



UNIVERSITETI I PRISHTINES
” HASAN PRISHTINA”
UNIVERSITY OF PRISHTINA

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Based on article 13 paragraph 1 point 1.14 and article 22 paragraph 1 point 1.3 of the Statute of the University of Prishtina, the Governing Council of the University of Prishtina "Hasan Prishtina" in the meeting held on the date approved

**REGULATIONS ON THE STRUCTURE AND WORKING PRINCIPLES OF THE
CENTER OF EXCELLENCE IN TEACHING AT THE UNIVERSITY OF PRISHTINA
“HASAN PRISHTINA”**

General provisions

Article 1 Establishment

The Center for Excellence in Teaching (hereafter QPM) was established based on the decision of the Governing Council of the UP with no. prot. 2/913 dated 12.10.2017.

Article 2
Headquarters of QPM

The office and the training hall of the QPM are located in the building of the Central Administration of the UP.

The mission and purpose of QPM

Article 3

- 1.The Center for Excellence in Teaching aims to advance the academic capacities and the development of teaching approaches that promote effective and qualitative teaching, in order to advance UP into a competitive university with the best universities in the region and across the world.
- 2.The purpose of the QPM is to increase the effectiveness of teaching and improve the quality of teaching and research at the University of Pristina.

The scope of QPM

Article 4

1. Identifying and prioritizing challenges, needs and opportunities for the UP to address through trainings and programs offered at QPM;
2. Developing and implementing training programs and other activities (seminars, webinars, roundtables, etc.) that will meet the needs of the academic staff at UP and other higher education institutions;
3. Identifying and developing alternative forms to financially support QPM and encouraging donors to invest for the improvement of teaching at UP;
4. Planning and carrying out activities that contribute and ensure the advancement of skills and competencies of the academic staff;
5. Promoting the culture of academic excellence through the implementation of standards and best practices in teaching;
6. Providing services in the field of excellence in teaching (curriculum development, preparation of teaching materials, continuous engagement and assessment of students, application of hybrid teaching methods, research-based learning, use of technology and electronic platforms);
7. Supporting faculties and academic staff regarding the implementation proven innovative practices in teaching, mentoring and assessing students;

8. Promoting and offering services related to the implementation of ethical standards in teaching and research;
9. Using online platforms for the organization and management of training programs to improve the quality and efficiency of teaching;
10. Developing procedures for monitoring and evaluating the influence (impact) of training programs in the advancement of teaching and learning in UP.

The structure of QPM

Article 5

6. QPM consists of:
 - 6.1. QPM Governing Council
 - 6.2. Coordinator
 - 6.3. Trainers
 - 6.4. Administrative Officer

The Governing Council of QPM. Membership and method of election

Article 6

1. The Governing Council of QPM (hereinafter the Council) is the governing body of QPM that is responsible for the effective functioning of the QPM;
2. The council consists of 7 members.
 - 2.1 The three members of the Council are from the ranks of UP personnel and four from the ranks of QPM trainers;
 - 2.2. Retired certified trainers can also be members of the Council. The QPM coordinator is a member of the Council, without the right to vote;
 - 2.3. The members of the Council from among the personnel are proposed by the Rector in consultation with the Deans of the academic units. The proposed individuals must have the title Prof. ass, Prof. Assoc or Prof. Dr. The members of the Council from among the trainers are proposed by the QPM coordinator taking into account the performance and engagement of the trainers in QPM.
 - 2.4. Council members should have expertise and experience in teaching, educational research, faculty development, and related fields. This expertise enables them to provide valuable insight and guidance to initiatives and programs aimed at promoting excellence in teaching;

2.5. The QPM Council reports to the Rector of the UP. The mandate of the members of the Council is 4 years with the possibility of re-election for one more term.

3. Membership in the Council ends in the following cases:

3.1. When a member resigns;

3.2. When a member has acted contrary to the principles of work and professional ethics by was based on the UP Code of Ethics;

3.3. When a member fails to fulfill the responsibilities of membership;

3.3.1. Participating in at least 75% of meetings;

3.3.2. Participating in other organizational activities;

3.3.3. Representing the mission, purpose and development of their activities in UP in accordance with the strategic development of the QPM;

3.4. For health reasons;

3.5. In case of conviction for a criminal offense, and

3.6. Termination of engagement in UP.

The Duties of members of the Governing Council

Article 7

1. The Council is responsible for the governance and strategic planning of the QPM. The Council must supervise the development and implementation of strategic goals and objectives, review and approve annual plans, the QPM program, the budget, as well as provide guidance for new initiatives;

1.1. The head of the Council is proposed by the Council and appointed by the rector;

1.2. The specific responsibilities and duties of the head of the Council are defined in the appointment decision. The decision also defines the conditions under which the appointment can be canceled;

1.3. The Council approves the annual report of the work, the activities and performance of the trainers, which is then submitted to the rector and vice-rector for accreditation, quality of teaching and student issues, through the head of the Council.

1.4. The head of the Council reports to the rector and vice-rector on accreditation, teaching quality and student issues;

2. Decisions in the Council are made by taking into account the majority of votes from the members present. If the number of votes is equal, the vote of the head of the council makes the final decision.

The coordinator

The required qualifications, experience and skills

Article 8

1. The Rector, with the proposal of the Council, appoints the coordinator, who must be a regular staff member of the UP.

2. The coordinator of the Center for Excellence in Teaching is one of the trainers of QPM and has:

2.1. The title prof. assistant, prof. assoc or regular prof. (it is preferred that the coordinator has expertise in social sciences);

2.2. Certificates (evidence) for implementing programs regarding teaching in higher education.

2.3. Minimum five years of teaching experience in higher education;

2.4. Experience in providing training on teaching methods in higher education;

2.5. Communication skills, organizational skills, prioritization of tasks, ability to simultaneously engage in many tasks, decision-making skills, performing tasks within deadlines;

2.6. Proof of B2 level competence in the English language (speaking and writing);

2.7. Computer skills (Word, Excel, PowerPoint and use of platforms).

3. The mandate of the coordinator is 4 years, with the possibility of re-appointment for another term. The mandate of the coordinator is not related to the mandate of the rector.

The duties of the QPM coordinator

Article 9

1. Represents and promotes the mission and objectives of the QPM inside and outside the institution;

2. Leads the development and implementation of the QPM strategic plan and the QPM program in accordance with its mission and objectives;

3. Proposes to the QPM Council to create or implement procedures and instructions aimed at effective governance;

4. Implements the decisions made by the meetings of the Council of the QPM;

5. Supervises the budget, personnel and resources of QPM to ensure efficiency and quality in their services;
6. Contributes to the budget planning allocation decisions to ensure that the QPM has the appropriate support and infrastructure to provide their services;
7. Creates and maintains good relations with stakeholders inside and outside the institution, to ensure effective cooperation between QMP and other collaborators;
8. Holds regular meetings with trainers on the progress of training, the quality of modules, feedback and the development of new modules;
9. Periodically evaluates the efficiency of existing trainings/modules and identifies the needs for new trainings/modules;
10. Compiles an annual report regarding the performance of the existing coaches and the professional evaluation for the continuation of the contract, which is approved by the Council of QPM;
11. Compiles promotional materials for the work of QPM and in cooperation with the administrative officer, identifies the most effective promotional strategies;
12. Plans the schedule of trainings and assists their implementation;
13. Compiles projects and applies for grants aimed at improving and promoting work in QPM;
14. Offers advice and innovative ideas about the latest teaching and learning methods;
15. Reports to the vice-rector on accreditation, teaching quality and student issues;
16. Performs other tasks assigned by the CPM Council.

Trainers
Qualification and skills
Article 10

1. The trainers are members of the regular academic staff of the UP.

Trainers have:

- 1.1. The title assistant prof., assoc prof., or regular prof
- 1.2. Evidence of successful completion of the 'Training for Trainers' program (organized by QPM or in cooperation with third parties)';
- 1.3 Excellent training skills proven with relevant certificates/recommendations;
- 1.4 Knowledge proven with certificates for
 - i) teaching and learning in Higher Education;
 - ii) knowledge about research methods;
 - iii) knowledge about the use of technology in education (depending on what the module offers);

- 1.5. Excellent communication and interpersonal skills;
- 1.6. Proof of B2 level of competence in the English language (speaking and writing);
- 1.7. Ability to identify and analyze problems and provide solutions.

Recruitment of coaches

Article 11

1. The new trainers are selected through an internal competition for the UP staff. The call for applications is made by the QPM, when there are requests from the personnel themselves for training in certain fields and when the number of existing trainers does not meet the requirements of the UP personnel and when the need is seen for the more effective achievements of the objectives of QPM.
2. The recruitment process takes place through an interview and/or through the demonstration of any activity in front of the evaluation panel. The members of the evaluation panel consist of the QPM coordinator and two members of the QPM Council.

Article 12

The trainers' duties

2. Trainers have the following duties and responsibilities:
 - 2.1. Preparation of training modules/programs;
 - 2.2. Compiling training materials as well as the design of manuals;
 - 2,3. Compiling training projects or research projects that fulfill the mission of QPM;
 - 2.4. Provision of training modules;
 - 2.4. Provision of training modules;
 - 2.5. Cooperation and coordination of programs and training materials with the staff of the QPM;
 - 2.6. Participate in the regular meetings, organized by the QPM coordinator on the progress of the trainings, the quality of the modules, feedback and the development of new modules;
 - 2.7. They also perform other work, which is assigned by the Council of the QPM;

1 QPM periodically assesses the needs for organizing trainings for "Training for Trainers" program.

3. Invited trainers are also considered teachers and experts from UP and internationals in the field of teaching and research, invited or members of joint projects of QPM.

Administrative officer
Qualification and skills
Article 13

1. Required qualifications and skills (qualifications, experience and other skills and abilities required to perform this job):

- 1.1. Bachelor's degree or higher (social sciences preferred);
- 1.2. At least one year of work experience in administration;
- 1.3. Organizational skills, finishing many tasks parallelly and timely completion of tasks;
- 1.4. Computer skills (Word, Excel, PowerPoint and use of platforms);
- 1.5. Proof of A2 level of English language competence (speaking and writing);

Duties of the administrative officer
Article 14

1. The administrative officer is among the administrative personnel and has the following duties and responsibilities:

- 1.1. Proactively assists the QPM coordinator;
- 1.2. Publishes the programs and modules (with descriptions of the content) on the QPM website, together with the training calendar;
- 1.3. Updates the data on the QPM website and notifies the UP staff (by email or through SEMS) for training schedules and other activities offered by QPM;
- 1.4 Provides administrative support;
- 1.5. Takes care of the training halls and supplies them with materials when necessary;
- 1.6. Monitors and maintains office equipment and inventory and replaces them when necessary;
- 1.7. Distributes documents, decisions made and other materials through the protocol book;
- 1.8. Performs the tasks of receiving and delivering mails for the needs of the center;
- 1.9 Performs other administrative tasks assigned by the coordinator of the QPM.

Meetings
Article 15

1. The QPM Council members organize at least 3 meetings per year.
2. Meetings are organized more than three times a year if the chairman requests it or if at least one third of the members of the council requests it.

3. The quorum is considered valid if at least 50% of the members are present at the meeting council members.
4. Members are considered present even if they communicate through other video conferencing platforms.
5. The decisions taken at the meeting of the Council of the QPM are signed by the chairman of the Council.

Decision making

Article 16

1. Decisions are made by the majority of members present at Council meetings.
2. Each member has one vote.
3. In case the number of votes in favor and against a proposal is equal, then the chairperson's vote is the decisive one.
4. Council members withdraw from voting on any issue in which they have a conflict of interest.

Transitional and final provisions

Article 17

1. With the entry into force of this regulation, regulation no. prot. 2/922 of the date 13.10.2017 is withdrawn.
2. This regulation is approved by the Governing Council of UP.
3. The regulation enters into force after being signed by the chairman of the Governing Council of the UP.

Modifications

Article 18

1. The modifications or the supplementation of this regulation is done with the same procedure as that of its approval of the regulations.

The Governing Council of UP

Altin Sahiti- the chairman

