take up to two other RIT credited classes, based on their assigned class schedule.

The student-teacher relationship is a partnership in which each assumes the responsibility of reaching the learning outcomes. According to the interviews the student-teacher relationships are managed professionally and well. Both the content and challenges of certain classes are discussed with students openly. Teachers are free and flexible to choose the concrete methods in order to meet the needs of different groups of students. Based on the site visit, teaching strategies are fit for the different types of learning outcomes programs are intended to develop.

RIT implements a campus-wide process to support student learning and program improvement. The annual Academic Program Improvement Progress Report Data is an integral component of institution's assessment practices. Progress Report Data is collected and analyzed and provides an in-depth look at how program assessment practices provide evidence of academic quality, how well students are achieving program benchmarks and how data are used to inform decisions and changes that lead to improvements.

The office of Educational Effectiveness Assessment review all submissions to determine if there is a clear articulation of how data is used to make changes to improve student learning, pedagogy, curriculum, programs, services, or assessment processes. Student achievement benchmarks, established by each program, provide detailed descriptions of an expected level of student performance and determined if the selected student-learning outcome was met based on assessment result.

Both according to students and graduates, student assessment mechanisms are conducted fairly and objectively, are appropriate for the different forms of learning sought and are clearly communicated to students at the beginning of courses. Appropriate and valid mechanisms are used for verifying standards of student achievement. Final course grades are

13

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13

a quantitative and permanent record of a student's performance in a course. Overall evaluation of all courses is based on 6 components. No student or graduate raised the complaints about inappropriate or invalid mechanism of verifying student achievements.

Within university there are also policies and procedures that include actions to be taken in to dealing with situations where standards of student achievement are inadequate or inconsistently assessed. All official communications about grade appeals are to be sent to students by certified mail with a return receipt or by another written or electronic method for which delivery confirmation is available. There are certain and concrete steps described that need to be made in order contest a grade starting from talk to professors and ending up with Appeals Committee and the Dean of Faculty.

Each RIT Kosovo student must complete two diverse Co-ops in order to be eligible for the Bachelor Degree. A Co-op is a cooperative education work experience in a private or governmental organization in Kosovo or abroad. It is a paid professional experience of 400 hours, which must be completed within 3 months (full-time students) or 6 months (part-time students). The Co-op must be a qualitative learning experience related to the student's career interests and should provide new challenges and opportunities. The Co-op & Career Services office acts as the point of contact for Employers as well as students when it comes to Co-op & Career opportunities.

One Co-op should be completed during the freshman and sophomore years and the other Co-op during the junior and senior years. Students who already have a full-time job can request that their employment be considered for fulfillment of the Co-op requirement. The Co-op requirement is worth 0 ECTS credits, however, it is a graded requirement and has to be registered like other regular classes. Co-Op and Career Services Office has several Memorandum of Understanding with Public and Private organization to support student placement in co-op's. Every year, Co-Op office organizes a Job Fair for students where many local companies participate in the aim to ease the transfer of students to the labor market.

Compliance level: Fully compliant

ET recommendations:

1. To continue to implement very thoroughly designed study process.

14

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14

2. To look for additional possibilities to advance students' foreign exchange and students possibilities for foreign Co-ops..

2.5. Students

There is a clear and formally adopted admission procedure for the prospective students for the program of Applied Arts and Sciences. All students enrolled in the study program posses a high school graduation diploma or other equivalent document of study. The successful completion of the following exams is required for admission: TOEFL/IELTS and the Institutional Math, or alternatively the SAT or ACT. Documents required for admission are: an online application, motivational essay, two recommendation letters, high school diploma and transcripts, and a copy of ID or passport. Admission requirements are consistently applied for all students.

The study groups are dimensioned so as to ensure an effective and interactive teaching and learning process. The program's philosophy is based on student centered learning and on the assumption that a group members must support each other through the failures as well as successes. Based on that faculty often assigns more complex, authentic problems to groups of students than they could to individuals. This also introduces more unpredictability in teaching, since groups may approach tasks and solve problems in novel, interesting ways.

According to the students and alumni the feedback to students on their performance has been given promptly and it has been accompanied by mechanisms for assistance if needed. The professors hold consultations both before the exam and after the exam to assist and counsel the students. All faculty is required to use the MyCourses tool that allows faculty to upload all course materials as well as keep track of grades and attendance. Through MyCourses performance, faculty is also required to use Starfish Early Alert and Starfish Connect. Starfish Early Alert is a web-based tool that allows an instructor to communicate via an academic alert directly with a student when they are concerned about their course progress and/or want to share feedback. Starfish Connect is a web-based scheduling tool for students and advisors. Once the faculty sends the alert to the students, an automatic notification goes to the student's academic adviser as well. The academic adviser then follows up with the student.

15

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15

The final results achieved during the entire process of studies for each subject are certified in the transcript of records. Students also acknowledged that in case of some special situation, flexible treatment of students is also provided by the teachers. Records of student completion rates are kept for all courses and for the program as a whole and included among quality indicators. Graduating students have to be approved certification by their academic adviser, which is done through a tool called AAR. All the courses listed in AAR are transferred there automatically from the student information system (SIS) which lists the courses finished and final grades.

Effective procedures are being used to ensure that work submitted by students is original. All faculty are required to use MyCourses when students submit assignments. The MyCourses tool is automatically linked with 'Turnitin' 'Turnitin' provides the faculty with the sources if the submitted work is plagiarized. RIT Kosovo has a plagiarism policy that is given to all students during the students orientation and is published in student Handbook.

Students' rights and obligations are made publicly available and promoted to all those concerned. The Undergraduate Student Bulletin includes also the Student Handbook and Policies. The same document covers also information about students' transfer between higher education institutions, faculties and study programs.

Academic staff is available at sufficient scheduled times for consultation and advice to students. Each 3-credit class comes with an additional hour of office hours per week. Each faculty's office hours are listed on their syllabus. In addition, Academic Support Center (ASC) is available to all student who may require additional help in math and English. The ASC offers a variety of initiatives and services to students, faculty, and staff. Also adequate tutorial assistance is provided to ensure understanding and ability to apply learning.

Compliance level: Fully compliant

ET recommendations:

1. To find additional possibilities to attract foreign students from neighbouring countries

2.6. Research

Currently the study program has not defined its own scientific/applied research objectives. Until now the research activities have been mostly part of teaching activities or based on

16

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16

professors' own interests and networks. The expectations for teaching staff involvement in research and scholarly activities are clearly there and research is considered in staff evaluation. Currently RIT Kosovo's Faculty Professional Development Program policy has been submitted to the Academic Senate for approval. The framework includes three components: teaching, scholarship and service. This document will offer additional push for research activities.

Policies for defining what is recognized as research is also codified in RIT Kosovo's Faculty Professional Development Program policy that is currently under review. There are certain guidelines directing to publish in recognized and indexed journals with high impact factors, but it is still a long way to go to reach this level. While talking about research activities at the College, often the staff is also referring to students' research during Senior Capstone projects in the final year of the studies. During this project different areas of the studies are integrated together that include elements of research methodology, report writing, and didactic conclusions.

Considering the academic staff at RIT Kosovo they have track record of some research results/conference participations on the same topics as their teaching activity, but it is still limited. The attendance at international conferences and symposiums are there, but it could be much higher. Some of the staff has been doing some consultation activities and/or some applied research projects, but real paid community service is still very far taking into account also current economic context of Kosovo. Based on that it is not possible to say that current research is internationally validated by international audience (except of some internationally more active professors, e.g . Chad Briggs, Fadil Sahiti, etc), but it is for sure validated by conferences, symposiums and publication with low impact factor.

RIT Kosovo Faculty are not currently obliged to publish once per year, but it is highly recommended that they find sources of funding to do so. As part of RIT strategic plan, President Munson required that RIT global campuses to participate in research and scholarly work in collaboration with RIT faculty. Also RIT Kosovo is encouraged to participate in such activities. Full-time faculty is publishing under the name of the institution. The list of publications extends to conferences, journal articles, and other projects.

All faculty are encouraged to apply their research into their courses in order to improve quality of courses and provide knowledge transfer. As part of RIT community RIT Kosovo

17

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17

adheres also to its policy on Intellectual Property. This extends also to students and their use of materials available both as physical copies in the library, and on RIT's online library.

RIT Kosovo faculty engage students in different projects to aid with their development and get a sense of real applications of theory, but mostly within the framework of normal studies. RIT Kosovo has also invested in the establishment of a small R&D Lab that will provide the tools for the faculty and students to engage in applied researched that can be implemented in tandem with the business community. RIT Kosovo tries to seek also additional financial resources through research and applied projects, e.g. project supported by Norwegian Embassy and Ipko Foundation.

Compliance level: Substantially compliant

ET recommendations:

1. To set reasonable aims for research activities while taking into account that most probably the core competence of RIT Kosovo will stay in teaching. Focus on applied research could be the most appropriate direction to take.
2. To look for additional local and foreign funding specially dedicated for (applied) research.
3. To start to develop relationships with business sector with focus on providing paid consultation by the experienced staff.
4. To take advantage in RIT policy to do common research together with the main campus.

2.7. Infrastructure and resources

The adequate long-term implementation of the study program Applied Arts and Sciences is ensured in quantitative terms as regards premises, human resources and equipment. The campus facility has been ensured by a recently signed 50 years lease with Municipality of Prishtina. The current campus can accommodate 800 students while preserving the standard of an average 1:20 faculty to student ratio. It has computer labs to support any course requiring computation. It houses Visual Arts Laboratory, graphic Design and Media Center, and is recently equipping a new 280 m2 R&D Lab. Through RIT the campus has access to the software, such as Minitab Statistical Software, and all other IT requirements for program delivery. All faculty use the available Information Technology resources: personal web page

18

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18

provided by the RIT Kosovo and RIT main campus web domain, MyCourses and SIS for communicating with students, RIT online Library, and classroom equipment such as whiteboards, flipcharts and video-projectors.

The number of seats in the lecture rooms, seminar rooms and laboratories are well related to the study groups' size. Depending on the nature and size of group, classroom are assigned at the beginning of each semester, to ensure optimal use of space for every course. As all RIT Kosovo students are provided with a pre-loaded laptop during the first week of studies, all classrooms are also on- demand computer labs, in addition to the dedicated computer labs.

RIT Kosovo library is equipped with quiet areas and group work sections, including sufficient level of books as required for delivery of the study program. Library premises have 67 seats available to students of RIT Kosovo for studying and reading. In addition, in order to make sure that students have a constant possibility to meet and study, both individually and in groups, the college keeps classrooms open and available to students for this purpose 24/7.

The collection development of the physical collection aims specifically in developing book stocks so it follows the overall curricula of the institution. Every year, 60% of the acquisitions budget is at disposal to faculty to suggest the latest professional literature which cannot be obtained electronically. RIT Kosovo library adds between 100 to 200 new titles each academic year to its physical collection. At the moment the physical library has 11808 items and 8818 bibliographic records. Subscriptions to the foreign publications and periodicals are covered though RIT common electronic databases, e.g. JSTOR, EBSCO, ProQuest Complete, SAGE Journals online, Academic Search Elite, etc.

There are no financial plans at the level of the study program, because the resources are managed on college level that has its adequate financial plan (also the only degree program that the college is currently offering is the program under evaluation – Applied Arts and Sciences). All financial analysis are conducted to include a five-year period to insure that financial health of the institution, based on current reserves, current and projected student numbers, with the added benefit of RIT being a guarantor that all enrolled students will be supported to complete their studies, either at main campus, or one of global campuses, in case of insolvency. Furthermore, RIT guarantees that every student enrolled in the program will complete the program regardless of the circumstances that RIT Kosovo might go through, thus ensuring the necessary human capital to provide the service in long run.

19

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19

The infrastructure and facilities dedicated to the implementation of the program is adapted to students with special needs. Both buildings have staircase access and suitable sloped ramp for all for students and staff with physical disabilities or other special needs. Academic building is also equipped with elevator that enables access to the upper floors.

Plans for additional improvement of infrastructure are part of RIT Kosovo strategic plan as well as the mid-term Development Plan through which RIT Kosovo seeks funding. The long term plans for RIT Kosovo is the expansion of campus buildings to include a new Multi-purpose building serving the students, an extended library, dormitory and entrepreneurship center in the long run.

Compliance level: Fully compliant

ET recommendations:

1. To try to seek for additional funding for infrastructure improvement as planned in RIT Kosovo strategic plan.

3. OVERALL EVALUATION AND RECOMMENDATION OF THE ET

In conclusion, the Expert Team considers that the study program Applied Arts and Sciences, BSc offered by RIT Kosovo is *Substantially compliant* with the standards included in the *KAA Accreditation manual* and, therefore, recommends *to accredit* the study program for a duration of 5 years with a number of up to 200 students to be enrolled in the program.

Expert Team

Chair

	Kristiina Tõnnisson	**02.06.2019**
(Signature)	(Print Name)	(Date)

20

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20