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Republika Kosova - Republic of Kosovo



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***UNIVERSITY OF PRISHTINA “HASAN PRISHTINA”  
FACULTY OF ECONOMICS  
BACHELOR IN APPLIED ECONOMICS AND MANAGEMENT  
in English language (REACCREDITATION)***

**SELF-EVALUATION REPORT**

*2021 PRISHTINE*



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## 1. INTRODUCTION

### *A brief overview of the institution and the program*

The Faculty of Economics of the University of Prishtina "HASAN PRISHTINA" started functioning in the academic year 1961/62 as a joint academic unit with the Faculty of Law. Since academic year 1971/72, the Faculty of Economics functions as an academic unit within the University of Prishtina "HASAN PRISHTINA". The Faculty of Economics is an institution dedicated to the preparation of capacities for taking the leadership roles in the community through teaching, research and practice in the field of economics.

The Faculty of Economics has a mission to prepare capacities that contribute to the overall economic and social development of Kosovo and beyond, to advance global knowledge in the field of economy. This mission is in line with the mission of the University of Prishtina as a public institution of higher education in Kosovo.

This mission is achieved through:

- The progress of the teaching activity in Bachelor, Master and Doctorate studies
- Ongoing reforms related to curricula, teaching methodology, modern literature, etc.,
- Intensive engagement in research,
- Engagement of academic staff with high degrees on scientific area,
- Continuous training of academic staff,
- Overall infrastructure improvement
- Transformation into a leading center for the advancement of knowledge, and education in the field of economy in the region,
- Full participation in the regional and international community in the field of higher education.

The Faculty of Economics as an academic unit of the University of Prishtina has a vision for:

- Establishment of an institutional culture for quality development;
- Cooperation with international institutions in the field of economy with the aim of integration into scientific networks in the field of economy;
- Implementation of research projects through the Economic Research Institute.

Currently the Faculty of Economics organizes three levels of study:

Bachelor (three year studies),  
Scientific Master (two year studies),  
Doctoral studies (three year studies).

In 2016, the following programs of Faculty of Economics were accredited for the period of three years:

a. Bachelor studies:



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The study program in Baking, Finance and Accounting,  
The study program in Management and Informatics,  
The study program in Marketing  
The study program in Economics  
The study program in Accounting  
The study program in Applied Economics and Management (in English)

b. Master studies:

The study program in Baking, Finance and Accounting,  
The study program in Management and Informatics,  
The study program in Marketing  
The study program in Economics

c. Doctoral studies:

The study program in Baking, Finance and Accounting,  
The study program in Management and Informatics,  
The study program in Marketing  
The study program in Economics  
The study program in Economics (English)

- ***Institutional leadership, management structures, administration and personnel agreements;***

**University Leadership:** According to the Statute of the University of Pristina article 10, "The University has the autonomy and freedom of academic teaching, scientific research and artistic creativity within its activity ...". The main governing authorities of the University are the Governing Council, the Rector and the Senate. The university consists of academic and organizational units. (Annex 17).

**Management Structure of the Faculty:**

- The Faculty of Economics is the academic unit of the University of Prishtina "Hasan Prishtina".
- The academic unit operates within the institutional framework of the Faculty, by offering higher education programs, scientific research or artistic creativity. The Steering Council decides on the budget of the academic unit according to the Rector's proposal and budget hearing within the academic unit.
- Each faculty is led by the Dean and can be assisted by two or three deputy deans (Deputy dean for Science, Deputy dean for Financial Affairs, and Deputy dean for Teaching), and they are elected by the Council with an absolute majority votes. Then the proposal goes to

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the Senate for approval for a four-year term, with the right of re-election for one mandate. The dean for his work reports to the rector.

The Faculty of Economics has the Secretary of the Faculty who helps the Dean and the Deputy deans in their work and follows the legal part of the work of the staff. The faculty is also composed of departments according to the fields of study, that are chaired by the heads of departments.

**The Council of Faculty:** The Councils is a very important body of the Faculty that is composed of the Dean, Deputy Deans, the Secretary of the Faculty, 30 members elected from the faculty professor, 8 members elected from the faculty assistants, a member selected by non-academic staff of the faculty, as well as two representatives of students elected by the council of students of the Faculty of Economics. The duration of the academic and non-academic mandate is four years, while the student representatives have a one year term. Their mandate begins on October 1st. The Council is chaired by the Dean and the duties are: a. Making proposals for Dean of the Faculty; b. making proposals for the the Senate regarding curricula, supervision of the teaching and research process at the Faculty, etc.

**The Student Council:** Each faculty has a Student Council that represents all faculty students and their interests. The number of members and the selection procedure are determined by the regulation issued by the Steering Council and in consultation with the Student Parliament. Their mandate is two years without the right for re-election.

- ***Students of Faculty, their socio-economic background and relevant contextual information about the field in which the institution operates;***

Young students enrolled in a bachelor's degree for the first time at the Faculty of Economics come from public and private secondary schools, from various socio-cultural contexts.

Since UP was the only provider of higher education, there were students from all over Kosovo and beyond. Whereas, due to the opening of universities in other cities of Kosovo, the students of Pristina region are more dominant at the University of Prishtina.

As for students enrolled in master's and doctoral studies, they come from public universities and private colleges. But first they should sit the test, in order to be admitted in master and doctoral studies.

- ***Teaching process and curricula;***

The Faculty of Economics is the academic unit of the University of Prishtina "Hasan Prishtina" which organizes the education in Bachelor, Master and Doctorate programs. Studies last 3 + 2 + 3 which is 3 years for bachelor studies, 2 years master studies and 3 years doctoral studies. Beside the programs in Albanian, the Faculty of Economics also offers programs in English language. The programs offered in English are at the bachelor level, and doctorate.



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At the Faculty of Economics, teaching process is organised with lectures and exercises. The formats in which teaching is organized at the bachelor level are 2 + 0 (two hours of lectures without exercises), 2 + 1 (two hours of lectures with one hour of exercises), 2 + 2 (two hours lectures with two hours of exercises), while at the master and doctoral level master are 3 + 0 (three hours of lectures without exercises). Teaching is conducted only for regular studies at three levels of study: bachelor, master and doctorate. The academic year begins on October 1 and ends on June 15. Each semester is foreseen for 15 weeks of lectures. Studies at bachelor level are divided into six semesters, master studies in four semesters and doctoral studies in six semesters. The teaching process is in accordance with the ECTS credits system, and is based on the ECTS user guide 2015.

From the beginning of the classes, students are informed about the course, and all other necessary aspects for the progress of the course during the semester, including the responsibilities and obligations of the teacher and students. Students are encouraged to be an active part of learning process through interactive discussions. Students are as well encouraged to do independent study work.



## 2. PROGRAM EVALUATION

### Information about the Study Programme you are applying for:

|   |   |
|---|---|
| Name of the Institution:  | University of Prishtina "Hasan Prishtina"                     |
| Faculty/Department:   | Economic  |
| Main and/or Branch Campus:  | Main Campus   |
| Specify the Branch you are applying for:  | <a href="#">Click here to enter text</a>                      |
| Name of the Study Programme:  | Applied Economics and Management (in English language)        |
| Person in charge for the study programme:   | But Dedaj   |
| Accreditation/Reaccreditation:  | Reaccreditation   |
| Level of qualification according to NQF:  | Level VI  |
| Academic degree or the name of Diploma:   | Bachelor of Science (BSc) in Applied Economics and Management |
| ECTS:   | 180   |
| Profile of the academic program (specialisation):                                 | Bachelor of Science   |
| Erasmus Subject Area Codes (ESAC):  | 04  |
| Form of studies:  | Full Time   |
| Minimum duration of studies:  | 3 years   |
| Number of study places:   | 50  |
| Permanent scientific/artistic personnel for the Study Programme (at least 3 PhD): | But Dedaj, Nimete Berisha and Gazmend Qorraj                  |

### 2.1. Mission, objectives and administration

#### Standard 1.1: Mission of the Study Program

- The purpose of the study program Bachelor of Science in Applied Economics and Management (in English) is to equip students with problem-solving abilities, to enable them to work independently and responsibly in future professional areas, in both scientific and practical environments. This program offers thorough knowledge and a wide range of abilities on economic and business theory and on organizational and financial issues by utilizing quantitative and analytical methods.
- The study program Bachelor of Science in Applied Economics and Management (in English) emphasizes the use of economic concepts and critical analysis for solving economic and managerial issues. This program aims to prepare graduates who are competent to use economic data and methods to explain relevant domestic, regional and international economic issues.





### **Standard 1.2: Compatibility with NQF**

The study program Bachelor of Science in Applied Economics and Management (in English) is compatible to the level 6 of the National Qualification Framework and also it is compatible to the level 6 of the European Qualifications Framework.

### **Standard 1.3: Didactic and Research Concept of the Study Program**

#### **1.3.1 Didactic Concept of the Study Program**

The Program Bachelor of Science in Applied Economics and Management (in English) implements student-centred learning and such approach is not a determined methodology but rather a quest to change the culture inside the institution. Considering that fact that the University of Prishtina implements the Bologna Process since academic year 2001/2002, student-oriented teaching is an easily implemented concept due to the implementation of ECTS credits system, teaching according to the learning outcomes, interaction between the professor and the student, active participation of students in knowledge-creation, participation of students as members of various academic committees including the design of study curriculums.

Due to the rapid pace of developments in the economy, it is more than necessary that the implementation of student-centered learning is promoted at the institutional level and level of the program. For this reason, teaching and learning at the program level is based on these principles: **Reflection, diversity, the use of the Electronic Management System for students and new technologies, use of information technology within different subjects, the combination of theory with practice, collaboration between staff and students, internationalization.**

**Reflection:** Professors, students and the institution as a whole should constantly reflect on the process of teaching, learning and infra structure where they are taught to contribute consistently to improving the quality at the level of the subject and the program as a whole. Professors and students exchanging while exchanging their opinions, should discuss whether the learning outcomes are achieved at the level of the subject or not.

**Diversity:** Professors should use different didactic methods to adapt to different ways of student learning and interests, taking into account the gender aspect and teaching diversity in order to ease the students' way of learning.

**Using SEMS and new technologies in teaching and learning:** Within the courses, the various menus available at the Electronic Student Management System are used to facilitate the communication of professors with students and provide faster access to information and different study materials (Annex 2). Academic staff is encouraged to integrate new technology at the level of subjects, given the rapid pace of information and communication technology development and the fact that a large part of the young people spend time using different electronic devices.





**Combining theory with practice:** Within the courses, a mix of theory with practice is provided by taking practical examples and analyzing various problems through the use of different theoretical models.

**Collaboration between staff and students:** It is very important that students and staff cooperate to understand the problem in specific disciplines and to propose solutions together on certain issues through constructive discussion. Such cooperation can have a positive effect, as both parties may consider each other as partners.

**Internationalization:** An important component of the program is the internationalization we strive to achieve through the involvement of different lecturers from domestic and foreign companies and institutions, who usually lecture on various current topics of interest to students. Furthermore, the study program encourages students to attend various seminars and programs outside of Kosovo, which are offered with full scholarships through the ERASMUS + program, and other similar programs and to continue their studies for a semester or even for the complete study cycle.

### 1.3.2 Research Concept of the Study Program

The inclusion of the research concept at the program level depends heavily on the activation of the Institute for Scientific Research at the faculty level, which was re-activated in 2018 and is in the initial stages of consolidation. However at the department level, we consider the below listed activities to be very important and contributing to the increase of research activities at the level of the program, the faculty, and the UP as a whole:

- Support for applications in various research grants
- Support in the management of research grants
- Strengthening the legal basis for research activity
- Creation of a network of experts and various local / international institutions
- Budget allocation at university level for research activities
- Adoption of certain regulations foreseen for research activities by the staff
- International staff trainings and certifications
- Staff support for participation in conferences / seminars / international workshops
- Exchange of staff and students for realization of research activities;
- Joint publications with international professors in various prestigious international journals;
- International scientific networking
- Joint research projects
- Reward of researchers
- Involvement of students in research activities
- The international number of students
- Number of international visitors professors

### Standard 1.4: Formal policies, guidelines and regulations regarding procedural or academic issues



The Faculty of Economics has a website where all relevant information and regulations are posted: [ekonomiku.uni-pr.edu](http://ekonomiku.uni-pr.edu). The website contains special sections and below are some of the key parts that are relevant to staff and students:

**News and Events:** Provides information about various announcements and events that are in the general interest of staff and students.

**On the left side of the website,** the posts are divided according to the level of studies Bachelor, Master and PhD. For each level of study, relevant information is provided on regulations, documents, thesis defence, general information, for graduate students, candidates in the procedure of thesis defence, results, literature, lecture and exam schedules as well as various forms relevant to that level of study.

**On the right side of the website** you can find the following information relevant to students, staff, and other interested parties:

- Access to payment forms: <https://notimi.uni-pr.edu/fletepagesatonline>
- SEMS: <https://notimi.uni-pr.edu>
- Application for students with index: <https://notimi.uni-pr.edu/ApplicationMeIndex>
- e-Referent (Frequently Asked Questions): <https://ekonomiku.uni-pr.edu/getattachment/Ballina/e-referentii.pdf.aspx>
- Syllabuses: <https://ekonomiku.uni-pr.edu/Departamentet.aspx>
- Curriculum 2011/2015: <https://ekonomiku.uni-pr.edu/Planprogramet.aspx>
- Curriculum 2016/2019: [https://ekonomiku.uni-pr.edu/Planprogramet-\(1\).aspx](https://ekonomiku.uni-pr.edu/Planprogramet-(1).aspx)
- Brochure and guide: <https://ekonomiku.uni-pr.edu/Broshura.aspx>
- Faculty Regulations: <https://ekonomiku.uni-pr.edu/Vendimet.aspx>
- Projects: <https://ekonomiku.uni-pr.edu/Projects.aspx>
- Accredited programs: <https://ekonomiku.uni-pr.edu/Programs-e-credited.aspx>
- Disciplinary Commission Decisions:  
[https://drive.google.com/drive/folders/0B\\_36rMoVdto4QmVnUm1rQËNrTFE](https://drive.google.com/drive/folders/0B_36rMoVdto4QmVnUm1rQËNrTFE)
- Schedule of meetings at the Faculty:
- Monographs of the University: [https://ekonomiku.uni-pr.edu/Files/Documents/Relevante/Monografia\\_opt.aspx](https://ekonomiku.uni-pr.edu/Files/Documents/Relevante/Monografia_opt.aspx)
- University Statements:  
[https://ekonomiku.unipr.edu/Files/Dokumente/Relevante/pasqyra\\_up\\_2008.aspx](https://ekonomiku.unipr.edu/Files/Dokumente/Relevante/pasqyra_up_2008.aspx)

### **Standard 1.5: Ethical Behaviour in Research, Teaching and Staff and Student Evaluation**

The University of Prishtina possesses the Statute of the University of Prishtina and various accompanying regulations, which regulate the ethical behaviour of staff and students in research, teaching, and assessment in all academic and administrative activities. One of the key regulations is also the "Regulation on Disciplinary Procedure" (Annex 18), which sets out the

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basic principles of disciplinary procedures for professors and students. Otherwise, all decisions of the disciplinary commission are public and posted on this link: [https://drive.google.com/drive/folders/0B\\_36rMoVdto4endMËUZuËËY4Unc](https://drive.google.com/drive/folders/0B_36rMoVdto4endMËUZuËËY4Unc)

In line with the internal regulations of the UP, it is worth mentioning the "Code of Ethics of the academic staff of the University of Prishtina "Hasan Prishtina"" (Annex 13), where according to Article 2 the University affirms that the right to education is a fundamental human right and that higher education should provide a favourable environment for the distribution, expansion, and critical examination of knowledge and values, and to further seek truth and knowledge.

#### **Standard 1.6: Management and Dissemination of the Program**

At the program level, all policies, regulations, terms of reference and declaration of responsibility regarding the dissemination of the program are reviewed once a year and may be changed accordingly.

#### ***Performance Indicator 1.1 Main Performance Indicators (MPI) at the level of the study program***

The institution estimates that the following indicators are important for overall quality assurance of study programs:

- The total number of students participating in the assessment of learning;
- Average evaluation of the overall quality of the program through surveys with students who are enrolled in the last year of studies;
- Percentage of subjects evaluated by students during an academic year;
- Number of students in proportion to the number of academic staff;
- Number of staff with Ph.D. degrees;
- Overall student evaluation of the quality of the subjects
- Percentage of the graduates at Bachelor, Master and Ph.D. level;
- Percentage of the students who successfully complete their academic year;
- Percentage of Bachelor graduates who within 6 months;
  - Are employed
  - Continue studies
  - Do not search for a job or do not continue their studies
- The number of students who do not continue their studies
- The number of students in relation to administrative staff;
- Evaluation of administrative services by students
- Participation of academic staff in various professional development activities
- Percentage of staff leaving the institution for various reasons and not related to regular retirement.
- Number of scientific papers in various international journals, according to UP published criteria



- Number of citations in previous year's scientific journals for regular academic staff
- Number of scientific papers or reports presented at local, regional and international academic conferences;
- Proportion of revenues from other sources outside the university as a percentage by number of regular staff;
- The share of budget spent on research;
- Participation of staff in various activities outside the university.
- For some of these indicators, for which the Faculty possesses statistics, we will be referring during the writing of the self-assessment report.

**Performance Indicator 1.2: Electronic Management System for Students**

At the UP level, there is an Electronic Management System for students, which consists of the following modules: 1. Application Form for Student Registration; 2. Grading Module; 3. Student Payment Module; 4. Staff and Student ID Card Module; 5. Diploma module; 6. Quality Assurance and Evaluation Module; 7. Module of competences and learning contents; 8. Library module; 9. Other modules, which can be added with special decisions.

**Performance Indicator 1.3:** For more information please refer to Section 2.4

**Performance Indicator: 1.4** Statistical data regarding students are kept in the central system in SEMS. Some of the student statistics are presented in the following tables.

|   | Bachelor   |            |            |            | Master     |            |            |           | Ph.D.    |           |          |          |
|---|------------|------------|------------|------------|------------|------------|------------|-----------|----------|-----------|----------|----------|
|   | 2018       | 2019       | 2020       | 2021       | 2018       | 2019       | 2020       | 2021      | 2018     | 2019      | 2020     | 2021     |
| Economics                                   | 109        | 116        | 109        | 64         | 73         | 47         | 34         | 20        | 1        | 6         | 3        | 1        |
| Marketing                                   | 117        | 153        | 106        | 62         | 91         | 52         | 55         | 18        | 0        | 6         | 0        | 1        |
| Management                                  | 240        | 191        | 150        | 88         | 83         | 77         | 59         | 32        | 0        | 5         | 2        | 0        |
| Accounting                                  | 106        | 82         | 71         | 46         | 0          | 0          | 0          | 0         | 0        | 0         | 0        | 0        |
| Applied Economics & Management (in English) | 2          | 15         | 12         | 18         | 0          | 0          | 0          | 0         | 0        | 0         | 0        | 0        |
| Banking, Finance, Accounting                | 397        | 340        | 307        | 163        | 131        | 127        | 82         | 27        | 6        | 6         | 3        | 1        |
| <b>Total</b>                                | <b>971</b> | <b>897</b> | <b>755</b> | <b>441</b> | <b>378</b> | <b>303</b> | <b>230</b> | <b>97</b> | <b>7</b> | <b>23</b> | <b>8</b> | <b>3</b> |
| <i>Female (%)</i>                           | 52         | 61         | 58         | 60         | 66         | 65         | 67         | 70        | 14       | 65        | 37       | 33       |
| <i>Male (%)</i>                             | 48         | 39         | 42         | 40         | 34         | 35         | 33         | 30        | 86       | 35        | 63       | 67       |

\*The number of graduated students in all programs: time period 2018-2021



|  | <b>Bachelor</b> |             |             |             | <b>Master</b> |             |             |             | <b>Ph.D.</b> |             |             |             |
|--|-----------------|-------------|-------------|-------------|---------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|
|  | <b>2018</b>     | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2018</b>   | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2018</b>  | <b>2019</b> | <b>2020</b> | <b>2021</b> |
| Economics  | 734             | 743         | 733         |             | 234           | 219         | 230         |             | 13           | 22          | 22          |             |
| Marketing  | 706             | 808         | 777         |             | 227           | 205         | 219         |             | 11           | 4           | 19          |             |
| Management   | 1276            | 1250        | 1291        |             | 390           | 372         | 326         |             | 11           | 25          | 49          |             |
| Accounting   | 556             | 458         | 545         |             | 0             | 0           | 0           |             | 0            | 0           | 0           |             |
| Applied<br>Economics &<br>Management<br>(in English) | 199             | 156         | 192         |             | 0             | 0           | 0           |             | 0            | 0           | 0           |             |
| Banking,<br>Finance,<br>Accounting                   | 1888            | 1812        | 1672        |             | 500           | 430         | 357         |             | 24           | 32          | 58          |             |
| <b>Total</b>   | <b>4893</b>     | <b>5227</b> | <b>5210</b> |             | <b>1351</b>   | <b>1226</b> | <b>1132</b> |             | <b>59</b>    | <b>83</b>   | <b>148</b>  |             |

*\*The number of students enrolled in all programs: time period 2015-2018*



|   | Bachelor   |            |            | Master     |           |            | Ph.D.     |           |          |          |          |
|---|------------|------------|------------|------------|-----------|------------|-----------|-----------|----------|----------|----------|
|   | 2018       | 2019       | 2020       | 2021       | 2018      | 2019       | 2020      | 2021      | 2018     | 2019     | 2020     |
| Economics                                   | 46         | 56         | 49         | 27         | 5         | 20         | 10        | 10        | 0        | 0        | 1        |
| Marketing                                   | 55         | 72         | 75         | 32         | 5         | 11         | 8         | 3         | 0        | 1        | 1        |
| Management                                  | 108        | 123        | 101        | 49         | 10        | 30         | 20        | 13        | 0        | 0        | 0        |
| Accounting                                  | 23         | 25         | 25         | 9          | 0         | 0          | 0         | 0         | 0        | 0        | 0        |
| Applied Economics & Management (in English) | 0          | 4          | 2          | 1          | 0         | 0          | 0         | 0         | 0        | 0        | 0        |
| Banking, Finance, Accounting                | 122        | 127        | 130        | 57         | 11        | 47         | 22        | 9         | 0        | 3        | 0        |
| <b>Total</b>                                | <b>354</b> | <b>407</b> | <b>382</b> | <b>175</b> | <b>31</b> | <b>108</b> | <b>60</b> | <b>35</b> | <b>0</b> | <b>4</b> | <b>2</b> |

*\*The number of students disenrolled from all programs: time period 2018-2021*

|  | Bachelor |      |      |      |
|--|----------|------|------|------|
|  | 2018     | 2019 | 2020 | 2021 |
| The total number of scholarship earned by students of all programs of the Faculty of Economics | 150      | 117  | 81   |      |

*\*The number of students who earned a university scholarship: time period 2016-2018*

**Performance Indicator 1.5:** The University has decided to construct an elevator for the building of the Faculty of Economics and Law, which will enable disabled persons to have access to the study halls located on the floor two, three, and four. Otherwise, so far people with disabilities had access only in classrooms 2, 3, 4, 5 and the Great Amphitheatre.

As reported in different parts of the SAR, the female/male gender ratio has significantly improved in the last decade. University of Prishtina "Hasan Prishtina" is an institution that promotes equal values and rights for all students regardless of age, race, gender, religion, or ethnicity. Meanwhile, other issues regarding student admittance for whom it is considered that facilities should be created are usually defined with special regulations and decisions at the university level.

### SWOT analysis for mission, objectives and administration:

#### A. Strengths

- The objective of the Bachelor program in Applied Economics and Management is in line with the Mission of the Faculty and the University in general.



- The first English language program at the University and Region level offered by local staff.
- The English-language academic program has increased the number of foreign students at Bachelor level who come and study for one semester.
- A qualitative academic program comparable to the same field programs of renowned universities in Europe.
- The use of the most advanced and current international academic materials
- Relatively small groups of students enable individual instructor-student work by facilitating step-by-step supervision of each student's performance and training;
- The study of Economics in English makes students more competitive internationally and facilitates communication and co-operation with key field actors.
- Close cooperation with European universities for scientific research, teaching and exchange of students.

#### **B. Weaknesses**

- The implementation of SEMS with all its modules has enabled the processing of various statistics, but collecting data from alumni with regards to their job placement and feedback on program curriculum improvement, remains a challenge.
- Few opportunity for financial support for research activities of professors.
- Few opportunity for students to become involved in scientific research
- Insufficient support by the higher level for the innovative study programs.
- Insufficient promotion in media and high schools.

#### **C. Opportunities**

- Increased cooperation with major international universities for research in the field of economics, pedagogy, and exchange of students and faculty
- Increased cooperation with industry and organizations in Kosovo as well as businesses and international organizations with the aim of preparing students for the labour market
- Collaboration with international universities for the continuous advancement of curricula and teaching methods as well as the involvement of innovative technologies in the process.
- Possibility of continuing studies abroad at Master and PhD levels.

#### **D. Threats**

- Collection of data for all of the above mentioned indicators.
- The falling number of students, as a consequence of decreasing post-war birth rate.
- Competition from the domestic colleges and other higher education institutions within the state and the region;





- The very unfavourable economic situation of students makes it difficult for them to be equipped with the materials and technology needed to adapt to new learning methods.

## 2.2. Quality management

### Standards 2.1.

The staff of the Faculty of Economics, including that of the Bachelor of Science in Applied Economics and Management in English program, participates in self-assessment to enhance the quality of the teacher as well as teaching in general. Evaluation and planning for improvement processes are integrated into the normal planning processes. UP uses a set of questionnaires that have been developed within a European project. The Quality Assurance Committee reviews the questionnaires every five years (next planned revision takes place in 2020).

It is worth mentioning that the process of subject and teacher assessment in the past has been conducted by students in the last two weeks of the semester's, during the class time, asking students to respond to the questions posed objectively. While now this system is computerized and implemented through SEMS and that has facilitated the process of producing quick analyses and has made the data generated for staff performance more reliable.

### Standard 2.2.

Evaluation processes and planning for improvement are integrated into the normal planning processes. According to the Student Assessment Guidelines and the use of their results at the University of Prishtina "Hasan Prishtina" (Annex 4), evaluation results help teachers and academic units to continuously improve themselves. In cases where the academic person does not have the ability or willingness to improve, the university will impose measures / sanctions such as: written remarks by the Dean of the respective academic unit and in case of non-observance, submission of the measure to the Ethics Committee. Depending on the type of remarks, stoppage of salaries will be initiated, as well as other measures in accordance with the Regulation on Disciplinary Staff Measures and Procedures (Annex 18) and Code of Ethics (Annex 13).

### Standard 2.3.

Quality assurance processes that deal with all aspects of program planning and delivery, including services and resources provided by other parts of the institution, are regulated according to the Quality Assurance and Evaluation Regulation at the University of Prishtina (Appendix 3).



The University performs evaluation activities on an on-going basis in areas such as:

- a) Assessment of the quality of teaching (as a sample, a questionnaire for course assessment is attached to Annex 19)
- b) Evaluation of Student Services
- c) Evaluation of scientific activity and doctoral studies
- d) Evaluation of international cooperation
- e) Evaluation of learning resources

The assessment of the University activities is guided by the Central Quality Assurance and Evaluation Commission at the University. The University's activity assessment process is administered by the Office for Academic Development with the assistance of quality assurance and evaluation coordinators, in the academic units and the working group, which is established as needed. In the table below, a summary of all the assessed cases was presented for the winter semester 2018/2019 where for the data processing and average was extracted over each question:

**Summary of Student Assessment for the courses of the Bachelor Program in Applied Economics and Management for Year I, II, and III (Evaluation is done on a scale of 1 - 5, 5 = excellent):**

| Applied Economics and Management (Bachelor) in English                 | Evaluation |
|--|------------|
| Course syllabus was presented in the beginning of semester             | 4.2        |
| Instructor was punctual and regular during the lectures                | 4.1        |
| Instructor came always prepared for the lectures                       | 4.0        |
| Instructor has encouraged discussions and activities during class time | 4.1        |
| Instructor has held consultations with students                        | 4.0        |
| Teaching materials has been useful for studying                        | 4.1        |
| Evaluation of student work has been done continuously                  | 4.0        |
| The course/subject is useful for my future profession                  | 4.0        |
| What is the overall evaluation of the course?                          | 4.1        |
| What is the overall evaluation of the instructor?                      | 4.0        |

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



Quality assessments provide an overview of quality issues for the Management study program. Dean of the Academic Unit, ensures that the academic development coordinator carries out its responsibilities in relation to the realization of the assessments at University and Academic Units level. Dean of the Academic Unit develops the improvement plan after each evaluation activity and sets the measures to be taken in the annual budget of the Academic Unit.

Inputs for the evaluation of the program will be obtained from the questionnaires addressed to the students of this program. Prior to the start of the academic year, the academic staff of this program meets and provides input from professors and assistants regarding the achievement of learning outcomes, learning processes, and discusses challenges and plans for continuous improvement.

**Standard 2.5.** Quality assurance processes ensure that the required standards are fulfilled and there is continuous performance improvement. Evaluation data are used for annual and strategic planning of the University and prioritization of development activities. These data help identify the interventions that should be taken by the academic units or main management level to address issues of interest. They are used for the purpose of improving teaching performance and academic staff progress based on statutory requirements.

**Standards 2.6.** Survey data are collecting by students, graduates and employers; the results of these assessments are published. According to the Survey conducted in cooperation with students of TUCK Business School, data were collected from students and graduates about their study satisfaction at Economy Faculty. Specifically, the Tuck Business School in Dartmouth is interested to know the student's opinion about their experience at the UP's of Economy Faculty. This study was used to give some recommendations to the Management of Economy Faculty regarding the studies quality improvement and better students qualification for the labor market. The results of this survey and the interviews conducted with companies and other institutions, including recommendations on what the management of Economy Faculty and UP should do, is aimed to offer students greater opportunities for working and internship- (practical work).

**Standard 2.7.** The results of the internal quality assurance system have been taken into account for the further development of the study program. This includes assessment results, student workload, academic success and graduates employment. Based on assessment results, the student workload, academic success and graduates employment, have been changes in the Bachelor of Science in Economics program in English to adapt the market needs and students to be able to work. Compared to other programs, this program has initially registered max 50 students per each lecture, making easier evidence of student professionally progress.



**Standard 2.8.** The Institution ensures that reports on the overall quality of the program are periodically prepared (eg every three years) for review within the institution showing its strength and weaknesses. Quality Assurance Central Committee and Assessment at Rectorate develops the five year plan and action plan for each year, which elaborates the activities undertaken each year. It includes evaluation activities of academic units.

At the level of the academic unit, this program, passed and approved by the competent bodies within the Faculty. As this program is applying for reaccreditation, its periodic review will be done at least after 1 year, taking into account the advantages and challenges of its implementation in practice. The program was developed based on the UP Internal Regulations for the accreditation process and all the deadlines given by the Office for Academic Affairs of UP were respected.

**Standard 2.9.** Quality assurance arrangements for the program are self evaluated and regularly improved. Quality assurance arrangements for the program are evaluated and improved regularly by Central Quality Assurance and Evaluation Committee at the Rectorate.

**Performance Indicator 2.1.** Data from faculties for student performance such as: passing percentage on exams, organization of colloquiums, duration of studies etc.

The quality of teaching and learning

Graduates' perceptions of the quality of studies

Employers' perceptions of the quality of graduates

**Performance Indicator 2.2.** Reports are provided to program administrators for each course delivery and these include details if planned content cannot be addressed and any difficulties in finding the planned strategies. Appropriate adjustments are made in teaching plans after examining course reports. Assessment of the course (s) by the students is done at the end of each semester.

Analysis of the faculty for the course results for academic staff, and providing of information on quality assurance measures and ranking of plans to improve quality.

If less than 30% of students or less than five students have completed the questionnaire, the results should only go to the teacher (due to lack of statistical validity)

**Performance Indicator 2.4.** A comprehensive re-assessment of the program takes place at least once every five years. Policies and procedures for carrying out this re-assessment are published. Program review includes experienced people from relevant industries and professions, and faculty with experience from other institutions. The assessment of the need for quality improvement fits the dynamics of institutional accreditation with the exception of the need identified for estimates outside this timetable. For example. The review of the Guidelines will be reassessed in 2019, after the first two years of its implementation.



**Performance Indicator 2.5.** Students participate in designing and implementation of quality assurance processes. The Central Quality Assurance Commission, which is a Senate Advisory Committee, is attended by a representative of students who has above 8 grade average and English language knowledge.

### **SWOT analysis for quality management:**

#### **A. Strengths:**

- All staff participation on self-assessment to enhance teaching quality and teaching in general.
- Students opportunity to evaluate professor and subject through the SEMS electronic system increases the confidentiality and reliability of the assessment.
- There is a mechanism for taking actions about any disregard of the subject and teaching assessment.
- There is a system for conducting assessment activities consisting based on regulation, Central Quality Assurance Commission and Academic Development Office.
- Academic Quality Programs and Student Services - Strong administrative support for academic programs and student services contributes to their quality, including the small faculty-student relationship and the personal students' attention.
- Possession of a Quality Assurance and Evaluation Regulation at the University of Prishtina as well as the possession of a student assessment guide and their results at the University of Prishtina "Hasan Prishtina.

#### **B. Weaknesses**

- Creating a database with graduate students (alumni) for generating information on employment after graduation.

#### **C. Opportunities**

- Increase cooperation with major international universities in the field of economics for research, teaching methods, academic staff and students exchange and further quality advance.
- Further information technology advance which directly contributes to enhancement and measurement of quality level.
- Increase the volume of opportunities to participate in adequate training to increase teaching quality.

#### **D. Challenges**

- Domestic competition from other higher education institutions and region.



- Creation of a plagiarism detection mechanism that will be used to assess the authenticity of students' academic works.

## 2.3. Academic staff

### 1.1. Academic staff

**Standards 3.1.** Employment candidates are provided with full job descriptions and employment conditions. Below, are presented in a tabular form academic staff data for Full Time (FT) and Part Time (PT) at Economics Department study program.

| <i>Nr .</i> | <i>Name and surname</i> | <i>Engagement</i> | <i>Qualification</i> | <i>Academic title</i> | <i>The length of contract</i> | <i>Teaching workload</i> | <i>Consultation</i> | <i>Administrative activities</i> |
|-------------|-------------------------|-------------------|----------------------|-----------------------|-------------------------------|--------------------------|---------------------|----------------------------------|
| 1           | But Dedaj               | FT                | Doctor of Science    | Prof. Ass. Dr.        |                               | Lectures                 | 4 hr/week           |                                  |
| 2           | Ajet Ahmeti             | FT                | Doctor of Science    | Prof. Dr.             | E pacaktuar                   | Lectures                 | 4 hr/week           |                                  |
| 3           | Nimete Berisha          | FT                | Doctor of Science    | Prof. Asoc. Dr.       | 23.07.2022                    | Lectures                 | 4 hr/week           |                                  |
| 4           | Petrit Gashi            | FT                | Doctor of Science    | Prof. Asoc. Dr.       | 26.07.2022                    | Lectures                 | 4 hr/week           |                                  |
| 5           | Ardiana Gashi           | FT                | Doctor of Science    | Prof. Asoc. Dr.       | 23.07.2022                    | Lectures                 | 4 hr/week           |                                  |
| 6           | Mrika Kotorri           | FT                | Doctor of Science    | Prof. Asoc. Dr.       |                               | Lectures                 | 4 hr/week           |                                  |



|    |                         |    |                |                     |             |          |           |                    |
|----|-------------------------|----|----------------|---------------------|-------------|----------|-----------|--------------------|
| 7  | Armand Krasniqi         | FT | Doctor Science | of Prof. Dr.        | E pacaktuar | Lectures | 4 hr/week |                    |
| 8  | Florentina Xheili       | FT | Doctor Science | of Prof. Dr.        | E pacaktuar | Lectures | 4 hr/week |                    |
| 9  | Rahmije Mustafa Topxhiu | FT | Doctor Science | of Prof. Dr.        | E pacaktuar | Lectures | 4 hr/week |                    |
| 10 | Sadete Pllana           | FT | Doctor Science | of Prof. Ass. Dr.   |             | Lectures | 4 hr/week |                    |
| 11 | Driton Qehaja           | FT | Doctor Science | of Prof. Assoc. Dr. |             | Lectures | 4 hr/week | Head of Department |
| 12 | Gazmend Qorraj          | FT | Doctor Science | of Prof..Dr         | E pacaktuar | Lectures | 4 hr/week |                    |
| 13 | Nagip Skenderi          | FT | Doctor Science | of Prof. Ass.Dr     | 30.09.2020  | Lectures | 4 hr/week |                    |
| 14 | Myrvete Badivuku        | FT | Doctor Science | of Prof. Dr.        | E pacaktuar | Lectures | 4 hr/week |                    |
| 15 | Avdullah Hoti           | FT | Doctor Science | of . Prof. Dr.      | E pacaktuar | Lectures | 4 hr/week |                    |





|    |                   |    |                 |                   |            |           |           |                                   |
|----|-------------------|----|-----------------|-------------------|------------|-----------|-----------|-----------------------------------|
| 16 | Adriatik Hoxha    | FT | Doctor Science  | of Prof. Assoc.Dr |            | Lectures  | 4 hr/week |                                   |
| 17 | Sevdije Alshiqi   | FT | Doctor Science  | of Assistant      | 8.07.2019  | Exercises | 6 hr/week |                                   |
| 18 | Mjellma Carabregu | FT | Doctor Science  | of Assistant      | 23.07.2021 | Exercises | 6 hr/week |                                   |
| 19 | Luljeta Elezi     | FT | Doctor Science  | of Prof. Ass. Dr  |            | Exercises | 6 hr/week |                                   |
| 20 | Rineta Hoxha      | FT | Msc             | Assistant         |            | Exercises | 6 hr/week |                                   |
| 21 | Vlora Prenaj      | FT | Doctor Science  | of Prof. Ass. Dr  |            | Exercises | 6 hr/week | Secretary of Economics Department |
| 22 | Lekë Pula         | FT | Doctor Science  | of Prof. Ass. Dr  |            | Exercises | 6 hr/week |                                   |
| 23 | Neshat Podvorica  | FT | Msc             | Assistant         |            | Exercises | 6 hr/week |                                   |
| 24 | Arlinda Kotorri   | FT | Doctor Science. | of Lecturer       |            | Lectures  | 6 hr/week |                                   |

### Organization of the exams

1. Exams for bachelor studies are held during the exam period.



2. The examination period include the winter exam session (January), spring (June) and autumn (September) exam session. The exact period for each term is determined by the general study calendar, which is accepted by the Senate and published. Details of the start and end dates of each exam period are determined by the advice of the academic units.

3. Schedule of exams, including daily schedules, are announced at the beginning of the academic year.

4. Exam schedules will be determined in such a way that the student does not have more than one exam per day.

5. The exam schedules, after being announced, are obligatory for both, professor and students.

**Standard 3.2.** The teaching staff is in compliance with the legal requirements regarding the occupation of teaching positions, which are included in the Administrative Instruction on Accreditation. The Economy Faculty of (EF) has adequate academic staff for offered studies. The Faculty has consistently invested in academic staff by supporting them in academic studies and academic advance. In accordance with Article 171, paragraph 2, the academic staff of the UP consists: regular professors, associate professors, assistant professors, university assistants, lecturers. Appraisal procedures for appointment to academic invocations relies on criteria derived from activities such as: educational, research, scientific and professional activity as well as service activity.

**Standard 3.3.** At Economics Department, academic staff does not cover more than two teaching positions (one full time, one part-time) within one academic year.

**Standard 3.4.** Academic staff at Economics department are full-time employees and are the largest percentage of study program classes, thus benefiting from the right to have a second Part Time (PT) job as well.

| (i) Academic title     | N0 | Percentage | (ii) Scientific achievements | No | Percentage |
|------------------------|----|------------|------------------------------|----|------------|
| Prof.Dr.               | 6  | 24%        | Doctor/PhD                   | 16 | 64%        |
| Prof.Ass.              | 6  | 24%        | Magister                     | 8  | 32%        |
| Prof. Asistent         | 4  | 16%        | Ing                          | 1  | 4 %        |
| Lecturer and assistant | 9  | 36%        |                              |    |            |
| Total                  | 25 | 100%       | Total                        | 25 | 100%       |

**Standard 3.5.** For each group of students designated by the Statute of the University of Prishtina and for every 60 ECTS credits in the study program at Economics Department is employed a full-time professor with the PHD title.

**Standard 3.6.** Continuous efforts have been made to provide opportunities for additional professional development of the teaching staff, with the special assistance given to any person experiencing difficulties. Within the University of Prishtina, academic staff are obliged to have

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at least two teaching training, which can be done at the Center for Excellence in Teaching (QPM) of the University of Prishtina "Hasan Prishtina" or somewhere at any other training center within or outside the country. QPM provides basic level teaching training titled: Teaching in Higher Education as well as the advanced one with the title: Planning and implementation of teaching in higher education. This shows that measures have been taken within the institution for the training of teaching staff in the theory and practice of student assessment as well as other issues of teaching.

**Standards 3.7.** Responsibilities of all teaching staff, particularly full-time staff, include engagement in the academic community, community service, and availability for consultation with students, where each professor has four hours per week of consultations (2 times a week for 2 hours), while assistants from six hours per week (3 times a week for 2 hours).

**Standards 3.8.** Academic staff assessment is done on a regular basis through self-assessment, student and supervisor evaluation. This assessment takes place on a formal basis, where student evaluation is done after each semester. The Office for Academic Development in the framework of the UP, respectively the Assessment Unit, performs evaluations, processes the data, conveys results and according to the management requirements compiles reports related to the evaluation results. Data management is fully digitized (for more see section 2.2 Quality Management). While the evaluation by the supervisors is done on a continuous basis, and at the end of each month through the evidence reports submitted by the teaching staff in the administration, where they are handled by Deputy Dean and the teaching officer. During 2017 within the framework of SEMS, the implementation of the "Module for identification of students and teachers in learning through ID cards - RFID (Radio Frequency Identification)" is included, transferring the manual work to the digital one within the UP. All professors / assistants are equipped with a chip ID. All students of academic year 2017/18 and repeat students of 2016/17 will be equipped with chip ID. The Professor / Assistant when starting the lecture / exercises should have a ID card in the hall where the ID reader has to check in / out and each student must do the same. The Professor / Assistant must make Check Out unable to approve the student list in SEMS, a list which they print and submit to the administration as evidence of the lesson.

**Standards 3.9.** Quality Improvement Strategies include improving teaching strategies and the quality of teaching materials. Improvement strategies in the quality of teaching, according to teaching training provided by staff. Each professor brings innovation related to the material, including field innovations, subject matter, refreshing syllabi and material.

**Standard 3.10.** At Economics Department, teachers retire at the age of 65, as needed, engagement up to the age of 70 in the absence of staff in the field, or there have been cases for



a period when for other engagements or other reasons and circumstances, lose status full-time teachers and are considered as part-time teachers.

**Performance Indicator 3.1.** The Economics Department teaching staff is constantly encouraged through various methods and techniques to develop strategies for improving its teaching, keep track of assessment evidence and improvement strategies.

**Performance Indicator 3.2.** Attempts have been made to offer training programs in teaching skills consistently. Academic preparation abroad supported by several projects such as Tempus funded by the European Commission and other donors, study visits of staff at various Universities in Europe and North America, staff engagement in study projects at home and abroad, participation (though limited) number of seminars and presentations within the Faculty where topics of practical and theoretical interest are treated, staff studies at foreign universities (Arizona State University, Staffordshire University, etc.).

**Performance Indicator 3.3.** The extent to which teaching staff is involved in professional development to improve the quality of teaching is being systematically monitored. During staff re-election, professional monitoring of staff is carried out as educational, research, scientific and professional activity as well as service activity. This is regulated by the Regulation on Selection of Academic Staff (Annex 9).

**Performance Indicator 3.4.** The academic staff assessment results are taken into account for promotion purposes and have an impact on the upgrading and re-selection of staff for contract renovations (Annex 9).

#### **SWOT analysis for academic staff:**

##### **A. Strengths**

- Academic staff consists of qualified teachers where most of them have completed the PhD degree and the rest are PhD candidate.
- Academic staff is active in participating in scientific conferences, research projects and training to increase the quality of teaching.
- Each teacher has at least two teaching training.
- The pedagogue-student ratio is relatively good to enable a good level of teaching and learning.
- The availability of academic staff (professors and assistants) for consultations with students beyond the academic hour is regulated in a sufficient bases to address the problems of student learning.



- Access to international electronic libraries facilitates the process of scientific research and enables pedagogues to keep up with scientific developments in the world.

#### B. Weaknesses

- Lack of funding complicates the conditions of academic staff to engage in research and participation in conferences.
- Lack of "peer review" as a quality assurance mechanism in teaching.

#### C. Opportunities

- Increase of cooperation with international universities in the field of economics research, pedagogy and academic staff exchange.
- The consolidation of the research institute could increase funding opportunities and expand research experiences for academic staff

#### D. Challenges

- Finding funds to finance major research projects in economics field.
- Re-training of academic staff with adequate knowledge, skills and experience in different fields of economics
- Continuous assessment of academic staff by an independent body related to the quality of teaching.

## 2.4. Educational process content

*The overview of the programme, should be filled out as following:  
Bachelor Program of Science in Applied Economics and Management:*

| Year I     |     |                                     |           |    |      |                |
|------------|-----|-------------------------------------|-----------|----|------|----------------|
| Semester I |     |                                     | hour/week |    |      |                |
| Nr.        | O/E | Subjects                            | Lec       | Ex | ECTS | Teacher        |
| 1.         | O   | Matematics for economists           | 3         | 2  | 6    | Nimete Berisha |
| 2.         | O   | Microeconomics                      | 3         | 2  | 6    | Mrika Kotorri  |
| 3.         | O   | Accounting                          | 2         | 2  | 6    | Arber Hoti     |
| 4.         | O   | Business Law                        | 2         | 0  | 4    | Qerkin Berisha |
| 5.         | E   | Foreign Language (German or French) | 2         | 0  | 4    | Arlinda Dushi  |
| 6.         | E   | Economic Sociology                  | 2         | 0  | 4    | Ardian Gola    |



|                     |   |  |   |   |           |                   |
|---------------------|---|--|---|---|-----------|-------------------|
|                     | E | Business Ethics  | 2 | 0 | 4         | Gentrit Berisha   |
|                     |   | <b>TOTAL ECTS First semester</b>                       |   |   | <b>30</b> |                   |
| <b>Semester II</b>  |   |  |   |   |           |                   |
| 1                   | O | Macroeconomics   | 3 | 2 | 6         | Avdullah Hoti     |
| 2                   | O | European Economic Integration                          | 2 | 1 | 6         | Adriatik Hoxha    |
| 3                   | O | Statistics   | 2 | 2 | 6         | Ardiana Gashi     |
| 4                   | O | Digital Economics                                      | 2 | 1 | 4         | Mjellma Carabregu |
| 5                   | E | Business Leadership                                    | 2 | 0 | 4         | Sevdije Alshiqi   |
| 6                   | E | Structure and Growth of Economy                        | 2 | 0 | 4         | Neshat Podvorica  |
| 7                   | E | Economic Crises  | 2 | 0 | 4         | Rineta Hoxha      |
|                     |   | <b>Total ECTS Second semester</b>                      |   |   | <b>30</b> |                   |
| <b>Semester III</b> |   |  |   |   |           |                   |
| 1                   | O | Intermediate Microeconomics                            | 2 | 1 | 6         | Mrika Kotorri     |
| 2                   | O | The Economy of Kosovo and EU                           | 2 | 1 | 4         | Gazmend Qorraj    |
| 3                   | O | Mathematics for Finance                                | 2 | 1 | 6         | Nimete Berisha    |
| 4                   | O | International economics                                | 2 | 1 | 6         | Petrit Gashi      |
| 5                   | E | Marketing  | 2 | 0 | 4         | Hykmete Bajrami   |
| 6                   | E | Migration Economics                                    | 2 | 0 | 4         | Mrika Kotorri     |
| 7                   | E | Intermediate Foreign Language (German or French)       | 2 | 0 | 4         | Arlinda Dushi     |
|                     |   | <b>TOTAL ECTS Third semester</b>                       |   |   | <b>30</b> |                   |
| <b>Semester IV</b>  |   |  |   |   |           |                   |
| 1                   | O | Intermediate Macroeconomics                            | 2 | 1 | 6         | Driton Qehaja     |
| 2                   | O | Principles of Econometrics                             | 2 | 1 | 6         | Ardiana Gashi     |
| 3                   | O | Labour economics                                       | 2 | 1 | 6         | Avdullah Hoti     |
| 4                   | O | Economics of the public sector                         | 2 | 1 | 4         | But Dedaj         |
| 5                   | E | Principles of Management                               | 2 | 0 | 4         | Lura Rexhepi      |
| 6                   | E | Principles of Applied Microeconomics                   | 2 | 0 | 4         | Leke Pula         |
| 7                   | E | Theory of Financial Markets                            | 2 | 0 | 4         | Valentin Toci     |
| <b>Semester V</b>   |   |  |   |   |           |                   |
| 1                   | O | Economic theories of the firm, business and government | 2 | 1 | 6         | Gazmend Qorraj    |



|                    |   |  |   |   |            |                   |
|--------------------|---|--|---|---|------------|-------------------|
| 2                  | O | Applied econometrics                         | 2 | 1 | 6          | Ardiana Gashi     |
| 3                  | O | Development Economics                        | 2 | 1 | 6          | But Dedaj         |
| 4                  | O | Behavioural economics                        | 2 | 1 | 4          | Adriatik Hoxha    |
| 5                  | E | Information Management                       | 2 | 1 | 4          | Sevdije Alshiqi   |
| 6                  | E | History of Economic Thought                  | 2 | 0 | 4          | Neshat Podvorica  |
| 7                  | E | Economics Knowledge                          | 2 | 0 | 4          | Mjellma Carabregu |
|                    |   | <b>TOTAL ECTS fifth semester</b>             |   |   | <b>30</b>  |                   |
| <b>Semester VI</b> |   |  |   |   |            |                   |
| 1                  | O | Ekonomiksi i aplikuar                        | 2 | 1 | 6          | Adriatik Hoxha    |
| 2                  | O | Monetary Economics                           | 2 | 1 | 6          | Driton Qehaja     |
| 3                  | E | Economics of natural resources               | 2 | 1 | 5          | Petrit Gashi      |
| 4                  | E | Economics of entrepreneurship and innovation | 2 | 0 | 5          | But Dedaj         |
| 5                  | E | Growth, Business Cycle and Economic Policy   | 2 | 0 | 5          | Driton Qehaja     |
| 6                  | O | Bachelor Thesis                              |   |   | 8          |                   |
|                    |   | <b>Total sixth semester</b>                  |   |   | <b>30</b>  |                   |
|                    |   | <b>Total ECTS Bachelor Program</b>           |   |   | <b>180</b> |                   |

From elective subjects students should accumulate:

First semester 8 ECTS

Second semester 8 ECTS

Third semester 8 ECTS

Forth semester 10 ECTS

Fifth semester 10 ECTS

Sixth semester 10 ECTS

The calculation of ECTS credits is done in this way:

- The distribution of ECTS credits is based on the time the student invested;
- The time students invest in includes all the activities that are part of studies;
- "Contact hours" represent only one part of the deposited time;
- The investment time is 1,500 hours per year (1 hour = 60 minutes);
- Time engagement of 1.500 hours per year corresponds to 60 ECTS credits;
- 1 year = 1,500 hours = 60 ECTS credits;
- 1 semester = 30 ECTS credits;





- 1 ECTS = 25 hours

**Note: Syllabuses of each subject are attached to this document (Appendix 15).**

***Standard 4.1.***

- The purpose of the Bachelor Program of Science in Applied Economics and Management (in English) is to equip students with problem solving skills to enable them to work independently and responsibly in future professional areas in one scientific and practical environment. This Program provides in-depth knowledge and a wide range of skills on economic and business theories, organizational issues and funding using quantitative and analytical methods.
- The BSc Program in Applied Economics and Management emphasizes the use of economic concepts and critical analysis to solve economic and managerial problems. This program aims to prepare graduates to be competent to use economic data and methods to explain economic issues of interest at local, regional and international level. The study program presented above includes general subjects and specific subjects for this department.

***Standards 4.2.***

- The BSc program in Applied Economics and Management is in compliance with the National Qualifications and European Qualifications Framework and contains a total of 180 ECTS credits. The program developed is similar to the study programs at the Johannes Kepler University's Economics Faculty in Linz, Austria.

***Standard 4.3.***

Graduates of the Programme Bachelor of Science in Applied Economics and Management should:

- Have acquired solid knowledge of Economics methods and instruments and should be able to apply knowledge in taking professional management responsibilities to the organizations mentioned earlier and to identify and resolve issues independently;
- Have acquired advanced skills that demonstrate the mastery and innovation needed to solve complex and unpredictable problems in the field of economics by applying the knowledge and tools necessary to solve problems in a dynamic working environment;
- Demonstrate skills in the field of economics in order to make judgments about scientific, social and ethical aspects;
- Be able to recognize, analyze and provide solutions to economic issues and to understand and apply qualitative and quantitative methods;



- Have the competence to carry out research, analysis and interpretation of relevant empirical data relating to economic issues;
- Be able to manage complex technical vocational activities or projects, and a group of individuals; obtaining responsibilities in the decision-making process under dynamic working conditions;
- Have developed the methodological competencies needed to adequately understand the new scientific findings in the economy, carry out research and continue studies in the Master programme.

#### ***Standard 4.4.***

The syllabus of each subject are enclosed in the appendix to this document as well as electronically (Annex 15). Each syllabus clearly includes: (i) the subject description, (ii) the subject intent, (iii) expected learning outcomes, (iv) teaching methodology, (v) assessment methods, (vi) basic and additional literature (vii) and the aimed plan of topics covered in each week of lectures. Subject syllabuses are attached as Annex 15.

In most subjects, participation in lectures and exercises is mandatory. Students are encouraged to always ask for explanations during lectures and exercises. Teachers are available for additional clarifications and student consultations during a scheduled time of 2-4 hours per week. Students are obliged to read at least the literature they have assigned to each lecture and to perform the tasks and essays given to them. The outcomes of the learning program have defined summative (summary) criteria / methods that are appropriate for the purpose and regularly reviewed. Student assessment is performed continuously throughout the semester, through tests, seminars, research projects, etc.

#### ***Standard 4.5.***

The language of the program is English. The English language command is a requirement for enrolment of students.

#### ***Standard 4.6.***

Participation of students in lectures and exercises is mandatory. Students are encouraged to always ask for explanations during lectures and exercises. Teachers are available for additional clarifications and student consultations during a specific schedule of 4-6 hours per week. All learning outcomes are explained and discussed with students during the semester, and the focus is on applying these outcomes in practice. Students are obliged to read at least the literature they have assigned to each lecture and to assignments and essays given to them.

#### ***Standard 4.7.***

The lectures are organized in a way that is interactive with the candidates, are oriented to practical situations that require theoretical solutions, and include solving tasks and cases from



practice. They are held in the halls of the faculty which are equipped with the necessary technological tools for the development of lecture sessions. Lectures also take into account specific learning outcomes that are intended to be developed, eg, where students can directly apply the theoretical and practical knowledge learned in other subjects.

***Standard 4.8.***

The outcomes of the learning program have defined summative (summary) criteria / methods that are appropriate for the purpose and regularly reviewed. Students are clearly informed by the teacher about the continuous ways of evaluating them and this is demonstrated in the syllabi of each subject of this program, which is public and in SEMS. Student assessment is performed continuously throughout the semester, through tests, seminars, research projects, etc.

***Standard 4.9.***

The grading standard is consistent for each subject of this program and each teacher. Assessment policies are also defined by the UP statute (Article 108 and Article 109).

***Standard 4.10.***

The Faculty of Economics has adopted a regulation that specifies such cases where students may have been in a non-consistent or unfair manner, and they are entitled to file complaint, which will then be reviewed by the relevant committee and the final assessment will be made by a committee consisting of professors in the field of the assigned subject. Also, in case the student has not gained adequate knowledge during lectures and exercises, he is entitled to participate in consultations and additional exercises that are organized during the course of consultations by professors and subject assistants. Based on the regulations in force, there are also criteria on the minimum of exams that a student must spend from the first to the 2nd and the second to the third.

***Standard 4.11.***

The Bachelor level program currently does not foresee mandatory practical work as a condition for graduating. Students of the Faculty of Economics, during their third year of studies can engage in a practice for at least 1 month. However, due to the large number of students, practical work is not foreseen as mandatory. But, students who have the opportunity to complete a practice according to the specifications outlined below, this work practice can be considered as optional subject.

The Faculty of Economics considers the practice as a learning experience, and provides academic credit for it. Moreover, the Faculty of Economics considers the concept of practice as a common priority for the Faculty, the University of Prishtina, students and companies / institutions.



Every student, who is in the third year of study, can choose a placement place in a number of ways. First of all, the Faculty of Economics will sign a Memorandum of Understanding with various institutions, companies and international organizations, which can offer practical positions for at least one month for the students of the Faculty of Economics. Secondly, students can apply for different practice opportunities, which will be announced through the Faculty, daily newspapers or UP Career Center. On the other hand, students can propose to the Faculty the choice of their practice. Finally, all students who are already employed can choose to return their paid employment to a practice. Ideally, the chosen practice should be in accordance with the study plan. During the lecture and classes students will gain theoretical and practical knowledge from case studies, data analysis, presentations, work-team, homework, practical research, which will be finalized by diploma topics.

### **Calculation of ECTS**

In the Applied Economics and Management study program, the courses are evaluated on the basis of ECTS, 1 credit corresponds to 25 hours of workload. Each student, after completing one year of study, will earn 60 ECTS, equivalent to 1500 hours of workload per year. Thus, the credits reflect the activities of all students such as: participation in lectures, practical work, seminars, individual engagement (in the library or at home), examinations and other assessment activities. Courses are offered per semester and are divided into compulsory and elective. Each course has a certain number of separate ECTS, which reflect the workload. The ECTS for each study program course is available in the overview of the study program.

### **Practical work (Internships)**

The students of the Faculty of Economics, during their third year of studies can engage (not obligatory in internship), a work experience that contains credits, in an out-of-class environment. The Faculty of Economics considers internship as a learning experience, and can turn it into academic credits. Further, the Faculty of Economics considers the concept of internship so that this concept gives common advantages to the Faculty and the University of Prishtina as a whole, as well as to students and companies / institutions.

Students advantages:

Internship helps students gain practical and relevant / relevant experience, acquire new skills / skills, explore / explore career interests, establish contacts, turn theory into practice, and improve personal growth.

Advantages of companies / institutions:

Internship helps companies / institutions assess the skills and interests of a potential employee



before making a long-term commitment, and - after internship - hire experienced people who need only a little training additional.

#### Rationale of Universities:

Intensify relations with the business world, to create solid networks with the relevant field, etc.

#### **Organization of internships**

Each student can take part in a internship during their third year of study. Their Internship should be related to the preparation of the bachelor's diploma topic. After completing their internship and after submitting all the documents as specified below for practical work, the Faculty may change the credits by equating with an elective course.

8 ECTS = 200 hours of workload (engagement)

200 hours of engagement / 7.5 hours in one day = 26.67 working days (average) (minimum one month work (internship length may be longer, but this is the minimum of the given time) + writing Bachelor's diploma topic).

Students can pursue internship with or without pay, but they must have at least one month of internship. Internship should be documented and documented by the student through the documents described under the chapter "Quality Assurance Tools". The internship will also be supervised by a Professor / Assistant at the Faculty of Economics), as well as by a supervisor at the institution / company where the student performs practical work. The role of mentor and supervisor is described under the chapter: Assets for Quality Assurance.

#### **Choosing the place of (location) of practical work**

Every student, who is in the third year of study, can choose a placement place in a number of ways. First of all, the Faculty of Economics will sign a Memorandum of Understanding with various institutions, companies and international organizations, which can offer practical positions for at least one month for the students of the Faculty of Economics. Secondly, students can apply for different practice opportunities, which will be announced through the Faculty, daily newspapers or UP Career Center.

On the other hand, students can propose to the Faculty the choice of their practice. Finally, all students who are already employed can choose to return their paid employment to a practice. Ideally, the chosen practice should be in accordance with the study plan.

#### **Means for quality assurance**

To ensure the quality of the internships there are a number of tools designed to support the intern during his / her placement in practical work.



**- Learning Objectives and Agreement:** *A document that contains a table for setting out the intern's learning goals and other relevant information on practical work. The document must be completed by the intern, upon commencement of practical work. It should be signed by the intern, mentor (professor) and supervisor. Learning goals and the agreement signed by the intern, mentor (professor) and supervisor, must be submitted to the Economic Faculty.*

**- Weekly Report:** *As soon as the student begins the internship, he / she should begin to keep records of the activities performed on a daily basis. It is important for that job to take seriously and regularly to keep records (at least at the end of each business day). The weekly report is more than an unclear (in-depth) protocol of activities (such as "phone calls," "I had a meeting," etc.). Rather, he describes activities in depth (details). Moreover, this report reflects these activities: It sets topics, questions and problems, tries to explain events and dynamics, etc. This is an important tool for compiling the final report. The weekly report is a tool created for the intern only. There is no need to sign or surrender to the Faculty of Economics.*

**- Final Report:** *This report is submitted by each practitioner at the end of the internship (this is a summary of the period of practical work on the activities, impressions, benefits etc.) The final report must be signed by the intern and submitted to the Faculty.*

**- Timetable / working time table:** *Each trainee should keep track of his working days as proof that practical work has been done. The schedule of working hours must be signed by both parties: the intern and the supervisor.*

**- Performance Evaluation (Work) by the Supervisor:** *This assessment contains information on the quality of the practitioner's work, readiness to absorb new knowledge, attendance and timeliness, self-initiative, listening and communication skills, and additional comments. The performance appraisal form should be completed by the supervisor at the end of internship period. Performance evaluation should be signed by the supervisor.*

**Important Note:** **In order for a student's internship to be considered by the Faculty for Equivalency in an elective course, the student must submit these documents to the Faculty of Economics Administration (as described above): 1. Goals learning and agreement; 2. Final report; 3. Timetable / working time table; 4. Performance evaluation by the supervisor. The proof of completion of practical work and its interaction with the Bachelor's degree is a prerequisite for the final approval of the formal defense diploma for Bachelor.**





#### **Standard 4.12**

The Faculty has agreements and co-operation with domestic and international institutions and companies to provide various job opportunities.

**Performance Indicator 4.1.** The proposed program takes into account the anticipated entry qualifications, the student's attendance, and has gone through all the approval stages foreseen by the UP Statute.

#### **Performance Indicator 4.2.**

All teachers use new sources of information technology, including email, economic faculty website, SEMS system, etc. In the SEMS system, teachers communicate with all students by sending them all teaching material (slides, works, presentations, additional materials, newsletters, etc.). In the same system, student assessment is done electronically. Also, each classroom is equipped with computers, internet and digital projectors.

All academic staff CVs are published on the Faculty of Economics web site and are public to all students and other interested parties. (<https://ekonomiku.uni-pr.edu/Personeli/Personeli-akademik/Profesor-te-rregullt.aspx>). CVs are attached as attachment to this report (Appendix

#### **Performance Indicator 4.3.**

All teachers, on an annual basis, are subject to independent assessment by the students. This is accomplished through a questionnaire prepared by the Faculty of Economics. Evaluation results are sent to the teaching staff, and these findings serve as a basis for improving certain areas of teaching.

Also, on a regular basis, teachers during formal and informal meetings discuss their strategies for teaching and using best practices.

#### **SWOT analysis for the content of the education process:**

##### **A. Strengths**

- The program is taught in English and has the easiest access to new literature
- Students are more competitive in the labor market
- Combining lectures and exercises for most courses where needed

##### **B. Weaknesses**

- Lack of plagiarism tracking software makes it difficult to verify the submitted works by students

##### **C. Opportunities**

- Increasing the number of academic staff and reducing the number of students for interactivity





#### **D. Threats**

- Provide student work practices
- Dismissal of requests for advancement of academic staff prevents the replacement of retired staff

### **2.5. Students**

#### **Standard 5.1.**

There are formal institutional procedures that the Bachelor of Science in Applied Economics and Management (English) study program respects during the organization of student recruiting. Admission requirements are applied consistently and fairly to all students. After evaluating the preliminary competitions and the graduation reports, and after evaluating the application for studies at the Faculty of Economics, the dean of the academic unit, in consultation with the heads of departments, drafts the proposal for quotas for admission of regular students with correspondence for Bachelor, Master and Doctorate. Upon approval by the Senate of the University of Prishtina, the Rectorate announces the competition and conditions for admission of new students. Based on this competition, the Faculty of Economics organizes the admission exam for students.

#### **Standard 5.2**

*The selection of candidates for the Faculty of Economics is done according to these criteria:*

For students who have a high school diploma and did not have a matriculation exam:

- Maximum number of points according to the following criteria is 100:
- Success in high school up to 20 points and
- Success in the Exam at up to 80 points.

For students who have a diploma for high school and have successfully passed the Matura exam:

- Maximum number of points according to the following criteria is 100:
- Success in high school up to 20 points,
- Success in maturity up to 50 points and
- Success in the entrance exam up to 30 points.
- Each high school diploma is evaluated on the basis of success at maximum five points.
- The right of recruitment according to points (1) and (2) have only candidates who reach 30% of the number of points foreseen for the entrance exam. The Faculty of Economics organize the entrance examination in two subjects, in Mathematics and Introduction to Economics.
- Since the program is offered in English language students of this course, the entrance exam is submitted in English.

On the occasion of submission, candidates must provide the following documents:



- Birth certificate (original)
- All grades of secondary school (original),
- High school diploma or matriculation certificate, it the matura exam (original)
- Copy of ID card.

### **Standard 5.3.**

Study groups are dimensioned in order to ensure an effective and interactive process of teaching and learning. Each year in this regard are accepted by 50 students.

### **Standard 5.4.**

Student assessments are done on an ongoing basis, including summative and formative assessment. The purpose of formative assessment is to monitor student learning and provide ongoing feedback to staff and students. The purpose of summative assessment is to assess student learning at the end of the teaching material.

In addition to the final exam, students are assessed through quizzes, tests, colloquia, projects, seminars and other similar activities throughout the semester.

The final results of student assessments are posted on the Electronic Student Management System (SEMS). When the professor places the grades in SEMS, the student receives a confirmation in the email that he or she has been graded by the X professor in the subject X. The student has 72 hours from the moment when the grade is placed to refuse it or accept it. Once a student chooses and submits an elective course, they can no longer change it. The SEMS guide is in the user profile of students and professors.

In addition to lectures, methods for student support are considered discussions with instructors during consultation hours at the Faculty of Economics. Professors issue warnings to students who have not passed, along with assistance options for those who require it.

Three attempts at the same exam are allowed. If the exam is not passed after the third attempt, a commission will evaluate the situation. If the student fails the exam for the fourth time, he loses the year automatically.

**Standard 5.5.** The results obtained by the students for each subject are placed in SEMS, through which at the end of the study the grade transcript is generated. Referents are from Monday to Friday from 10:00 to 15:00, except Thursday (no breaks 12:00 – 13:00)

The necessary procedures for student graduation are:

- The student presents the degree thesis in SEMS
- Student at office no.7 sets the term for marking. Verification starts on the basis of this agenda: After verifying the grades, the student who has prepared the diploma thesis submits the papers every Friday at office no. 7 for defense of the diploma thesis.

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The required documents for graduation are:

- Secondary school documents that are withdrawn at the counters by departments (submitted photocopied, while the original stands at the student.)
  - Payment of payment cards by SEMS. (The student must download the Diploma Certificate from the Faculty and the Diploma from the University and pay the same at any of the licensed institutions for payment).
  - The subject of the diploma signed by the professor (in hard format and CD format).
- Upon submission of these documents, the graduation schedule is set in accordance with the weekly schedule of the departments

#### **Standard 5.6.**

The following methods are used to determine academic success: Exam; Tests; Seminar work; Professional practice; Practical test during exercises; or interpretation and presentation of other works.

These represent an assessment, the result of which contributes to the final grade. On the number, date of the exam and the evaluation criterion, the students are notified through the course syllabus. Also, one academic year has three regular exams. They are: the January deadline, the June deadline and the September deadline, while for the irregular deadlines the Senate of the University of Prishtina takes the decision. There is flexible student treatment in the particular situation of the program. For example, in addition to regular examinations, they may also be held by an examination committee if: the student has complained; or if it is assigned to the study program.

#### **Standard 5.7.**

As of February 2018, a manual on using management and monitoring attendance at the University of Prishtina "Hasan Prishtina" within the framework of SEMS (Annex 5) was adopted. This manual provides a brief description of how to use a system for identifying student and teacher attendance through chip IDs. Since 2011, the Electronic Management of Student Affairs (SEMS) has been implemented and implemented by the University of Prishtina "Hasan Prishtina". Every year, SEMS is advanced with new modules. During 2017 within the framework of SEMS, the implementation of the "Module for identification of students and teachers in learning through ID cards - RFID (Radio Frequency Identification)" is included, transferring the manual work to the digital one within the UP. This enables the control of the students present in the lesson as well as the generation of identical reports with the reports that have been used and physically distributed so far to the students for learning in the lesson.

The student has no right to absent more than three times in order to undergo the exam. Given that the use of cards is a pilot project, this measure against the students has not yet been applied but is foreseen to be applied in the following years. Also the successful completion of the year in accordance with the study program is based on SEMS, and it is a prerequisite for the student



to be enrolled in the next year, otherwise the student who could not successfully complete the year must again be enrolled in the year the same as the studies.

### **Standard 5.8.**

Students are obliged to submit their work during the semester through projects, seminars and presentations via email, so that the professor ensures that the work of the student is original. Also, the student during the job presentations should critically discuss the work he has done, which is another way to prove the originality. Within the lectures/bibliography used for their work. In the near future it is foreseen that we have a software for anti-plagiarism in order to ensure that their work is original.

### **Standard 5.9.**

All rights and obligations of students are public. According to the Statute of the University of Prishtina, students who are admitted to the University are entitled to:

- 1.1. Participate in all lectures, seminars and lessons organized in the subjects of the selected study program according to the progress of the studies;
- 1.2. To use university libraries and other student services;
- 1.3. Participate in the elections for student representatives in the university bodies, participate regularly in the meetings of the bodies and committees where they are appointed as members and perform such duties with commitment and sincerity. In case of conflict of interest regarding the content, delegated student members do not participate in meetings of the governing bodies of the University;
- 1.4. Students have the right to present new ideal and controversial opinions without jeopardizing the student's loss or privileges that can be enjoyed by the university;
- 1.5. Students have the right to complain about the quality of the teaching process or the infrastructure of the university.
- 1.6. Students have the right to challenge a decision or action of the University to them in the Ministry and the competent court

Also students who are admitted to the University have an obligation:

- 1.1. To respect the regulations issued by the University;
- 1.2. Respect the rights of staff and other students;
- 1.3. Pay due attention to their studies and participate in academic activities;
- 1.4. To attend lectures in accordance with the rules of the specific study program;
- 1.5. To behave well both in the University premises and outside them to not discredit the University;
- 1.6. To observe the rules of ethics;
- 1.7. Pay the fees and fees that are set.

For more details refer to Annex 13.

### **Standard 5.10.**



1. Accordance with the study programs the student can choose and register certain subjects in other academic unities of the university if the chosen subject is not healed in the faculty in which the student is registered.
2. Registration of the subject can be made with the permission of the academic unit in which the student is registered and with the compliance of the academic unit in which the student has registered the subject.
3. When the permission is made the student gets the confirmation to register the certain subject and the ECTS credits will be received with the when the course is completed. The received ECTS credits will be counted in the study program of the student.
4. The information of the registered subject, the fulfillment of the student obligations and the success shown, will be presented in the official document of the student. For the ECTS credits earned a documentation will be given from the academic unit to the student, where the student has won them.
5. The Interactional mobility of the students and between the universities in Kosovo will be regulated from a special act of the University. With this act and with the universities agreement from which the guest student is coming from, all the rights and obligations of the guest students, the study payments and other meters related to the guest student, will be regulated.

Furthermore, in November 2017, the regulation of Academic Mobility of the UP Students has been approved (Appendix 6), which aims to fulfill all the European Union standards, to orientate the Higher Education Institutions towards European Area for Higher Education and the European Area for the scientific research, respecting the declaration of the Bologna process and the recommendations of the European Council for the for encouragement and the promotion of the academic mobility and the personalities.

For the Economics department, the Faculty of Economic has the Agreement for the exchange of the students and its staff in the Bachelor, Master and PhD which are financed from the European Commission though the ERASMUS+ program, University Cote d'Azur and the University of Applied Science HAMK. **Through this two agreements, only for this semester, respectively the summer semester, the academic year 2018/2019 in this academic mobility there are 19 students, Bachelor, Master and PhD.**

| <b>ERASMUS+ The number of students of the Faculty of Economics that have studied one semester abroad for the academic years 2017/2018 and 2018/2019*.</b> |                 |               |            |
|---|-----------------|---------------|------------|
|   | <b>Bachelor</b> | <b>Master</b> | <b>PhD</b> |
| 2017/2018   | 36              | 5             | 11         |
| 2018/2019   | 3               | 4             | 10         |
| <i>The number of students for the academic year 2020/2021, are still in process.</i>  |                 |               |            |

## Standard 5.11



Each professor at least two times per week for two hours hold an schedule for consulting with the students, since the students need to be consulted for their seminars papers, their thesis, master thesis, doctorate works, etc. Moreover for each Colloquiums (Tests) and Exams that the students have entered, the consultations with students must be hold. The consultation related with to the Colloquiums and the Exams are hold at least three days after the publications of the results for each subject, in which case the students have the access to the their tests evaluated from their professors.

#### **Performance Indicator 5.1.**

In accordance with the rules of the Lisbon Convention on Recognition and according to the special regulation of the Ministry, the University accepts the qualifications (titles, diplomas, exams) of the local or foreign Higher Education Institutions that are recognized or licensed. In accordance with the Administrative Instruction of the MEST on the principles and procedures for recognition of the diplomas of high professional schools and university degrees earned outside the Republic of Kosovo, it is the University's competence to recognize the diplomas of high professional schools and university degrees and certificates of certain periods of study, in order to continue the studies. If the qualifications are recognized, the student has the right to continue his studies at the University.

#### **Performance Indicator 5.2.**

The Senate issues regulations on the general commitments and workloads of the students. The students' workload are prepared for each year in accordance with the ECTS for a given subject and it differs if the subject is obligatory or elective.

#### **Performance Indicator 5.3.**

The criteria for assessing the tests, tasks and projects of students are foreseen in the syllabus of each subject. Also there have been taken measures to train the academic staff regarding students' evaluation as well as other teaching issues through the Center for Excellence in Teaching (CET) of the University of Prishtina "Hasan Prishtina".

#### **Performance Indicator 5.4.**

The administration service provides counseling support for students. Clerks work from Monday to Friday from 10:00 to 15:00, except Thursdays when they do not offer consulting support for students (break time 12:00-13:00).

Following are presented some of the services for students.

#### **The organization of students within the institution/unit (representation of students in organizational and managerial structures).**

Students have the right to establish student organizations in which all the students can enter. Each student organization has its own statute approved by its members in accordance with the





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general regulations issued by the Steering Council. The Statute will include principles for equal opportunities and non-discrimination. Students' interests will be represented within the University with the following bodies:

- Student Parliament in University level,
- Student council at the level of the academic unit.

### **Career Development Centre**

The Career Development Center was opened in April 2007. Its mission is to provide students and gradutors with opportunities for personal and professional development through information, counseling, and training, mediation with the employer, drafting professional documents in career and career guidance as well as providing academic advice, guidance and consultations for the faculty staff. Beneficiaries of CDC services are: students and gradutors of the UP, employers, faculties and other organizations. The Career Development Center components include: information, counseling, training, mediation with the employer, and drafting career and career guidance documents.

### **Alumni Association of the University of Prishtina**

The Alumni network focuses on the professional progress of the individuals who have completed the studies at the University of Prishtina "Hasan Prishtina" and their interconnection. Through meetings and activities, it helps to convey ideas, initiatives, and innovations, collaborations among each other that are needed after the graduation process and especially when they are dealing with the labor market.

The network members provide information, career advice and support in the professional construction of the gradutors and current students. The gradutors of the University of Prishtina "Hasan Prishtina" gathers around all the gradutors of all the study levels. The purpose of this service is the connection of all the students' generations of the UP, to create a continuous collaboration and to create relations among the gradutors, professors of relevant faculties, wider academic community and employers.

### **Virtual Career Platform**

The VCP is where students and graduates can participate in the Virtual Career Exposition. Through open access on-line, navigators can get acquainted with Institutions, Companies, and Organizations by clicking on Sectors: Banking, Financial, Information Technology, Engineering, Architecture, Design, Consultation and Education. Through the biz - forms, you can communicate in real time directly with the human resources departments of the institutions, companies and organizations that are participating in the VCP.

VCP provides information about: Education and Orientation of the Career, information for the gradutors, students' advice, and general information about VCP.

The on-line services of the CDC are free of charge for students and gradutors of the University of Prishtina "Hasan Prishtina".





### **Performance Indicator 5.5.**

The texts and reference materials are up to date and include the latest developments in the field of study and are available before the beginning of the classes. Through ESMS, students have access to the Syllabus for semester-recorded courses, as well as all teaching materials, including power-point slides, additional assignments and other relevant materials for a given subject.

### **Performance Indicator 5.6.**

The academic staff of the University during the education process is obliged to prepare university textbooks or literature suitable for studies within the subject structure. These are amended in accordance with student satisfaction analysis during the studies in the courses, as well as the labor market requirements and the global trends in the relevant fields. In the new Bachelor program, some changes have been made to reflect these needs.

### **SWOT analysis for students:**

#### **A. Strengths**

- Agreement with international universities for mobility of the academic staff and students.
- Organizing open lectures with invited guest speakers from the industry and international professors.
- Academic Exchanges with Partner Universities: Provides students the opportunity to study in foreign countries, to foster cooperation between institutions, and to contribute increasing the qualifications of students and international experience.
- The devotion and experience of the administrators, faculty and the academic staff.
- The access to computers.
- The access to the library.
- Scholarships for students.
- The adequate relationship of the students and the teachers for a lecture
- Located in the center of the city
- The faculty at all times establish the teaching process in all its area and there is a strong correlation and a high level of interaction between faculty and students.
- Expertise in student teaching
- The entirety, quality and continuous increase in online teaching
- Access to online interdisciplinary and experiential at both university and postgraduate levels.
- The faculty service in the universities and in wider communities.
- High quality of the students and the faculty
- An ongoing development in research and teaching.



- Our students are selected in Master's and PhD programs at top universities in the world and receive highly rated evaluations for semi-annual projects.
- Interdisciplinary research, as in partnerships with several other departments and institutions such as OEK, MTI in various fields.
- The digitalization of many students service facilitates gathering information performing a faster process.

### **B. Weakness**

- The lack of funds in many departments and programs
- The lack of financial support for new developments
- The lack of staff on many levels
- Inadequate resources for recruiting, retaining, counseling and marketing - all the things that are needed to recruit and maintain the students.
- Lack of infrastructure - including physical, financial and human resources;
- Inadequate capital funds to support everything we want to do.
- Non-active student activities and underdeveloped campus facilities.
- Insufficient university programs, especially in summer courses.
- The number of students has increased over the years and the capacities of the Faculty of Economic have been diminished.
- Lack of space and technical support (e.g. a good workshop).

### **C. Opportunities**

- Enhance collaboration with the industry to enable the delivery of internship programs for students
- Advancement of companies and the need for professional management
- Continuous education for intellectual enrichment and for people of all ages.
- Online opportunities worldwide.
- A classroom in the city center and a residential center for students during the studies.
- Opportunity to build a university experience using the best practices from across the country.
- Easier access to the business area, which is constantly growing.
- More conversations and partnerships with local employers - those in the private, nonprofit and public sector - so that our students are more attractive to them.
- Increasing partnerships with European Universities.
- International study and exchange programs beyond Europe thus becoming a leader in interdisciplinary and integrated teaching process.
- Adding wireless access to all areas of the Faculty of Economics.
- Expand and improve curriculum.
- Creating more international partnerships for student motilities.



#### D. Threats

- The risk of losing the faculty and the staff for really good offers at other universities.
- Increasing competition from the nearby public and private universities.
- Geographic isolation and lack of other opportunities often act as an obstacle for students and the faculty.
- The increasing number of students without the increase of infrastructure is another threat point.
- The disadvantageous business environment (potential shortage of registration fees or termination of certain programs due to poor employment).
- The student's unfavourable economic condition to provide the materials used for the subjects in the English language (books have high prices).

#### 2.6. Research

##### *Standard 6.1:*

##### **Establishment of the Institute for Economic Research at the Faculty of Economics:**

With the aim of promoting and advancing scientific research work, motivating the educators to increase creative capacities for fruitful and effective work based on scientific research, the Faculty of Economics Council has functionalized the Institute for Economic Research. In accordance with the Regulation no. 2/513 of the date 25.10.2013 on the Establishment and Principles of Functioning of the Institutes in UP and in support of Article 8 for the Regulation and the Establishment of the Economic Research Institute of the Faculty of Economics. The Institute for Scientific Research at the Faculty of Economics aims:

- Encouraging, developing and advancing the scientific research work and developing the entrepreneurial initiative of the participants, who will be part of the research at the Institute (students, students of master studies, PhD students and teachers, as well as other interested parties);
- Encouraging and motivating teachers for a productive and effective work, which will be based on scientific researches and which will increase the scientific and creative capacities of the staff, the use of the knowledge and professional skills of the professors and assistants for research and teaching at the Faculty;
- Creating opportunities for scientific-research work of professors, assistants and students, as well as the possibilities of collaborating with institutes, associations, foundations and other similar physical and legal entities within and outside Kosovo;
- The Faculty of Economics through this institute aims to have orientation, results and devotion in the scientific research field for all teachers, assistants as well as students. This institute intent to create a partnership with businesses by creating opportunities so that the research work can have reflection in many areas; impetus, coordination, cooperation and extension in the teaching and business process.



The Institute of the Faculty of Economics intent to, despite the research activities, to increase the quality of studies through the participation of students in concrete projects, the opportunities to publish through roundtables and debates, workshops, conferences, congresses and other scientific-research modalities in the various fields of economics and entrepreneurship, social sciences, and develop the capacities and expertise of research and project participants.

The scope of this institute will also include the fields of publications and special monographs.

- The Council of the Faculty of Economics in Prishtina on 19.03.2018 has decided to establish the bodies of the Institute and they have established and selected:
  1. Prof. Dr. Faton Berisha, Vice-Rector.
  2. Prof. Asoc. Dr. Driton Balaj, Vice-Dean.
  3. Prof. Dr. Justina Pula academic staff member.
  4. Prof. Asoc. Dr. Besnik Krasniqi, Head of Department of Management and Informatics
  5. Merita Gjyshinca Peja, from the business community, external member.
  6. The Chairman of the Council Prof. Asoc. Dr. Besnik Krasniqi
  7. Director of the Institute Prof. Dr. Valentin Toci and
  8. Secretary of the Institute Prof. Asoc. Dr. Aferdita Berisha-Shaqiri

With the support of the European Commission, the TEMPUS program, namely the project "**Modernizing the 3rd cycle at the University of Prishtina and Developing a PhD Program at the Faculty of Economics**" with no. 544188-TEMPUS-1-2013-1-XK-TEMPUS-JPCR and with the support of UNDP, the Faculty organized the first scientific conference in November 2017 and prepared the first ISSN magazine "Balkan Economic Review". Currently, the magazines and conferences are ongoing activities that are organized within the Institute for Economic Research.

**Organizing the Scientific Conference:** With the intention of revitalizing scientific activity at the Faculty of Economics and increasing the visibility of the institution in the society, and abroad, as a key promoter of economic and social development, the Faculty organizes once a year the Scientific Conference. The organizational Council of the Conference is international and consists of professors from different universities from Europe and beyond.

**The first scientific conference:** The first international scientific conference at the Faculty of Economics has been titled "Knowledge Based Society as a Strategy for Faster Economic Growth". The purpose of the Conference was to make discussions about the problems and challenges of business and economic development. The papers were presented in the conference, some of the key topics addressed at the Conference were: European Economic Integration and International Economics; Economics and Environmental Economics; Tourism and Economic Development; Information Management System; Finance and Accounting; SME and Entrepreneurship; Research methods in business and business law; Investments and Public Finances. In the conference, apart from the local presenters, professors and presenters from various European universities participated. More information about the conference can



be found at this link: <https://www.balkaneconomicreview.net/programe2017> . The Conference Book is attached as Appendix 7 to this document.

**Second Scientific Conference:** The Faculty of Economics and the University of Prishtina “Hasan Prishtina” with the support of UNDP organized the second international scientific conference titled “Migration, diaspora and economic development”. The conference was held in Prishtina on 15-16 November 2018. Local presenters, professors and presenters from various European universities participated in this conference. More information about the Conference can be found at this link: <https://www.balkaneconomicreview.net/copy-of-programe-2017> . The Conference Book is attached as Annex 8 to this Document.

**Third Scientific Conference:** The Faculty of Economics and the University of Prishtina "Hasan Prishtina" held the Third International Scientific Conference on "Sustainable development goals and economic development: Perspective of the Western Balkan countries" on November 18, 2020. The pandemic conference was held digitally. Introductory speeches at this conference were by: Prof. Dr. Fatos Ukaj- Dean of the Faculty of Economics; Prof. Dr. Naser Sahiti, Rector of the University of Prishtina “Hasan Prishtina”; Prof. Dr. Avdullah Hoti-Prime Minister of the Republic of Kosovo; Ulrika Richardson, UN Development Coordinator; Elene Imnadze, World Bank and Maria Suokko, UNDP Resident Representative. Scientific papers by 15 national and international writers were given in other sessions.

**Fourth Scientific Conference:** Preparations for the Fourth Scientific Conference have started and will be held in Prishtina on October 14 and 15, 2021. The theme of the Conference is set to be "Doing Business in a Post-Pandemic Economy". And some of the sub-topics are: Government Response to the Economic Crisis and Measures to Weather the Pandemic Situation. Intergovernmental Cooperation and Challenges to Globalization.

- Business Strategies for Succeeding in the Post-Pandemic era. Managing Businesses in Times of Crisis. Rethinking Finance, Marketing, Supply Chains, Human Resources in a Post Pandemic environment.

- The Future of Work after Covid-19. Careers and Skills for the Post-Pandemic Economy. Remote work and Freelancing

Other details are being elaborated with the partner universities of the Faculty. All relevant information will be published on this website: on the Faculty website <http://ekonomiku.uni-pr.edu>.

**“Balkan Economic Review” magazine:** “Balkan Economic Review” is the first scientific journal published after 30 years. This journal was established with the support of the project "Modernizing the 3rd cycle at the University of Prishtina and Developing a PhD Program at the Faculty of Economics" with no. 544188-TEMPUS-1-2013-1-XK-TEMPUS-JPCR in cooperation with European universities: University of Linz, Cote d'Azur University in Nice (formerly University "Sophia Antipolis" in Nice, and Chieti di Pescara. University Cote d'Azur University in Nice was very helpful in the process to priding the ISSN number 2609-8717.





Republika e Kosovës  
Republika Kosova - Republic of Kosovo



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

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**Balkan Economic Review** magazine is a scientific journal published twice a year in the field of economics, business and law. The magazine is "peer-review" and is published by the Faculty of Economics of the University of Prishtina. The magazine publishes academic scientific articles, pre-liminal reports, scientific papers presented at conferences and the review of academic books.

The purpose of the scientific journal is to review, criticize and promote the latest developments in these areas: economics; management; marketing, finance and international accounting; SME and Entrepreneurship; Management Information System; Research Methods in Business, Tourism and Economic Development; International Banking; EU Integration Economics; investments; Econometrics; Public finances; Business law and environmental economics.

**Access to electronic databases:** University of Prishtina has a subscription to Elsevier, through which academic staff and students are enabled membership and access to e-libraries of scientific works. Membership of Elsevier have access to company products such as ScienceDirect. ScienceDirect is an online portal of journals and scientific articles. Academic staff and students have access to the science database Elsevier/Scopus. Through the ScienceDirect platform, all professors, assistants and students of the Faculty of Economic who have an active email with the uni-pr.edu domain can access either within the IP (network access) or remotely access.

**Standard 6.2.** The expectations for the involvement of the teaching staff in the scientific and academic research are clearly specified and their performance regarding these expectations are considerate in the in the evaluation and promotion criteria of the staff with the Regulation on selection procedures regarding the appointment, reappointment and promotion of academic staff at the University of Prishtina "Hasan Prishtina".

This Regulation aims to adjust and determine the selection procedures and the process for nomination, re-nomination, and promotion of academic staff, for the title regular professor, associate professor, assistant professor and lecturer at all faculties except the Faculty of Fine Arts. Issues that are not expressly regulated in the Statute of the University of Prishtina (UP) regarding the evaluation procedures for the nomination, re-nomination and promotion of academic staff are governed by the following provisions of this Regulation (Annex 9).

Based on the criteria of this regulation, among others, norm (criteria) is the publication of a certain number of papers for each of this categories:

- For the nomination assistant, among other criteria it the enrolment of the doctoral studies is required, only in the re-nomination cases.
- For a nomination of an Assistant Professor, among other criteria it is required at least one publication in the international journals, either the first author or the correspondent.
- For the nomination Associate Professor, among other criteria it is required at least 3 publication in the international journals, either the first author or the correspondent.
- For the nomination Regular Professor, among other criteria it is required at least 5 publication in the international journals, either the first author or the correspondent.

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- Any scientific work (paper) in order to be recognized as such, for promotion, must be published in an scientific journal that are listed in least on one of the databases listed below:

A.2. Based on the UP Statute and other legal act, as a published paper in the international scientific journals during the evaluation of the candidate presented in the concurs, are accepted all the candidates publications in his study area, in the journals in which they are accepted to be academic and scientific journal and they are categorized as follow:

A.2.1. Paper published in journals that are indexed in the following academic bases are equated with 1:

1. Web of Science (<http://lmil.clarivate.com>)
2. Scopus (Elsevier) (<https://www.scopus.com>)
3. EBSCOhost (<https://www.ebscohost.com/academic>)
4. WorldCat (<http://www.worldcat.org>)
5. Directory Open Access Journals (<http://www.doaj.org>)

A.2.2. Paper published in journals that are indexed the following academic bases are equated with 0.85:

1. WorldWideScience (<http://www.worldwidescience.org>)
2. Microsoft Academic Search (<http://academic.research.microsoft.com>)
3. BASE (Bielefeld Academic Search Engine) (<https://www.base-search.net>)

A.2.3. Paper published in journals that are indexed in the following academic bases are equated with 0.70.

1. Scimago Journal & Country Rank (<http://www.scimagojr.com>)
2. PubMed (<http://www.ncbi.nlm.nih.gov/pubmed>)
3. ERIH PLUS (<https://dbh.nsd.uib.no/publiseringskanaler/erihplus>)
4. HeinOnline (<https://home.heinonline.org>)
5. CrossRef (<http://www.crossref.org>)
6. Central and Eastern European Online Library (<https://www.ceeol.com>)
7. Hrvatska znanstvena bibliografija (<https://bib.irb.hr>)
8. ULAKBIM - National Academic Network and Information Center (<http://cabim.ulakbim.gov.tr/tr-dizin/tr-dizinde-dizinlenen-dergi-listesi>)
9. CAB Direct (<https://www.cabdirect.org/cabdirect>)
10. zbMATH (<https://lizbmath.org>)
11. IEEE Xplore Digital Library (<https://www.ieee.org/index.html>)
12. DBLP-Computer Science Bibliography (<https://www.ieee.org/index.html>)
13. ProQuest (<http://www.proquest.com/libraries/academic/databases>)
14. Open Academic Journals Index (<http://oaji.net/>)
15. JSTOR (<https://www.jstor.org/>)
16. ERIC-Education Research Information Center (<https://eric.ed.gov/>)





A.2.4. Paper published in journals that are indexed in the following academic bases are equated with 0.55.

1. South East European Journal of Ophthalmology (<http://www.seeos.eu/>)
2. Studime (<http://www.ashak.org/?cid=1,31>)
3. Studimet Albanologjike (<https://www.fhf.edu.al?s=studime+albanologjike>)
4. The Journal of International Turkish Language & Literature Research (<http://dedekorkutdergisi.com/OncekiSavilar.aspx>)
5. Cahiers d'histoire culturelle (<https://www.entrevues.orgrevues/cahiers-dhistoire-culturelle>)
6. Medien & Zeit (<http://lmedienundzeit.at>)
7. Kuwait Journal of Science (<https://jurnalskwait.org/>)
8. South-East European Journal of Earth Observation and Geomatics (<https://lejournals.lib.auth.gr/seejeog/index>)
9. International Journal of Contemporary Architecture - The New ARCH (<http://the-net-arch.net/>)
10. Gjurmime Albanologjike (<http://www.instituti.albanologjik.com/index.asapx?SID=19&LID=2&AID=1175&Ctype=1&ACatID=15>)

A.3. The paper published in the magazines 3, 4 and 5 at the subparagraph A.2.1 as well as in the journal in the subparagraph A.2.2, A.2.3 and A.2.4, are not taking into consideration during the evaluation if in the moment of the publication this specific journals are part of list of doubtful journals respectively in the original list of the Beall related to the doubtful journals and publishers.

(<https://web.archive.org/web/20170111172309/https://scholarlyoa.com/individual-journals/>;) )

(<https://web.archive.org/web/20170111172306/https://scholarlyoa.com/publishers>)

A.4. A scientific paper is considered to be published in an international scientific journal if the journal operates outside Kosovo and outside the country neighbors of Kosovo, except in the case of candidates in the Albanology area of study, in which case the papers are counted in the Kosovo and Albania journals with an international editorial.

For more details please refer to the attached Regulation book as Annex 9.

**Standard 6.3:** At the local level, the number of grants for the support of research is very small, while at international level the competition remains very high, for example, to apply to HORIZON 2020 funds. So, the challenge for the future remains to increase the number research projects at the faculty. The first steps are already taken with the functionalization of the Institute.

**Standard 6.4:** With respect to staff research activities and areas of publication, please refer to Appendix 10.



**Standard 6.5:** Faculty staff continuously participates in local and international conferences, workshops and seminars. For more details on publications at different conferences, please refer to Appendix 11 and Appendix 12.

**Standard 6.6:** As explained in the above sections, the Faculty of Economics has so far published two volumes of the conference in ISBN number in the attached scientific journal as attached as appendices within Standard 6.1.

**Standard 6.7** Scientific works, participation in conferences, various training, are some of the criteria as defines by the UP Regulation for further advancement of academic staff. For more details about the research activity and the attendance of staff at conferences, seminars, and workshops please refer to the enclosed annexes.

**Standard 6.8:** Every academic staff on their CV includes information about projects, scientific works, participation in conferences, relevant trainings, etc. Staff CVs are public on Faculty's web site and are accessible through the Faculty's web site:

<https://ekonomiku.uni-pr.edu/Personeli/Personeli-akademik/Profesor-te-rregullt.aspx>

**Standard 6.9** At a conference organized by the US Embassy in April 2018, these are some of the key challenges identified in intellectual property as well as the definition of commercialization of ideas developed by staff:

- Raising awareness among HEIs (management, academic and administrative staff, students) related to intellectual property rights
- Intellectual property rights should be integrated into the curricula of various faculties, not only in the Faculty of Law but also in other faculties that have the potential to generate income from different projects
- Drafting the necessary policies and contracts for the intellectual property right to avoid possible conflicts
- Employment contracts should include special clauses addressing intellectual property rights, the current legislation allows the possibility for HEIs to include these issues in the employment contract based on their needs and justifications
- Drafting policies that penalise any action taken by academic or administrative staff and students to violate the intellectual property rights of other persons
- Creating a working group that would assess the current state of play of intellectual property rights in the academic environment
- Lack of current legislation for the commercialization of ideas developed by staff or students.



**Standard 6.10:** Possibly, students are engaged in research projects and other activities, although the number of projects is a few but through various tasks students are provided with such opportunities.

**Performance Indicator 6.1:** All staff are encouraged to develop collaborations with universities outside of Kosovo in the context of teaching, learning, research, and exchange of staff and students.

**Performance Indicator 6.2:** For more information please refer to Standard 6.1.

**Performance Indicator 6.3:** One of the current challenges remains the increase of the number of different projects, in particular, research projects at the Faculty level. Below is the list of key projects that the Faculty has had previously:

| 1. | Project Name   | Financed by                        | Duration  | Partners  |
|----|--|------------------------------------|---|---|
| 1. | Entrepreneurial Universities for Industry Alliances  | ERASMUS+ Key action 2              | (15.10.2015 – 14.10.2018)                           | University of Prishtina “Hasan Prishtina”, University of Gjakova “Fehmi Agani”, University of Gjilan “Kadri Zeka”, University of Peja “Haxhi Zeka”, RIINVEST College, University of Applied Sciences in Ferizaj, Staffordshire University, MUNICH University of Applied Sciences, University of Zagreb, University Politecnica delle Marche, Nottingham Trent University including industrial and NGO partners. |
| 2. | Modernizing the 3rd cycle at the University of Prishtina and Developing a PhD Program at the Faculty of Economics ( <i>Faculty of Economics a direct beneficiary, respectively Grant Holder</i> ). | European Commission TEMPUS Program | (01.12.2013 – 30.11.2016 extended until 30.11.2017) | University of Prishtina “Hasan Prishtina” (Aplicant); Johannes Kepler University Linz; Università degli studi “G. D’Annunzio” di Chieti – Pescara; University Nice Sophia Antipolis World University Service Kosova – WUS Kosova; Ministry of Education, - Higher Education Department (HED); Kosovo Accreditation Agency   |
| 3. | Increasing the Financial Autonomy and  | European Commission TEMPUS Program | (01.12.2013 – 30.11.2016)                           | FH Campus Wien, Project grant-holder, Austria;  |



|    |   |                                    |   |  |
|----|---|------------------------------------|---|--|
|    | accountability at public Higher education institutions in Kosova  |                                    | extended until February 2017)                       | University of Alicante, Spain; Universität des Saarlandes, Germany; University of Prishtina "Hasan Prishtina", Kosova; <b>University of Prizren "Ukshin Hoti"</b> , Kosova; University "Haxhi Zeka" Pejë, Kosova; World University Service Kosova, Kosova; Ministry of Education, Science and Technology in Kosova, Kosova; Kosovo Accreditation Agency, Kosova; Kosova Center for International Cooperation in Higher Education, Science and Technology |
| 4. | Support to the Internationalization of Kosova HIGHER Education System through establishment of the Kosova Students' Union | European Commission TEMPUS Program | (01.12.2013 – 30.11.2016 extended until 30.11.2017) | University of Edinburgh, Project grant-holder, United Kingdom; University of Alicante, Spain; Università Degli Studi "G. d'Annunzio" Di Chieti – Pescara, Italy; Eörd University Service Kosova, Kosova; University "Haxhi Zeka", Kosova; Ministry of Education, Science and Technology – (HED), Kosova; Kosovo Accreditation Agency, Kosova; Kosova Center for International Cooperation in Higher Education, Science and Technology                    |
| 5. | Empowering Universities to fulfill their responsibility for Quality Assurance no. 530631 (EUREQA)                         | European Commission TEMPUS Program | (15/10/2012 – 14/10/2015 extended until 28/02/2016) | "Fan S. Noli" University; Shkodra University "Luigj Gurakuqi"; University of Tirana; University of Banja Luka; University of Mostar; University of Sarajevo; University of Prishtina; University of Prizren; World University Service – Kosova; European University Association (Project   |



|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | coordinator); Dublin City University, Ireland; Instituto Politecnico do Porto, Portugal; Roskilde University, Denmark; University of Eastern Finland, Finland; University of Graz, Austria; University of Ljubljana, Slovenia; University of the Arts The Hague-Royal Conservatoire, the Netherlands. |
|--|--|--|--|---|

**Performance Indicator 6.5:** The Institution monitors the staff's contribution to attract financial resources through research/application/artistic projects, however the staff capacity to generate these financial returns is not taken into account by the University in individual performance review of staff.

**Performance Indicator 6.6:** The Faculty of Economics on daily basis is open to cooperate with various local and international institutions and companies. One of the cooperations that we can distinguish is the agreement or cooperation with the Kosovo Agency of Statistics in different contexts, including the use of data for Bachelor, Master and PhD for staff and students research. The Faculty also has continuous cooperation with the Kosovo Chamber of Commerce in the context of obtaining information about trends in the labor market, providing opportunities for practice for our students, and so on. During the last semester (academic year 2018/2019 winter semester), the Faculty for every Thursday has invited various local and international speakers from companies, embassies and various local and international institutions.

### SWOT analysis for research:

#### A. Strengths

- Establishment of the Institute for Economic Research.
- Organization of Conference and publication of conference papers in the ISBN.
- Publication of "Balkan Economic Review" magazine with ISSN number.
- The positive reputation of the Faculty in society.
- International magazine and conference board.
- Proactive and long-term partnerships with various universities in Europe and beyond including: Staffordshire University in England, Cote d'Azur University in Nice France, University of Linz in Austria, University of Zagreb, University of Ljubljana in Slovenia, Arizona State University, Tuck Business School in USA, Chieti Pescara University in Italy, University of Rijeka, Politecnica delle Marche University, University of Bologna, University of Edinburgh, Coimbra University.
- Successful graduation rates in the last 5 years.



- The faculty and staff support the achievement of the institution's mission.
- A large number of staff have experience outside the institution in the preparation and implementation of projects, who are encouraged to bring their experience also within the institution
- A large number of staff have completed all their studies or a part of their studies outside of Kosovo and have brought their international experiences in teaching, learning and research.

#### **B. Weaknesses**

- Institutional Bureaucracy.
- The institution's slower response to the needs of society.
- Discrepancies between expectations and support of research.
- Due to the large number of students, high workload for the institution and the staff.
- Competition in the market has increased the pressure on staff to increase activities.
- Lack of financial support for staff for conducting research activities, including participation in conferences.

#### **C. Opportunities**

- Revival of research activities through the Institute for Economic Research.
- Various partnerships with businesses, local and international institutions for providing consultancy on various issues by academic staff.
- Interest in expanding the supply of academic programs in line with labour market requirements.
- Interest in university services (new social trends).
- Increasing the staff's interest for global trends.
- Technological advances.
- Increasing focus on higher education.
- Opportunities for different collaborations.

#### **D. Challenges**

- Indexing the magazine to various international databases.
- Enhance the motivation of staff to publish in various international journals.
- Increase the number of research projects at the Faculty.

### **2.7. Infrastructure and resources**

As can be seen in the following table, the Faculty of Economics has about 3,500 m<sup>2</sup> of physical space, excluding corridors and staircases. About one third of them are classrooms. All the academic staff is located in cabinets / offices which are solid spaces for independent scientific





work which are equipped with computers, internet, printer/scanner. The faculty also has a library, which has very little space for the large number of students. The space where administrative staff are in place that have direct contact with students is functional, although still needs investment to make it more functional and expand the space due to the large number of students. The Faculty offers appropriate learning environments for all candidates. The training halls are equipped with projector, computer, internet and all the necessary conditions for learning in economics.

*Physical space in the Faculty of Economics*

|                               | Unit | m <sup>2</sup> / unit |
|-------------------------------|------|-----------------------|
| <b>Teaching classrooms</b>    |      |                       |
| Great Amphitheatre            | 1    | 500                   |
| Small Amphitheatre            | 1    | 150                   |
| Large teaching classrooms     | 6    | 108                   |
| Small teaching classrooms     | 5    | 45                    |
| Classrooms in the basement    | 3    | 62                    |
| Computer room                 | 1    | 108                   |
| Library                       | 1    | 220                   |
| Dean                          | 1    | 90                    |
| Finance                       | 1    | 35                    |
| Postgraduate office           | 3    | 30                    |
| Council room                  | 1    | 72                    |
| Storehouse                    | 2    | 20                    |
| Clerks                        | 1    | 100                   |
| Chief of Service              | 1    | 30                    |
| Office for grade verification | 1    | 20                    |
| Cabinets                      | 48   | 10                    |
| Corridors                     | -    | 413                   |
| Total Space                   |      | 3.500                 |

***Equipment's***

All the academic and administrative staff of the Faculty of Economics is equipped with personal computers, most PCs are of the latest technology and everyone has access to the Internet. All administration offices and management staff are also equipped with printers and other equipment needed for comfortable work. The equipment is efficiently managed and is regularly evidenced.

All the halls are equipped with an overhead projector. Also, there are also a number of laptops and LCP projectors used in teaching. There are two large rooms with computers used by students. However, given the large number of students, the Faculty still needs to invest in student computing rooms.





***Standard 7.1.***

The Faculty offers appropriate learning environments for all candidates. Infrastructure and work tools are in line with contemporary standards for the normal development of the teaching process. The classrooms, amphitheatres where the lectures and exercises are held are equipped with projector, computer, internet and all the necessary conditions for learning in the field of economics. As seen in the table above, the Faculty of Economics has about 3,500 m<sup>2</sup> of physical space, excluding corridors and various rooms, which are sufficient for accommodation of lectures and exercises for all study programs. Of 3,500m<sup>2</sup>, about one-third are classrooms. All the academic staff is located in cabinets / offices which are solid spaces for independent scientific work which are equipped with computers, internet, printer / scanner. It should also be noted that the entire faculty of economics possesses central heating from the company 'TermoKos'.

It is worth mentioning that each professor and assistant has his personal computer, each administrative staff manages and carries out administrative affairs using common SEMS at UP level. In the SEMS system, teachers communicate with all students by sending them all teaching material (slides, papers, presentations, additional materials, newsletters, etc.). In the same system, student assessment is done electronically.

It is worth mentioning that computers have been set up in corridors with internet access for student needs, which are a donation from Procredit Bank as a result of cooperation between these two institutions regarding student practices.

***Standard 7.2.***

According to the Statute of the University of Prishtina (Art. 60 and Article 61), the Faculty of Economics likewise, as other academic units have available a percentage of the financial resources that come from student fees to improve educational quality as well as to cover unforeseen expenditures educational staff. This percentage is decided by the Steering Council of the University of Prishtina. This implies that the Faculty of Economics has no legal competencies for independent financial planning and management. The Faculty's staff participates in financial planning at the University of Prishtina. So, as far as financial matters are concerned, an analysis should be done at the finance planning and management at University level. Budget 2019-2021 is attached as Annex 16.

***Standard 7.3.***

The Faculty of Economics is part of Prishtina's Public University, so the issue of property ownership, inventory and financial planning is done at UP level, where most of the budget is financed by the Kosovo Budget.

***Standard 7.4.***



Each teaching classroom has capacity for up to 100 students. Small amphitheatre has capacity for student groups up to 150, while the large amphitheatre is available for groups up to 300. Referring to the available spaces discussed in the previous standards, as well as the number of students in groups, the size of the classrooms and the amphitheatres are enough to organize the lectures and exercises in the bachelor degree in applied economics and management. Also, the computer room has a sufficient number of computers to organize lectures and exercises for subjects that directly relate to the use of application software.

***Standard 7.5.***

The faculty also has its own library and reading room, however, it has very little room for the large number of students who are admitted each academic year. The number of places in the reading room is 100. The Faculty of Economics library has over 2200 exemplars.

It should be noted that the students of the Faculty of Economics also have access to the National Library of Kosovo (NLB), which has over 400 student reading and learning rooms, which operates during the hours 07:00 - 20:00.

The Faculty of Economics library is equipped with books in the field of economics, so each student of this department has access to the use of these books free of charge. The same goes for the National Library of Kosovo, where the number of books and publications is quite high and covers all fields of study.

***Standard 7.6.***

At present, economic infrastructure is not adapted to meet the needs of students with disabilities.

***Performance indicator 7.1.***

The economic faculty has an administrative staff who is responsible for infrastructure management, including working tools (computers, internet, projectors, printers and other ancillary equipment). On a regular basis, monitoring of existing infrastructure, and maintenance needs and investment/purchase of additional equipment is done that is allowed according to the annual budget of the faculty.

***Performance indicator 7.2.***

As noted in indicator 7.1, there is an experienced staff exclusively dedicated to managing and maintaining the infrastructure of the faculty, which on a regular basis reports to the Faculty of Economics management on the state of infrastructure and new needs.

***Performance indicator 7.3.***



On regular basis, through the SEMS system, students are surveyed about the services offered by the faculty of economics and the current infrastructure. The results of these surveys are taken into account during financial planning at the UP level to make new proposals for IT investment and other working tools that are in the function of increasing the quality of the teaching and learning process.

### **SWOT analysis for infrastructure and resources:**

#### **A. Strengths**

- Adequacy of learning spaces.
- The working conditions, learning facilities and accommodation are appropriate and all student groups can easily access buildings, tools and equipment because there are signs indicating where they are located.
- Location in the centre of the capital.

#### **B. Weaknesses**

- Lack of specialized cabinets for practical work in economics.
- Centralized Budget as an obstacle to achieving the strategic objectives of the department.
- The Faculty of Economics has a very limited number of seats.
- Lack of infrastructure which is suitable for students with special needs.

#### **C. Opportunities**

- Investing in various application software for the study areas offered by the Faculty, so that the practical part is more feasible.

#### **D. Challenges**

- Need for investment to make it more functional and expand the space due to the large number of students and other departments.
- The lack of an independent budget.



**APPENDICES (if available)**

| No.             | Label  | Field Index   | Standard/performance indicator                     |
|-----------------|--|---|--|
| <b>Annex 1</b>  | List of Evidence   |   |  |
| <b>Annex 2</b>  | Rule of Procedures for the Electronic Management System for Students   | 2.1. Mission, objectives and administration   | Standard 1.3                                       |
| <b>Annex 3</b>  | Regulation on Quality Assurance and Evaluation at the University of Prishtina                                  | 2.2 Quality Management  | Standard 2.3                                       |
| <b>Annex 4</b>  | Guide for course evaluation from Students and Use of Results at the University of Prishtina "Hasan Prishtina". | 2.2 Quality Management  | Standard 2.2                                       |
| <b>Annex 5</b>  | Manual on the use of management and monitoring of attendance at the University of Prishtina "Hasan Prishtina"  | 2.5 Students  | Standard 5.7                                       |
| <b>Annex 6</b>  | Rregulation for Student Academic Mobility in UP  | 2.5 Students  | Standard 5.10                                      |
| <b>Annex 7</b>  | Book of First Conference   | 2.6 Research  | Standard 6.1                                       |
| <b>Annex 8</b>  | Book of Second Conference  | 2.6 Research  | Standard 6.1                                       |
| <b>Annex 9</b>  | Regulation on Selection Procedure of Staff   | 2.6 Research<br>2.3 Academic staff  | Standard 6.2<br>Performance indicator 3.3 and 3.4. |
| <b>Annex 10</b> | List of staff scientific papers  | 2.6 Research  | Standard 6.4                                       |
| <b>Annex 11</b> | Staff participation in conferences   | 2.6 Research  | Standard 6.5                                       |
| <b>Annex 12</b> | Staff participation in training  | 2.6 Research  | Standard 6.5                                       |
| <b>Annex 13</b> | Code of Ethics for Academic Staff  | 2.2 Quality Management<br>2.1. Mission, objectives and administration<br>2.5 Students | Standard 2.2.<br>Standard 1.5<br>Standard 5.9.     |
| <b>Annex 14</b> | CV-s of academic staff   | 2.4 Content of the learning process   | Performance indicator 4.2.                         |



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| <b>Annex 15</b> | Course Syllabus                            | 2.4 Content of the learning process                                   | Standard 4.4.                |
| <b>Annex 16</b> | Budget 2019-2021                           | 2.7 Infrastructure and Resources                                      | Standard 7.2.                |
| <b>Annex 17</b> | Statute of UP                              | 1.1.A brief overview of the Institution                               | -                            |
| <b>Annex 18</b> | Regulation on Disciplinary Procedure       | 2.1. Mission, objectives and administration<br>2.2 Quality Management | Standard 1.5<br>Standard 2.2 |
| <b>Annex 19</b> | Sample completed by student assessment     | 2.2 Quality Management  | Standard 2.3                 |
| <b>Annex 20</b> | Scientific magazine Balkan Economic Review | 2.6 Research  | Standard 6.1                 |
| <b>Annex 21</b> | Regulation for Doctoral Studies            | Teaching process  | Standard 4.1, 4.6            |