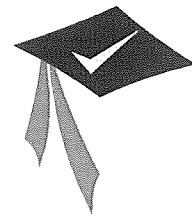




Republika e Kosovës
Republika Kosova - Republic of Kosovo

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



UNIVERSITY OF PRIZREN “UKSHIN HOTI”

MONITORING REPORT

07.11.2024, *Prishtinë*

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 the Law no. 08/L-110 on Kosovo Accreditation Agency, article 42 Monitoring, on the Manual for Monitoring Methodology and Post Accreditation Procedures Article 1.7 Monitoring of lectures and exercise schedule. 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'. On the 7th of November, the Kosovo Accreditation Agency (KAA) conducted a regular monitoring visit to the Economic Faculty of University of Prizren "Ukshin Hoti". 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 Processes, KAA*
- *Leona Kovaci, Senior Officer for Monitoring, KAA;*
- *Shpresa Shala, Senior Officer for Monitoring, KAA;*
- *Fjollë Ajeti, Senior Officer Post-accreditation Processes, KAA*

Start date of the monitoring procedure: 07.11.2024

Monitoring has been carried out:

- a) in distance
- b) by on-site visit with warning
- c) with an unannounced on-site visit

Date of monitoring visit (if applicable): 07.11.2024

Persons with whom the KAA officials met during the field visit (if applicable):

- *Drita Krasniqi, Dean of Economic Faculty*

Information sources for the monitoring report:

- *Meeting with the Dean*
- *The lecture schedule published on the faculty website;*

Additional materials distributed via email:

- *Evidence from teachers*
 - *Copy of the teaching record for October 2024/Indigo Book;*
 - *List of regular and engaged academic staff;*
 - *Student record for October 2024;*
 - *Attendance reports for Professors Demir Limaj and Florie Govori;*

- *Student evidence for course (October)s:*
 - Business Administration (BSc) Academic Year 2024/25;
 - Business Informatics, Prof Kushtrim Gashi;
 - Strategic Marketing, Prof Festim Tafolli;
 - International Management (BSc) Academic Year 2024/25;
 - Statistics, Prof Anera Alishani;
 - Project Management Prof Nerimane Bajraktari.

2. Preparation for the monitoring visit

In accordance with the standards outlined in the Accreditation Manual, the KAA organized a monitoring visit to the University of Prizren. The primary objective was to verify the compliance of academic staff and lecture schedules with the accreditation requirements. Prior to the visit, the KAA team reviewed the lecture schedules to understand the planned teaching arrangements.

2. Description of the Visit and the monitoring process

At the beginning of the visit, the KAA team met with the Dean of the Faculty, Mrs. Drita Krasniqi, to discuss how the faculty organizes lectures and manages academic schedules. The discussions covered the process of scheduling, the roles responsible for organizing schedules, and the procedures for changing and replacing teaching staff when necessary. During this meeting Dean Ms Drita informs monitoring team that attendance of academic staff is done through the Indigo list, the teaching process, as well as the substitution of classes in the case of official trips and official holidays. In the case of substitution of classes, students are notified via email by the professors. It also indicates that the staff evaluation is carried out twice a year and that each professor is notified of the result of the evaluation. The institution has the electronic student management system SMU in which student grades are recorded.

The Faculty of Economics currently does not have a Vice Dean for Teaching and one of the holders of the MA Business Administration program has retired, but there are 3 holders for this program, and there is no need to replace the staff.

During this meeting, KAA officials have agreed to request from the institution evidence on the attendance of teaching and evidence of attendance of academic staff. The monitoring team has sent an email requesting evidence of student's attendance for the month of October, for the subjects mentioned above, as well as evidence for the professors appointed above, selected on a case-by-case basis. After the meeting with the dean, KAA officials monitored the daily teaching schedule by visiting each classroom in which lessons were held.

- Prof. Dafina Abdullahu, "Statistics", Room 234;
- Prof. Marigona Lahu, "Operations Management", Room 237;
- Prof. Samira Jusufi, "Intercultural Communication Management", AFSA;
- Prof. Jehona Sopaj, "Fundamentals of International Management" Room 237 first floor;
- Prof. Florim Hyseni, "Business Mathematics" Room 239;

All documentation requested by the institution has been received, and the teaching progress schedule has been compared with the evidence of signatures, all the lectures listed below have been compared Subjects:

Business Administration (BSc) Academic Year 2024/25

- Informatics in Business, Prof Kushtrim Gashi
- Strategic Marketing, Prof Festim Tafolli

International Management (BSc) Academic Year 2024/25

- Statistics, Prof Anera Alishani
- Project Management Prof Nerimane Bajraktari

After comparing the attendance report and the schedule published on the website, we can say that the attendance documentation matches the published schedule for Professor Florie Govori and Professor Demir Limaj.

3. *Final conclusions:*

1. The monitoring team has found that the progress of the lectures was in accordance with the schedules and other documents presented as evidence.
2. There are no evident irregularities in the overall progress of teaching, both on the part of the academic staff and on the part of the students.

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

1. *Evidence from teachers*

- *Copy of the teaching record for October 2024/Indigo Book;*
- *List of regular and engaged academic staff;*
- *Student record for October 2024;*
- *Attendance reports for Professors Demir Limaj and Florie Govori;*

2. Student evidence for course (October)s:

- Business Administration (BSc) Academic Year 2024/25;
- Business Informatics, Prof Kushtrim Gashi;
- Strategic Marketing, Prof Festim Tafolli;
- International Management (BSc) Academic Year 2024/25;
- Statistics, Prof Anera Alishani;
- Project Management Prof Nerimane Bajraktari.

KAA Monitoring and Post-Accreditation Procedures Officers

Chairman UKOT JAHARBEKAD [Signature] 19.11.24
(First and Last Name) (Signature) (Date)

Member Jasno Kecevi [Signature] 19.11.2024
(First and Last Name) (Signature) (Date)

Member Mirza Shala [Signature] 19.11.2024
(First and Last Name) (Signature) (Date)

Member Fjolle Ajeti [Signature] 19.11.2024
(First and Last Name) (Signature) (Date)