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Republika Kosova - Republic of Kosovo



Agjencia e Kosovës për Akreditim
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Kosovo Accreditation Agency

UBT College
MA Modern Music, Digital Production and Management

ACCREDITATION OF THE NEW STUDY PROGRAMME

REPORT OF THE EXPERT TEAM

Zagreb, 25th May 2021



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1. INTRODUCTION

1.1. Context

Date of site visit: 30th April 2021

Expert Team (ET) members:

- A red.prof.art. Marina Novak, University of Zagreb Academy of Music

Coordinators from Kosovo Accreditation Agency (KAA):

- A Naim Gashi, Executive Director of KAA
- B Shkelzen Gerxhaliu, Senior Officer for Evaluation and Monitoring
- C Arianit Krasniqi, Senior Officer for Evaluation and Accreditation
- D Leona Kovaci, Senior Officer for Evaluation and Monitoring
- E Ilirjane Ademaj, Senior Officer for Evaluation and Monitoring

Sources of information for the Report:

- A Self-evaluation Report (SER) UBT College Faculty Modern Music, Digital Production and Management Accreditation of the study program Master in Modern Music, Digital Production and Management (2021)
- B Information obtained during the on-line meetings with management of the institution, teaching and administrative staff, external stakeholders and employers of graduates; visiting relevant websites, video presentation of the facilities

Criteria used for program evaluation:

- A KAA Accreditation Manual



1.2. Site visit schedule

- 09.00 – 09.45 ***Meeting with the management of the faculty where the programme is integrated** (no slide presentation is allowed; the meeting is intended as a free discussion)
- present: Korab Shaqiri, Ulpiana Aliaj, Liburn Jupolli, Kata Abazi, Bekim Sele
- 09.50 – 10:50 **Meeting with the heads of the study programme**
- present: Korab Shaqiri, Bekim Sele;
- 10:50 – 11.30 **Meeting with quality assurance representatives and administrative staff**
- Present: Kristina Palokaj Perkola, Visar Hoxha, Artan Hasani, Adelina Thaqi, Dren Suldashi
- 11:30 – 12:10 Lunch break
- 12.10 – 13:30 **Meeting with teaching staff**
- present: Aida Gjikolli, Leutrina Pireva, Nexhat Cocaj, Bertan Karahoda, Besa Llugiqi, Yllnor Kurti, Dukagjin Muhaxheri
- 13.35 – 14.15 **Meeting with employers of graduates and external stakeholders**
- present: Xhevdet Gashi, Florent Boshnjaku, Edmond Zhulali, Dafina Bacaliu-Demiraj
- 14.15 – 14.25 **Internal meeting of KAA staff and experts**
- 14.25 – 14.35 **Closing meeting with the management of the faculty and program**

*all meetings were held through Zoom video-communication service



A brief overview of the institution and program under evaluation

UBT College was built on the experience of the Institute of Enterprise Engineering and Management (IEME). The College was licensed to operate as a private bearer of higher education by the Ministry of Education, Science and technology no. 808/02-1, date. 18.10.2004. The philosophy of the institution has been to offer competitive programs in education that would base teaching on labour market demands and international practices. UBT is demand-driven though it has also offered programs in mechatronics and robotics where it feels that can contribute to Kosovo's long-term economic and social development.

Faculty of Modern Music, Digital Production and Management (MMDPM) at UBT College has begun its work in 2019 upon accreditation of the bachelor level study program Modern Music, Digital Production and Management (MMDPM) BA 180 ECTS. Faculty employs 21 full time teaching staff, and has now about 40 students.

<i>Name of the institution</i>	<i>UBT College</i>
<i>Faculty/Department</i>	<i>Faculty of Modern Music, Digital Production and Management</i>
<i>Main Campus or Branch</i>	<i>Main Campus</i>
<i>The program applies to Branch</i>	<i>NO</i>
<i>Name of the study program</i>	<i>Master in Modern Music, Digital Production and Management</i>
<i>Person responsible</i>	<i>Dr.sc. Egzon Bajraktari</i>
<i>Accreditation/Reaccreditation</i>	<i>Accreditation</i>
<i>NQF Qualification Level</i>	<i>Level VII</i>
<i>Academic degree conferred</i>	<i>MA in Modern Music, Digital Production and Management</i>
<i>ECTS</i>	<i>120</i>
<i>Program profile (specialization)</i>	<i>-</i>
<i>Erasmus Code</i>	<i>03.2 Music and Musicology</i>
<i>Type of study</i>	<i>Full-time</i>
<i>Number of places</i>	<i>50 students per year (max 10 per track/major)</i>
<i>Minimum duration of study</i>	<i>2 years/ 4 semesters</i>



<i>Number of students</i>	
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The MA study program ***Modern Music, Digital Production and Management*** consists of five study tracks/majors:

- I. **Modern Music-** Composition
- II. **Modern Music-** Vocal Performance
- III. **Modern Music-** Instrument Performance
- IV. **Audio Production**
- V. **Music Management**

2. PROGRAM EVALUATION

2.1. Mission, objectives and administration

Standard 1.1. The study program mission is in compliance with the overall mission statement of the institution.

According to the SER, the primary mission of the study program Master in Modern Music, Digital Production and Management (MA in MMDPM) is detailed preparation of the modern artistic expertise in Kosovo in music profiles, production and management. The mission promotes cooperation between teachers and students within UBT College (UBT) and their colleagues in the region and beyond to achieve the highest quality of artistic creativity. The promotion and prominence of the student personality are one of their main goals. The purpose of the study program is to prepare the future modern artists, who, through music performances, audio productions, performances, professional management of artists, will contribute to the development of Kosovar society and the values of contemporary art in general. The same values promote the general mission of the institution.

The study program mission complies with the Faculty of Modern Music, Digital Production and Management (FMMDPM), and UBT mission in general.

Standard 1.2. Relevant academic and professional advice is considered when defining the intended learning outcomes which are consistent with the National Qualifications Framework and the Framework for Qualifications of the European Higher Education Area.



According to The National Qualifications Framework¹ descriptors for the level 7 of the NQF “Individuals must have highly specialized, extensive and in-depth knowledge, some of which is fundamental in a field of work or study, and which relate to different fields as a basis for authentic ideas and research including a critical understanding of key theories principles, and concepts related to practical and conceptual knowledge of the subject, discipline or field of work - including relevant specializations; be able to apply specialized skills and techniques related to a subject or discipline, a professional field, including activities that require innovative ideas and research. They will have the attitude and know-how to evaluate new information, concepts and evidence from a wide range of sources and should be able to use specialized problem-solving skills, the development of new knowledge, and procedures and integration in various fields.

... Programmes in formal higher education Level 7 studies are conducted at specialized higher education institutions and include knowledge and understanding that is built on and linked to Level 6. Programmes are designed and delivered in accordance with the second cycle of the Bologna Process and relevant Dublin descriptors. Qualifications at this level are worth a fulltime credit for one or two full years of study. These qualifications are academic and professional.” (pp 47- 48)

The study program is broadly harmonized with the NQF of the Republic of Kosovo in terms of duration (2 years, 120 ECTS) and general learning outcomes. Learning outcomes for the proposed study program are specified on a study and course (subject) level. It is advisable to clearly define which general learning outcomes each individual subject contributes to.

Standard 1.3. The study program has a well-defined overarching didactic and research concept.

The study program is divided into lectures and presentations, practical work and creations / artistic content, group discussions, and workshops with colleagues. Active learning is highly promoted. Due to small groups and a favourable teacher-student ratio, it will be possible to achieve planned learning outcomes.

The study program does have a well-defined overarching didactic and artistic research concept.

Standard 1.4. There are formal policies, guidelines and regulations dealing with recurring procedural or academic issues. These are made publicly available to all staff and students

¹ https://akkks.rks-gov.net/uploads/national_qualification_framework_handbook_2020.pdf (4/4/2021) p. 47-48



The studies are conducted under the general principles applicable to the performance of activities in the Department, Regulations and Guidelines of the Academic Council and the Statute of UBT. Lectures for the course during the studies at the Master of MMDPM are held by academic staff and associates who have obtained academic degrees in the relevant fields of arts, digitalization, and science according to the Law on Higher Education. Teaching is organized in the premises of the University, Classrooms and Studios of MMDPM at UBT, excursions and other relevant places designated by the academic staff.

Formal policies, guidelines and regulations dealing with recurring procedural or academic issues stated in the study program proposal are in accordance with general principles applicable to the performance of the activities at the regulations and guidelines of the FMMDPM and UBT and are publicly available.

Standard 1.5. All staff and students comply with the internal regulations relating to ethical conduct in research, teaching, assessment in all academic and administrative activities.

Academic staff and students are obliged to comply with the provisions of the Code of Professional Ethics and Conduct at UBT. In cases of violation of Code of Ethics and Conduct, the Dean may initiate proceedings before the Department Sub-Committee on Ethics. Staff and students may appeal the decisions of the Department Sub-Committee on Ethics before the UBT Ethics Committee which is the highest authority for addressing potential breaches of the Code of Ethics.

Standard 1.6. All policies, regulations, terms of reference and statements of responsibility relating to the management and delivery of the program are reviewed at least once every two years and amended as required in the light of changing circumstances.

The Quality Assurance Sub-Committee monitor the performance and produce quality enhancement measures at the Department level. They implement a number of review and monitoring activities aimed at ensuring transparency in performance assessment and proposing changes to the quality assurance policy, structure, curriculum review, teaching, assessment, student support services, infrastructure and equipment and public information. The result is Annual Quality Report with facts and figures using the Performance Assessment Scorecard which is submitted to the Department Council, Dean and UBT Quality Assurance Committee. The challenges noted in the report are discussed annually with the aim of producing an Improvement plan as part of the Annual Plan.



Compliance level: Fully compliant

ET recommendations:

A define QA procedures specifically for Music related study programs

B introduce the concept of artistic / scientific research in the study program.

C link the learning outcomes of each subject with the general learning outcomes at the study level

2.2. Quality management

Standard 2.1. All staff participate in self-evaluations and cooperate with reporting and improvement processes in their sphere of activity.

The SER reports that there is a responsibility of all stakeholders in the self-evaluation. The structure of the system is clearly described in the UBT Quality Manual¹. Unfortunately, reports at the faculty level as well as at the UBT level are not publicly available through the institution's website.

Standard 2.2. Evaluation processes and planning for improvement are integrated into normal planning processes.

According to the UBT Quality Manual, the processes of evaluation and planning for improvement are integrated into standard procedures of planning. These processes include assessing academic performance and identifying possible shortcomings within the policies, goals, and objectives set out in the program. The recommendations for the improvement and plan for activities or policies are parts of the report.

Standard 2.3. Quality assurance processes deal with all aspects of program planning and delivery, including services and resources provided by other parts of the institution.

According to the UBT Quality Manual, Quality assurance processes deal with all aspects of program planning and delivery, including services and resources provided by other institution parts. **They are described on a general level. It should be detailed developed for the specific area.**

¹ <https://www.ubt-uni.net/wp-content/uploads/2021/01/UBT-Quality-Manual.pdf> 15.5.2021



Standard 2.4. Quality evaluations provide an overview of quality issues for the overall program as well as of different components within it; the evaluations consider inputs, processes and outputs, with particular attention given to learning outcomes for students.

The UBT Quality Manual envisages evaluation at the institution, individual faculty and study program level through various surveys, self-evaluation and peer assessment. Sets of indicators have been developed that should provide a better overview of the situation.

Standard 2.5. Quality assurance processes ensure both that required standards are met and that there is continuing improvement in performance.

According to the SER, FMMDPM uses numerous and continuous mechanisms such as meetings, research, studies, surveys, questionnaires that ensure the required standards are continuously met. They also engage all stakeholders to monitor teaching, learning, research, staff development and ongoing program performance.

Standard 2.6. Survey data is being collected from students, graduates and employers; the results of these evaluations are made publicly available.

The UBT conducts regular evaluations with students, staff, employers and graduates of the program. Data is collected, stored and processed based on institutional data. They assess in individual, group, theoretical and practical forms and even in certain subjects, more than one examiner does the evaluations with a commission. Staff surveillance is to cover and ensure that teaching methodology and teaching respect the diversity of students and their individual needs. Since the FMMDPM only offers study programs for the second academic year, they will collect all data at the end of the study cycle.

Standard 2.7. Results of the internal quality assurance system are taken into account for further development of the study program. This includes evaluation results, investigation of the student workload, academic success and employment of graduates.

The QA system envisages that faculty will take evaluation results, investigation of the student workload, academic success and employment of graduates into account during the further development of the program.



Standard 2.8. The institution ensures that reports on the overall quality of the program are prepared periodically (e.g. every three years) for consideration within the institution indicating its strengths and weaknesses.

The QA system envisages that faculty reports on the overall quality of the program periodically for consideration within the institution, indicating its strengths and weaknesses.

Standard 2.9. The quality assurance arrangements for the program are themselves regularly evaluated and improved.

According to the SER, UBT College constantly improve quality assurance structures and procedures. The existing quality management framework is regularly reviewed for appropriateness and effectiveness. Taking into account internal and external guidelines and recommendations, existing quality tools are systematically improved and optimized.

Compliance level: Substantially compliant

ET recommendations:

A publicly publish annual QA reports at the faculty level

B develop specific procedures related to specific areas eg music, production and management

2.3. Academic staff

Standard 3.1. Candidates for employment are provided with full position descriptions and conditions of employment. To be presented in tabular form data about full time (FT) and part time (PT) academic/ artistic staff, such as: name, qualification, academic title, duration of official (valid) contract, workload for teaching, exams, consulting, administrative activities, research, etc. for the study program under evaluation.

In SER are provided relatively precise proscribed data about full time (FT) academic artistic staff. The duration of the contracts is three years. There is no data on the academic titles of teachers (e.g. teaching assistants, assistant professors, associate or full professors).



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Standard 3.2. The teaching staff must comply with the legal requirements concerning the occupation of teaching positions included in the Administrative instruction on Accreditation.

Procedures, selection criteria and evaluation of regular staff and associates are defined and developed in accordance with the Law on Higher Education, Labour Law and UBT Statute. According to the SER, all academic staff complies with the legal requirements for teaching positions according to the Administrative Instructions for Accreditation.

Standard 3.3. Academic staff do not cover, within an academic year, more than two teaching positions (one full-time, one part-time), regardless of the educational institution where they carry out their activity.

In SER is stated that all teaching staff in the newly proposed study programme is full-time. The list has been verified with the e-Accreditation System operated by the Kosovo Accreditation Agency.

Standard 3.4. At least 50% of the academic staff in the study program are full time employees, and account for at least 50% of the classes of the study program.

The FMMPDM states that all required teaching staff is full-time Academic staff at UBT College, and they cover all classes. For this specific program, they have 16 full-time academic staff that covers 100% of staff needed, and they cover 100% of classes.

Standard 3.5. For each student group (defined by the statute of the institution) and for every 60 ECTS credits in the study program, the institution has employed at least one full time staff with PhD title or equivalent title in the case of artistic/applied science institutions.

Due to the nature of the study field, in which individual mentoring teaching prevails, defining the exact size and number of study groups is necessary. The workload of the teaching staff is, in these case, directly dependant on the number of students.

Standard 3.6. Opportunities are provided for additional professional development of teaching staff, with special assistance given to any who are facing difficulties.

SER reports the existence of The Staff Development Plan at the Department of MA in MMDPM. It has several key objectives: to provide a framework for allowing appropriate development opportunities designed to improve the knowledge, skills and behaviours of staff,



which will enhance personal growth and effectiveness in individuals, teams and the organisation in the pursuit of excellence in all of its activities and strategies.

Standard 3.7. The responsibilities of all teaching staff, especially full-time, include the engagement in the academic community, availability for consultations with students and community service.

The engagement of teaching staff in the academic and broader community is well elaborated, and their contacts with students outside the regular teaching hours.

Standard 3.8. Academic staff evaluation is conducted regularly at least through self-evaluation, students, peer and superiors' evaluations, and occur on a formal basis at least once each year. The results of the evaluation are made publicly available.

According to SER, staff evaluation is conducted regularly through self-evaluation, students, peer and superiors' evaluations and occur at least once each year. The Year-End Review is a report that creates a record of staff productivity in research, teaching, service and administration. Dean is responsible for performing the initial staff performance evaluation. QA Sub-Committee reports annually about teaching performance. The UBT Research Department provides information on staff research productivity. There is no prove that the results of the evaluation are publicly available.

Standard 3.9. Strategies for quality enhancement include improving the teaching strategies and quality of learning materials.

The quality assurance procedures in the staff selection process, appraisal and staff development are outlined in the UBT Quality Manual. There is no evidence of practice in improving the teaching strategies and quality of learning materials.

Standard 3.10. Teachers retired at age limit or for other reasons lose the status of full-time teachers and are considered part-time teachers.

According to the Labour Law of the Republic of Kosovo, a member of the academic staff retires at the age of 65, but with the possibility of engaging in the teaching process even after retirement. In case of need, University may engage academic staff in the teaching process and research until the age of seventy (70) years. FMMDPM, for now, does not have academic staff who has retired.



Compliance level: Substantially compliant

ET recommendations:

- A defining the exact size and number of study groups*
- B encouraging continuous improvement of teaching skills and the development and improvement of teaching materials*
- C publish the results of the teacher performance evaluation in an appropriate manner*

2.4. Educational process content

Standard 4.1. 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. The aspects refer especially to academic or artistic competencies, to the capability of taking up adequate employment, contributing to the civil society and of developing the students' personality.

The MA in Modern Music, Digital Production and Management is a two years / four semesters study program with 120 ETCS credits. It consists of 5 personalized study modules, study concentrations: Composition, Vocal Performance, Instrument, Audio Production and Management. Although students select a personalized module in their field of study, they are encouraged to choose and study interdisciplinary fields, which increase their exposure to as many different topics and concepts as possible. This enables practical benefit and advancement in the requirements of the market. The acquisition of disciplinary, methodological and generic skills and competencies is assured through properly defined learning outcomes.

Standard 4.2. The study program complies with the National Qualifications Framework and the Framework for Qualifications of the European Higher Education Area. The individual components of the program are combined in a way to best achieve the specified qualification objectives and provide for adequate forms of teaching and learning.

As mentioned in the standard 1.2., the study program is broadly harmonized with the NQF of the Republic of Kosovo in terms of duration and general learning outcomes. Individual program components are combined in a way to best meet the specified training objectives and provide adequate forms of teaching and learning.



Standard 4.3. The disciplines within the curriculum are provided in a logical flow and meet the definition and precise determination of the general and specific competencies, as well as the compatibility with the study programs and curricula delivered in the EHEA. To be listed at least 7 learning outcomes for the study program under evaluation.

Disciplines within the study program are provided in a logical flow. As mentioned in standard 1.2., learning outcomes for the proposed study program are specified on a study and course (subject) level. It is preferable to interconnect learning outcomes of each subject with appropriate, general learning outcomes on the study programme level.

Standard 4.4. The disciplines within the curriculum have analytical syllabuses which comprise at least the following: the discipline's objectives, the basic thematic content, learning outcomes, the distribution of classes, seminars and applicative activities, students' assessment system, the minimal bibliography, etc. The full course description/ syllabuses of each subject/ module should be attached only in electronic form to the self-assessment report for the study program under evaluation.

Some syllabuses are missing (*Musical I-IV, Stage Art, Scientific Research Methodology, Contemporary Music, Academic Writing I-II, Vocal performance I-IV, etc.*). Course *Vocal Production* is not listed in the table on page 34 in SER. While some of the course-level learning outcomes are well stated, other courses have poorly or too broadly stated learning outcomes (descriptive instead of prescriptive). As stated before, it is advisable to link the learning outcomes of each subject with the general learning outcomes at the study level. Literature/references listed for some of the courses are not academic level based. There is no noticeable increase in difficulty level for some of the multi-semester courses (visible through expected results and literature/references).

Standard 4.5. If the language of instruction is other than Albanian, actions are taken to ensure that language skills of both students and academic staff are adequate for instruction in that language when students begin their studies. This may be done through language training prior to the commencement of the program.

The main language of study at UBT is Albanian. In 2019, the MEST issued a decision that Master candidates must have completed a B1 level English language course.

Standard 4.6. The student-teacher relationship is a partnership in which each assumes the responsibility of reaching the learning outcomes. Learning outcomes are explained and discussed with students from the perspective of their relevance to the students' development.



Students receive general and program-specific information in this session, including the expected learning outcome of the program, educational content, schedule, assessment schedule, and overview of courses submitted that semester, as well as teaching and learning strategies. All information is available in the Student Handbook.

Standard 4.7. Teaching strategies are fit for the different types of learning outcomes programs are intended to develop. Strategies of teaching and assessment set out in program and course specifications are followed with flexibility to meet the needs of different groups of students.

SER stated that the program's learning outcomes guide the methods of teaching, learning, and assessment. Teaching methods encourage active learning. These include case studies, project work, problem-based learning, and simulated learning. The study methods used by the introductory subjects place a lot of emphasis on lectures, individual or teamwork and discussions. The core courses are mainly practice-oriented and usually organized as laboratory-based courses that participate in practical assignments and teamwork, including creative and research tasks.

Standard 4.8. 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.

SER guaranteed that teaching staff would assess student knowledge continuously throughout the course and at the end of each course, as defined in the study rules. The scoreboard from 5 (negative / no passing) to 10 (excellent) is accompanied with general descriptions. Procedures for appealing the exam grades are developed.

Standard 4.9. Appropriate, valid and reliable mechanisms are used for verifying standards of student achievement. The standard of work required for different grades is consistent over time, comparable in courses offered within a program, and in comparison with other study programs at highly regarded institutions.

SER reports that the Exam Registry and applications are administered using the Student Management Information System (SMIS). The documents related to the application of the student exam and the results of the exam are kept indefinitely, while the colloquium documents are kept for three years. In that case, SIMS provides the ability to track and compare results across different subjects, studies, and generations of students.



Standard 4.10. Policies and procedures include actions to be taken in to dealing with situations where standards of student achievement are inadequate or inconsistently assessed.

The FMMPDM has established a set of criteria to help identify students at risk of non-completion. This information is combined with assessing students' learning methods and abilities to provide appropriate pedagogical support. They also established a mentoring program in which each student has a mentor who can provide effective guidance and support to the student group. The mentoring program offers ongoing support to students during their studies. Other support provided includes volunteer workshops in problem areas and exam preparation activities.

Standard 4.11. If the study program includes practice stages, the intended student learning outcomes are clearly specified and effective processes are followed to ensure that those learning outcomes and the strategies to develop that learning are understood by students. The practice stages are allocated ETCS credits and the work of the students at the practical training organisations is monitored through activity reports; students during practice stages have assigned tutors among the academic staff in the study program.

The practice stages are not officially part of the study program. However, in the conversation with the program carriers, they noted that students would have the opportunity to get practical knowledge in a professional environment (festivals, concerts, recording studios, etc.)

Standard 4.12. In order to facilitate the practice stages, the higher education institution signs cooperation agreements, contracts or other documents with institutions/organisations/practical training units.

There is no evidence of officially signed cooperation agreements, contracts or other documents with institutions/organisations/practical training units.

Compliance level: Substantially compliant

ET recommendations:

- A link learning outcomes in individual subjects with general outcomes at the study level*
- B add full descriptions for all courses,*
- C change the name of the course “Musicology” to a more appropriate one*
- D define better difficulty gradient for courses taking more than one semester*
- E include in major courses relevant academic level literature*



- F formalize cooperation with institutions and partners through signed agreements*
- G introduce in the study program formal practice stages or allocate specific ECTS within the courses for these activities*
- H consider the possibility of including elective courses from other studies at UBT*

2.5. Students

Standard 5.1. There is a clear and formally adopted admission procedure at institutional level that the study program respects when organising students' recruitment. Admission requirements are consistently and fairly applied for all students.

The admission procedures are clear and formally adopted.

Standard 5.2. All students enrolled in the study program possess a high school graduation diploma or other equivalent document of study, according to MEST requirements.

Enrolment in the MA study is possible after the completion BA study in relevant fields of study. It is also open to students who have already successfully graduated from a program and now want to study Modern Music in order to apply a multi-disciplinary approach to their education.

Standard 5.3. The study groups are dimensioned so as to ensure an effective and interactive teaching and learning process.

The planned size of study groups is optimal to ensure an effective and interactive teaching and learning process for this kind of study.

Standard 5.4. Feedback to students on their performance and results of assessments is given promptly and accompanied by mechanisms for assistance if needed.

According to the SER it is planned that appropriate feedback to students on their performance and assessments results is given promptly and accompanied by mechanisms for assistance if needed.



Standard 5.5. The results obtained by the students throughout the study cycles are certified by the academic record.

The results obtained by the students throughout the study cycles would be certified by the academic record.

Standard 5.6. Flexible treatment of students in special situations is ensured with respect to deadlines and formal requirements in the program and to all examinations.

SER reports about Disability Support at UBT aim to provide support for students with disabilities and help achieve educational goals. Students with physical disabilities, learning disabilities, persistent illness or short-term illness or injury must enrol accordingly on admission to the College to ensure that they receive appropriate assistance during their studies. The College staff strives to assist students with disabilities in fulfilling their full academic potential.

Standard 5.7. Records of student completion rates are kept for all courses and for the program as a whole and included among quality indicators.

Records of student completion rates at UBT are kept for all courses and the program as a whole. As mentioned before in standard 4.9., SIMS provides valuable data in the QA procedure of monitoring the ongoing study programs.

Standard 5.8. Effective procedures are being used to ensure that work submitted by students is original.

SER reports that special attention is given to this area. At the FMMPDM level, it is provided adequate software for checking plagiarism. Ethical aspects are considered in the Code of Ethics and Student Conduct.

Standard 5.9. Students' rights and obligations are made publicly available, promoted to all those concerned and enforced equitably; these will include the right to academic appeals.

The Student Handbook is publicly available to the students through the Student Portal and Department homepage. The student receives information, including the program itself, assessment specifications, Department facilities, assessment regulations, student support available, code of conduct, student complaint and disciplinary proceedings, deferral information, and other important information.



Standard 5.10. The students' transfer between higher education institutions, faculties and study programs is clearly regulated in formal internal documents.

SER reported clear regulations of the formal side of transfer between higher education institutions, faculties and study programs. Students must submit the transfer request in communication with the transfer offices designated by the Ministry of Education, Science and Technology.

Standard 5.11. Academic staff is available at sufficient scheduled times for consultation and advice to students. Adequate tutorial assistance is provided to ensure understanding and ability to apply learning.

As mentioned before in standard 4.10, FMMDPM established a mentoring program in which each student has a mentor who can provide effective guidance and support to the student group. The mentoring program offers ongoing support to students during their studies. Tutors are obliged to have weekly meetings with their students.

Compliance level: Fully compliant

ET recommendations:

1. *A formation of a searchable database of final and diploma works and recordings of artistic performances*

2.6. Research

Standard 6.1. The study program has defined scientific/applied research objectives (on its own or as part of a research centre or interdisciplinary program), which are also reflected in the research development plan of the institution; sufficient financial, logistic and human resources are allocated for achieving the proposed research objectives.

SER reports that the MA research plan in Modern Music, Digital Production and Management is part of UBT's institutional research strategy. MA in the program MMDPM develops different types of research, ranging from the description, correlation, semi-experimental, experimental, reviews, meta-analytic. There are data about allocating financial resources, but not for the logistic and human resources to achieve the proposed research objectives.



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Standard 6.2. Expectations for teaching staff involvement in research and scholarly activities are clearly specified, and performance in relation to these expectations is considered in staff evaluation and promotion criteria.

According to the SER, the Dean ensures that workload distribution mechanisms are approved and implemented in the Department and made available to staff following the Department Council Policy. The division of labour should be done in consultation with staff members, taking into account the skills and experience of staff members. It must recognize the position of the employee within the research - the learning connection it has with the research. The workload distribution should consider the administration, research, service of employees for their professional discipline and service to the broader community.

Standard 6.3. Clear policies are established for defining what is recognized as research, consistent with international standards and established norms in the field of study of the program.

FMMDPM defines research as participation or presentation in the following: analytic publication is considered in our industry as a scientific publication, artistic publications, interactive disciplinary with creative industries, articles published in indexed journals, written scientific papers, panel discussions, talks, seminars and debates, books, art books, Artist Books, multimedia projects and other important publications.

Standard 6.4. The academic staff has a proven track record of research results on the same topics as their teaching activity.

In SER and the CV of teachers, evidence of their artistic and professional activity in the field they teach is provided.

Standard 6.5. The academic and research staff publish their work in speciality magazines or publishing houses, scientific/applied/artistic products are presented at conferences, sessions, symposiums, seminars etc. and contracts, expertise, consultancy, conventions, etc. are provided to partners inside the country and/or abroad.

In SER, FMMDPM states that academic staff focuses on their practices in different mediums accomplished in creative industries and the music business. There is still a grey area in higher music education in general.



Standard 6.6. Research is validated through: scientific and applied research publications, artistic products, technological transfer through consultancy centres, scientific parks and other structures for validation.

There is no specific evidence about achieving this standard.

Standard 6.7. Each academic staff member and researcher has produced at least an average of one scientific/applied research publication or artistic outcome/product per year for the past three years.

UBT requirement is for each staff that is employed has to have two publications a year. Based on the industry of FMMPDM academic staff practice the following: concerts, live and theatre performances, social media, marketing etc.

Standard 6.8. Academic and research staff publish under the name of the institution in Kosovo they are affiliated to as full time staff.

Academic staff are encouraged and required to publish under the name of UBT. UBT requested that academics have their own Google Scholar and ORCID accounts opened through official email addresses so that publications can be tracked through these platforms.

Standard 6.9. Academic staff are encouraged to include in their teaching information about their research and scholarly activities that are relevant to courses they teach, together with other significant research developments in the field.

Academic staff are encouraged to include in their teaching relevant information about research and artistic and scientific activities relevant to the course they teach as well as other significant artistic and research developments in the field of the study program.

Standard 6.10. Policies are established for ownership of intellectual property and clear procedures set out for commercialization of ideas developed by staff and students.

Academic staff is required to conduct research following all legal, ethical and contractual obligations. The research must be publicly available. Exceptions can only be made in case contractual obligation, confidentiality or privacy which may arise in connection with scientific research or the need to ensure the protection of any intellectual property arising from research and then only with the dean's approval. Staffs are required to comply with UBT and the Department Code of Ethics.



Standard 6.11. Students are engaged in research projects and other activities.

SER reports that there is a plan to involve student of MA MMDPA studies in research programs.

Compliance level: Partially compliant

ET recommendations:

- A introduce formal measures to encourage research in the field of studies*
- B organization of scientific/artistic and professional conferences with topics in the field of studies*
- C encouraging teachers to publish their scientific/artistic works in relevant publications*

2.7. Infrastructure and resources

Standard 7.1. The adequate long-term implementation of the study program is ensured in quantitative terms as regards premises, human resources and equipment. At the same time, it is guaranteed that qualitative aspects are also taken into account.

FMMDPM provides evidence of current premises, human resources and equipment.

Standard 7.2. There is a financial plan at the level of the study program that would demonstrate the sustainability of the study program for the next minimum three years.

FMMDPM has institution expenditure plan priorities programme operation, staff retention and recruitment, initiation of applied research and improving student services for the upcoming three years.

Standard 7.3. The higher education institution must demonstrate with adequate documents (property deeds, lease contracts, inventories, invoices etc.) that, for the study program submitted for evaluation it possesses the following, for the next at least three years:

- a) owned or rented spaces adequate for the educational process;
- b) owned or rented laboratories, with the adequate equipment for all the compulsory disciplines within the curriculum, wherever the analytical syllabus includes such activities;



- c) adequate software for the disciplines of study included in the curriculum, with utilisation licence;
- d) library equipped with reading rooms, group work rooms and its own book stock according to the disciplines included in the curricula.

FMMDPM is settled in the UBT main campus in a new annex with classrooms, studios and workshops. According to the data in SER, the premises are equipped with appropriate equipment for teaching (musical instruments, software, audio production studio equipment etc.). Unfortunately, apart from a short video, FMMDPM gave no insight into the equipment's quantity, value, and adequacy. UBT has an established library infrastructure for students, housing over 250,000 books, resources, and services to support their learning and research. There are a reading room, group and individual study rooms. Facilities include an open-access computing area and multi-function printing/scanning/photocopying devices.

Standard 7.4. The number of seats in the lecture rooms, seminar rooms and laboratories must be related to the study groups' size (series, groups, subgroups); the applicative activities for the speciality disciplines included in the curricula are carried out in laboratories equipped with IT equipment.

FMMDM provided information on the size in m² and the capacity of classrooms and other spaces intended for teaching and practice, and the equipment installed. According to the given data, the premises and equipment are suitable for teaching in the proposed study program.

Standard 7.5. The education institution's libraries must ensure, for each of the study programs:

- a) a number of seats in the reading rooms corresponding to at least 10% of the total number of students in the study program;
- b) a number of seats in the group work rooms corresponding to at least 10% of the total number of students in the study program;
- c) their own book stock from Albanian and foreign speciality literature, enough to cover the disciplines within the curricula, out of which at least 50% should represent book titles or speciality courses of recognised publishers, from the last 10 years;
- d) a book stock within its own library with a sufficient number of books so as to cover the needs of all students in the cycle and year of study the respective discipline is provided for;
- e) a sufficient number of subscriptions to Albanian and foreign publications and periodicals, according to the stated mission.

As mentioned previously, UBT library has appropriate number of seats in reading and, group work rooms. There is ongoing call for donation from publishers across Europe, such as



Republika e Kosovës
Republika Kosova - Republic of Kosovo



Agjencia e Kosovës për Akreditim
Agencija Kosovaza Akreditaciju
Kosovo Accreditation Agency

Phaidon, Sternberg Press, Spector, focusing mostly on art publications, music, films, architecture, design and the artist books. In order to draw the materials from local resources and to support the Albanian language publications that would contribute to the art research, UBT has begun work on digitalization of already published but unavailable (and out-of-print) books and articles. There is close cooperation with the National Library of Kosovo which hosts a collection of over 12,000 books in Contemporary Art.

Standard 7.6. The infrastructure and facilities dedicated to the implementation of the program is adapted to students with special needs.

UBT infrastructure has been certified as meeting the minimum standards for special needs students.

Compliance level: Fully compliant

ET recommendations:

A continuous procurement of necessary and maintenance of existing musical instruments, IT and other equipment and software, sheet music and literature

B The college library should, in consultation with teaching staff acquire additional titles relevant to the study program

C encourage translation of the essential literature to the Albanian language

D cooperation with TV/Radio/Concert halls and other Professional ensembles should be ensured through contracts/agreements which would enable student practice in the field



3. OVERALL EVALUATION AND RECOMMENDATION OF THE ET

The proposal of the study program MA in Modern Music, Digital Production and Management is a logical continuation of the undergraduate study in the same field, which is being conducted for the second year. Academic staff with their academic and professional achievements represent a solid starting point for the professional development of future students. Judging by the opinions of external stakeholders, the study will contribute to the development of this industry and give it quality employees. At the same time, FMMDPM should take special care that the number of enrolled students is in accordance with the number of teachers, i.e. their workload, and that the quality of the study results is ensured in advance by selecting the best candidates.

Here are some recommendations to achieve the outcomes of the proposed study program in the best possible way:

1. define QA procedures specifically for music-related study programs
2. publicly publish annual QA reports at the faculty level
3. develop specific procedures related to particular areas, e.g. music, production and management
4. introduce the concept of artistic/scientific research in the study program.
5. link the learning outcomes of each subject with the general learning outcomes at the study level
6. defining the exact size and number of study groups
7. add full descriptions for all courses
8. change the name of the course “Musicology” to a more appropriate one
9. define better difficulty gradient for courses taking more than one semester
10. include in major courses relevant academic level literature
11. encourage translation of the essential literature to the Albanian language
12. formalize cooperation with institutions and partners through signed agreements
13. introduce in the study program formal practice stages or allocate specific ECTS within the courses for these activities
14. consider the possibility of including elective courses from other studies at UBT
15. formation of a searchable database of final and diploma works and recordings of artistic performances
16. encouraging continuous improvement of teaching skills and the development and improvement of teaching materials
17. publish the results of the teacher performance evaluation in an appropriate manner
18. introduce formal measures to encourage research in the field of studies



19. organization of scientific/artistic and professional conferences with topics in the field of studies
20. encouraging teachers to publish their scientific/artistic works in relevant publications
21. continuous procurement of necessary and maintenance of existing musical instruments, IT and other equipment and software, sheet music and literature
22. the college library should, in consultation with teaching staff, acquire additional titles relevant to the study program

In conclusion, the Expert Team considers that the study program **MA Modern Music, Digital Production and Management** offered by UBT College Faculty of Modern Music, Digital Production and Management 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 **maximum 10 students per track/major per year (maximum 50 students per year in total)** to be enrolled in the program.

4. APPENDICES *(if available)*

A Compliance calculation

Expert Team

Chair

(Signature)

(Marina Novak)

(25.5.2021)