



**Republika e Kosovës**  
**Republika Kosova – Republic of Kosovo**

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



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# **REGULATION (KAA) No.02/2025 ON THE ORGANIZATION AND FUNCTIONING OF THE STATE COUNCIL OF QUALITY**

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REGULATION No.02/2025 ON THE ORGANIZATION AND FUNCTIONING OF THE STATE COUNCIL OF QUALITY, was approved at the 136rd Meeting of the SCQ with Decision Ref.:440 /25, dated 23.04.2025

The State Council of Quality,

Based on Article 11, paragraph 1, subparagraph 15 of the Law on the Kosovo Accreditation Agency, (Law No. 08/L-110, Official Gazette of the Republic of Kosovo) no.13/29 June, 2023, Pristina, in the meeting held on \_14\_/\_04\_/2025, approves:

# **REGULATION No.02/2025 ON THE ORGANIZATION AND FUNCTIONING OF THE STATE COUNCIL OF QUALITY**

## **CHAPTER I**

### **Article 1**

#### **Purpose**

This Regulation aims to establish the rules for the composition, organization, decision-making process, duties, and responsibilities of the State Council of Quality (hereinafter: SCQ).

### **Article 2**

#### **Scope**

1. The scope of this Regulation applies to the establishment, organization, and functioning of the SCQ within the Republic of Kosovo. The rules of this Regulation are applied during the operation of the SCQ, including the appointment, mandate verification, and responsibilities of its members.
2. The rules of this Regulation are also applied in all quality assurance activities carried out by the SCQ, including drafting, approval, and implementation of regulations, quality standards, manuals, decisions, conclusions, notifications, and recommendations, as well as during SCQ meetings decision-making processes.
3. The provisions of this Regulation shall apply to all members of the SCQ, as well as to any third parties invited or engaged in SCQ procedures.

### **Article 3**

#### **Status of the SCQ**

SCQ is a collegial decision-making body for ensuring the quality in higher education, which is independent in exercising its competencies determined in the Law on the Kosovo Accreditation Agency, (No.08/L-110) ((hereinafter: LKAA).

## **CHAPTER II**

### **Organizational Structure of the SCQ**

#### **Article 4**

#### **Composition of the SCQ**

1. The State Council of Quality consists of nine (9) voting members as follows:
  - 1.1. Five (5) members from the academic staff;
  - 1.2. One (1) student representative;
  - 1.3. Three (3) international members.
2. Non-voting members of the SCQ are:
  - 2.1. The General Director of KAA, ex officio;
  - 2.2. Two (2) industry representatives.
3. No higher education institution may have more than three (3) voting members in the SCQ.
4. During their term, a local SCQ member under sub-paragraphs 1.1 and 1.2 of this article cannot switch from one higher education institution to another.
5. Industry representatives in the SCQ are appointed by the Minister, in consultation with relevant institutions.
6. Upon proposal by the Ministry and approval by the Government, the Assembly of the Republic of Kosovo appoints SCQ members.
7. The composition of the SCQ ensures gender representation in accordance with applicable legislation.
8. The SCQ has at least one (1) local member for each of the following fields of study groups:
  - 8.1. Humanities;
  - 8.2. Social sciences, law, and economics;
  - 8.3. Natural sciences, agriculture, and environment;
  - 8.4. Medical sciences;
  - 8.5. Architecture, engineering, and technology.

**Article 5**  
**Selection, dismissal and the term of office of SCQ members**

1. SCQ members are selected in accordance with the Article 9, paragraph 7 and Article 16 of the LKAA
2. Criteria for selection of SCQ members, proposals for SCQ members and reviewing the documentation of applicants for SCQ members, are based in Article 12, 14 and 15 of the LKAA.
3. Procedure for dismissal of SCQ members is based in Article 17 of the LKAA.
4. The SCQ's term is four (4) years, except for the student member, whose term is two years as provided in article 9, paragraph 10 of the LKAA.

**Article 6**  
**Constitutional Meeting and Verification of SCQ Members' Mandate**

1. Upon the election of all members of the SCQ, the inaugural meeting of the SCQ shall be convened by the Minister of the respective Ministry of Education. This meeting shall be chaired over by the oldest member of the SCQ until the election of the Chairperson of the SCQ is completed.
2. In the constitutional meeting, the mandate of SCQ members is verified based on the decision of the Assembly of the Republic of Kosovo regarding the appointment of SCQ members.
3. Upon verification of the mandates, the present SCQ members sign a sworn declaration to perform their duties as SCQ members.

**Article 7**  
**Election of the Chairperson and Deputy Chairperson of the SCQ**

1. The Chairperson of the SCQ shall be elected subsequent to the verification of member mandates and the execution of the sworn declaration by each member.
2. The Chairperson shall be elected by a majority vote of all duly appointed voting members.
3. The procedures for electing the Chairperson and Deputy Chairperson shall be conducted by secret ballot to ensure fairness and transparency.
4. The Chairperson shall be selected from among the local academic members.

**Article 8**  
**Dismissal of the Chairperson and Deputy Chairperson of the SCQ**

1. The procedure for the dismissal of the Chairperson or Deputy Chairperson of the SCQ shall be initiated upon the submission of a justified written proposal by at least two members of the SCQ.

2. The dismissal of the Chairperson or Deputy Chairperson shall be effected by a majority vote of voting members of the SCQ.

## **Article 9**

### **Duties and responsibilities of the chairperson of the SCQ**

1. Duties and responsibilities of the chairperson of the SCQ are provided in Article 10 of the LKAA as follows:
  - 1.1. leads the work of SCQ.
  - 1.2. convenes and chairs meetings of SCQ;
  - 1.3. signs decisions, regulations and procedures as well as other work documents adopted by SCQ;
  - 1.4. represents the SCQ in activities home and abroad;
  - 1.5. coordinates cooperation and serves as liaison between the KAA and Ministry;
  - 1.6. performs other tasks that fall under the SCQ responsibility but that are not defined by the LKAA.
2. In the absence of the chairperson of SCQ, the duties and responsibilities foreseen in paragraph 1 of this Article shall be exercised by vice-chairperson.
3. The Chairperson of the SCQ compiles an annual report on the activities and work of the Council.

## **Article 10**

### **Conflict of interest**

1. In the event of a conflict of interest, the members of the SCQ shall immediately notify the Chairperson of the Council in writing or verbally regarding the possible conflict of interest.
2. If a Council member believes that another member has a conflict of interest, the matter shall be presented for discussion at a Council meeting. The member whose conflict of interest is being discussed has the right to participate in the discussion but does not have the right to vote.
3. All disclosed conflicts of interest and the actions taken to address them should be documented and included in the annual report of the SQC. This ensures transparency and accountability to stakeholders.
4. The procedures specified in relevant Law on the Prevention of Conflict of Interest in the Exercise of Public Function and the Code of Ethics are applicable in or relevant matter of possible conflict of interest.

## **CHAPTER II**

### **Article 11**

#### **Functions and competencies of the SCQ**

1. The duties and responsibilities of the SCQ are stipulated in Article 11 of the LKAA as follows:
  - 1.1. Reviewing and deciding on applications from higher education institutions (HEIs) for accreditation, re-accreditation, institutional validation, and study program validation per KAA procedures and criteria;
  - 1.2. Deciding on accreditation, re-accreditation, and institutional validation, as well as study program validation;
  - 1.3. reviews and takes decisions regarding the monitoring reports sent by the KAA administration;
  - 1.4. reviews and takes decision on the reports of post-accreditation procedures.
  - 1.5. decides on the withdrawal of accreditation of a higher education institution and/ or its study programmes, in case there is ascertained the violation of criteria based on which the accreditation is awarded;
  - 1.6. reviews and decides on the various requests of HEIs on issues related to quality assurance and accreditation, validation, Post-accreditation Procedures and monitoring.
  - 1.7. upon the request of HEI, SCQ engages a superior expertise regarding the previous decision based on the external evaluation by the international experts;
    - 1.7.1. superior expertise shall be conducted by international experts from the list approved by SCQ;
  - 1.8. drafts and approves the accreditation standards, quality assurance procedures and external evaluation criteria of HEIs;
  - 1.9. drafts and approves the internal quality assurance guide, regulations and other documents necessary for the functioning of the KAA;
  - 1.10. on the proposal of the KAA Director, reviews and decides on the list of international accreditation experts;
  - 1.11. reports for its work on regular and ad-hoc basis before the relevant local authorities;
  - 1.12. provides relevant information for the Appeals Commission of KAA;
  - 1.13. approves the annual work plan of KAA;
  - 1.14. promotes and advances the higher education quality in the Republic of Kosovo;
  - 1.15. drafts and approves its work regulation;
  - 1.16. decides for the time limits and the cycle of institutions accreditation and HEI programmes.

## **Article 12**

### **Meetings of the SCQ**

1. Meetings of the SCQ are convened and chaired by the Chairperson of the SCQ.
2. In the absence of the Chairperson, the meeting is chaired by the Deputy Chairperson. If both the Chairperson and the Deputy Chairperson are unable to attend the meeting, the meeting of the SCQ is chaired by the oldest member of the SCQ or the member proposed and unanimously supported by the members present at the meeting.
3. The SCQ holds regular meetings as needed, but not less than one (1) every month.
4. The Chairperson shall convene meetings as deemed necessary.
5. The agenda for each meeting is prepared by the Chairperson and communicated to members at least seven (7) days prior to the meeting.
6. The materials to be addressed in the meeting must be sent to the members of the SCQ at least (7) seven days before the meeting is held.
7. Extraordinary meetings may be convened at the request of the Chairperson or at least one-third of the SCQ members. For extraordinary meetings, materials shall be distributed no later than 24 hours before the meeting is held.
8. The Chairperson with the approval of the SCQ, has the right at any time to invite members of the KAA staff, experts, or other persons to the meeting to clarify any important issues related to the work of KAA.

## **Article 13**

### **Attendance and Representation**

1. SCQ meetings shall be conducted with the presence in-person of the members or through videoconferencing or other suitable remote communication methods.
2. All members of the SCQ are required to participate in the SCQ meetings either in person or online. In-person participation in meetings is mandatory for each SCQ member at least once a year.
3. The attendance list is an integral part of the minutes.
4. An SCQ member may be absent from a meeting for valid reasons. In the event of non-attendance, the SCQ member must provide prior notice to the Chairperson.
5. An SCQ member who is absent without reason for more than twice in a row in SCQ meetings loses the mandate to be an SCQ member.
6. An SCQ member is considered to have a conflict of interest if their activities in the SCQ conflict with their private, family, or other interests, based on the Law on prevention of conflict of interest in the exercise of public function.
7. Unless otherwise decided by the SCQ in accordance with Article 10 of this Regulation, any member with a conflict of interest must leave the meeting during the discussion and voting on the issue in question.

8. The participation of non-voting members representatives from the industry in the meetings of the SCQ shall be determined by the Chairperson and the members of the Council in cases where their participation is deemed necessary. This may include, but is not limited to, instances related to the drafting of strategic policies or other acts and matters deemed essential by the Council.

#### **Article 14**

##### **Order and Procedure of Meetings**

1. The Chairperson opens, chairs, interrupts, and ends the meeting. In their absence, this process is carried out in accordance with Article 12, paragraph 2 of this Regulation.
2. The preparation of materials for the SCQ meeting is handled by the director and the support staff of the KAA.
3. At the commencement of the meeting, the Chairperson shall determine the presence of a quorum, propose the agenda, open the discussion regarding the agenda, and confirm its approval.
4. The meeting shall not commence unless there is a quorum as defined in article 15.
5. SCQ members shall have the right to propose changes and additions to the agenda by providing a justification for the proposal. Such proposals shall be put to a vote by the SCQ, and if a majority of the members agree, the proposed change shall be added as a separate item on the agenda.
6. Any materials or requests introduced during the meeting may be approved by a majority vote of the total number of members entitled to vote.
7. Upon the proposal of the Chairperson or any member of the SCQ, the Council may resolve to postpone the review of one or more specific issues. Such issues shall be prepared for consideration at the subsequent meeting.
8. Following the approval of the agenda, the review and decision-making process for the issues included in the approved agenda items shall commence.
9. The report and justification regarding each agenda item are presented by the Chairperson or a person designated by the Chairperson, after which the Chairperson opens the discussion.
10. All present SCQ members may participate in the discussion and present their opinions, proposals, regarding the issues to be decided in the meeting.
11. The Chairperson or the meeting leader gives the floor in order of request for discussion. No member shall engage in discussion without first being granted the floor by the Chairperson or the designated meeting leader.
12. The Chairperson or the meeting leader is responsible for respecting the rules of procedure, actions, and conduct of members according to order.
13. The Chairperson or the meeting leader shall have the authority to adjourn the meeting if it is determined that the conditions for holding the meeting are not favourable.



## **Article15**

### **Quorum and decision making**

1. The quorum for SCQ meetings is constituted by the presence of the majority of total seats of voting members of SCQ as defined by the Law on KAA.
2. Decisions of SCQ shall be taken by a majority of votes of the members present.
3. In special cases decisions of SCQ may also be taken in a written proceeding if no collegial organ member objects. Decisions in a written proceeding require the majority of the members of the Council. Voting options are: "for", "against", and "abstain."
4. The decisions of the SQC shall be taken openly by voice or signal or any other appropriate form unless specified differently by this Regulation. The SQC decides on the voting method by a majority of present votingmembers.
5. Prior to voting, the Chairperson shall formulate the proposal and the corresponding decision or request pertaining to the respective agenda item.
6. Upon reviewing the conclusions of the discussions related to the agenda item, the SCQ shall make a decision or conclusion pertaining to that agenda item.
7. Abstentions of voting and spoiled ballot papers count as no-votes.
8. In the case of a parity of votes, the chairman shall have the casting vote. A parity of votes shall be considered a rejection of the proposal.

## **Article 16**

### **Keeping Minutes**

1. Minutes of the SQC meetings are kept at every meeting.
2. The minutes must include the following elements:
  - 2.1.Location, date, and time of the start and end of the meeting,
  - 2.2.The agenda;
  - 2.3.List of participants and absentees;
  - 2.4.All proposals and the respective voting results,
  - 2.5.Essential notes on the course of the meeting
3. The minutes are signed by the Chairperson and the minute-keeper.
4. The minutes of the SCQ meetings shall be taken by the designated officer of the AKA.
5. The minutes must be prepared within one week after the SQC meeting. The minutes are approved at the next SCQ meeting.
6. The minutes are kept in the archive of the AKA with the review materials according to the agenda items, as a long-term document.
7. All minutes of the SCQ meetings (regular and extraordinary) shall be published on the official SCQ website to ensure transparency and accessibility to the public regarding the deliberations and decisions made during SCQ meetings.

## **Article 17**

### **Acts of the SCQ**

1. The SCQ drafts and approves different administrative acts such as:
  - 1.1. Regulations,
  - 1.2. Decisions,
  - 1.3. Notifications,
  - 1.4. Recommendations.
2. The SCQ provides an authentic interpretation of the acts it approves. Exceptionally, the SCQ may seek legal advice from the legal office of the KAA, the legal department of the Ministry of Education / Government of Kosovo, or from an independent agency as decided by the SQC.
3. The approved acts of the SCQ are signed by the Chairperson of the SCQ.
4. The approved acts shall be sent to the involved parties and stakeholders for public debate, recommendations, and suggestions as provided in the applicable legislation. The acts shall come into force after the deadlines for comments, recommendations, and suggestions from stakeholders have passed, and they have been subsequently published on the AKA website.
5. All acts must be archived in accordance with the applicable regulations to ensure proper record-keeping and accountability.

## **Article 18**

### **Advisory committee**

1. SCQ may establish an advisory committee for the purpose of consulting on issues related to the scope of SCQ tasks.
2. Composition, credentials and functions of this committee will be defined with a special act.

## **Article 19**

### **Administrative Support**

1. The General Director of the AKA shall ensure that SCQ receives adequate administrative support to perform its duties efficiently and effectively.
2. Administrative staff, under the supervision of the General Director, shall be responsible for providing logistical, clerical, and technical support to the SCQ, including but not limited to:
  - 2.1. Preparing and distributing meeting agendas, minutes, and other relevant documents.
  - 2.2. Organizing and coordinating meetings, workshops, and other events.
  - 2.3. Maintaining records and archives of SCQ activities and decisions.

- 2.4. Assisting with communication and liaison tasks between SCQ members and external stakeholders.
- 2.5. Providing technical support for virtual meetings and ensuring the availability of necessary equipment and resources.
3. The administrative staff shall perform their duties with a commitment to confidentiality, professionalism, and adherence to the principles of transparency, objectivity and accountability.

## **Article 20**

### **Ethics**

1. SCQ members shall conduct their duties with integrity, objectivity, and in accordance with the Ethic Code.
2. Members must avoid any actions that could compromise the ethical standards of the SCQ or its reputation.

## **Article 21**

### **Transparency**

1. All decisions made by the SCQ shall be made public and accessible to the public through the official KAA website.
2. The publication shall include the full text of the decisions, as well as any relevant supporting documentation, ensuring transparency and accountability.

## **Article 22**

### **Data Protection and Privacy**

Policies and procedures must comply with applicable legislation related to data protection.

## **Article 23**

### **Amendments to the Regulation**

1. Amendments to this Regulation may be proposed by members of the SCQ as considered necessary.
2. Proposed amendments shall be reviewed and approved by a majority vote of the SCQ voting-members.

**Article 24**  
**Transitional and Final Provisions**

1. For all issues not included in this Regulation, the applicable LKAA will be applied.
2. The authentic interpretation of this Regulation is given by the SCQ.
3. Regulation on Rules of Procedure for SCQ Nr.prot.621/18 dated 12.06.2018 is hereby repealed.
4. This Regulation enters into force upon approval by the SCQ and signing of the approval decision by the SCQ President.