



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Agjencia e Kosovës për Akreditim
Agencija Kosova za Akreditaciju
Kosovo Accreditation Agency



MONITORING REPORT

Business College, Prizren

Banking and Finance in Business

Prishtinë, 2024

1. Introduction

Brief description of the development of the monitoring procedure for the verification of the schedule of lectures and exercises, including data in chronological order (if applicable):

Based on Law No. 08/L-110 on the Kosovo Accreditation Agency (KAA), article 42 Monitoring, and the KAA Methodology for Monitoring and Post-Accreditation Procedures, Article 1.7 Monitoring Lecture and Exercise Schedules, paragraph 1.7.2, 'The monitoring of lecture schedules is done in order to ensure the compliance of the accredited curriculum according to the Self-Assessment Report, according to the Accreditation Manual (compulsory and elective courses, fund of lecture and exercise classes, practical work and the subject holder) with the schedule of lectures and exercises published by the higher education institution'. Based on Law No. 08/L-110 on the Kosovo Accreditation Agency, specifically Article 42 Monitoring with all points, in the Manual on Monitoring Methodology and Post-Accreditation Procedures, points 1.2. General monitoring, sub-points 1.3. Monitoring of study program providers and 1.4. Monitoring of official websites and advertising materials of HEIs, point 1.5. Monitoring according to the standards of the accreditation manual, with sub-points 1.6. Monitoring of academic staff, 1.7. Monitoring of lecture and exercise schedules, 1.8. Monitoring of infrastructure and resources as well as relevant decisions of the KSHC for accreditation/re-accreditation.

On 07.11.2024, the Kosovo Accreditation Agency (KAA) conducted a regular unannounced monitoring visit to the "Business" College in Prizren, Banking and Finance in Business BA 180 ECTS program. This visit was part of the routine process to ensure ongoing compliance with accreditation requirements.

Responsible officials of the Kosovo Accreditation Agency (KAA) for the monitoring procedure:

- Milot Hasangjekaj: Head of Post-Accreditation Procedures Division
- Leona Kovaqi: Senior Monitoring Officer
- Shpresa Shala: Senior Monitoring Officer
- Fjollë Ajeti: Senior Officer for Post-Accreditation Procedures

Start date of the monitoring procedure: 04.11.2024

Monitoring conducted through:

- a) Remote monitoring
- b) On-site visit with prior notice
- c) On-site visit without prior notice**

Date of monitoring visit 07.11.2024

Individuals met during the visit:

- Zahir Arifoviq: Administrator

Sources of information for the monitoring report:

- Lecture schedule;
- Administrative staff;
- Faculty attendance logs.

2. Preparation for the monitoring visit

In accordance with the standards set in the KAA Methodology, KAA organized a monitoring visit to the Business College in Prizren, Banking and Finance in Business BA 180 ECTS program. The primary goal was to verify compliance with the accreditation requirements for academic staff and lecture schedules. Prior to the visit, the KAA team reviewed the institution's Self-Evaluation Report (SER) and Accreditation Decision to understand planned teaching arrangements.

3. Description of the Visit and the monitoring process

During the visit, the monitoring team focused on maintaining compliance with accreditation requirements the Banking and Finance in Business program for the academic year 2024/2025. The team was accompanied by the administrator of the Business College's Prizren branch, Zahir Arifoviq, who provided:

- Lecture schedules;
- Student register book for the 2023/2024 academic year;
- Faculty attendance records for October 2024;

Comparison with SER and

The first-year lecture schedule for the 2024/2025 winter semester includes six courses, whereas the RVV specifies seven. The course “Tax Laws in Kosovo” is missing. Among the seven faculty members listed in the RVV, only four are teaching as per the schedule, while three, including **Dr. Erëza Arifi** and **Dr. Mustafë Kadrijaj**, are not teaching in winter semester.

Following the visit to College Biznesi, the Kosovo Accreditation Agency (KAA) requested additional evidence to support the monitoring process. The institution has submitted the requested documents electronically. The documents include the following:

- Lecture schedule for the Business College in Pristina
- Justification for the absence of Dr. Erëza Arifi in the teaching schedule
- Attendance lists of students during lectures
- Registry book of regular students for the 2024/2025 academic year
- Registry book of transfer students for the 2024/2025 academic year
- Winter semester lecture schedule

The lecture schedule was not displayed on the college premises or on its website. Classroom monitoring was not possible to visit since lectures begin at 16:00, and the monitoring visit occurred at 10:00 a.m. However, the presented schedule for first-year students matches the faculty attendance records for October. Additionally, the student register (and SMIAL system records) shows 45 regular students and 15 transfer students enrolled for the 2024/2025 academic year.

4. Final conclusions:

1. The lecture schedule was not displayed on the college premises or on its website.


2. The monitoring team found that the lectures were conducted in accordance with the schedules and other submitted evidence.
3. Dr. Mustafë Kadrijaj and Dr. Erëza Arifi, are as program leaders, are not involved in teaching for the winter semester, contrary to the SER requirements.

5. Additional Materials (documents collected during the visit and received via email)


1. Lecture schedule for the Business College in Pristina;
2. Justification for the absence of Dr. Erëza Arifi in the teaching schedule;
3. Attendance lists of students during lectures;
4. Registry book of regular students for the 2024/2025 academic year;
5. Registry book of transfer students for the 2024/2025 academic year;
6. Winter semester lecture schedule.

KAA Monitoring and Post-Accreditation Procedures Officers:


Member

Name: Ulkoj Hasani Signature:  Date: 19.11.2024


Member

Name: Shpresa Shala Signature:  Date: 19.11.2024

Member

Name: Leona Konej Signature:  Date: 19.11.2024

Member

Name: Fjollë Ajeti Signature:  Date: 19.11.2024