

**REPUBLIKA E KOSOVËS  
KOLEGJI ISPE**



## **REGULATION OF THE ISPE COLLEGE**

ON PROCEDURES FOR DEVELOPING, REVIEWING AND APPROVING OF CURRICULA

Approved on 02.09.2013 with the Decision  
of the Council of ISPE College

PRISTINA, 2013

Based on Law no. 04/L-037, date 24.10. 2013 "On Higher Education in Republic of Kosovo" and the Statute of ISPE College, the Council of the ISPE College adopted this regulation:

## **REGULATION**

### **ON PROCEDURES FOR DEVELOPING, REVIEWING AND APPROVING OF CURRICULA**

#### **Article 1**

This regulation provides the steps and procedures for developing, reviewing and approving of the existing and new curricula.

#### **Article 2**

1. The initiatory for developing, reviewing and approving of the curricula analysis his/her detailed plan with the department of faculty/faculties, dean/deans, a consulting committee (if necessary) and with the members of the Permanent Committee on Curricula (hereinafter also as Committee on Curricula).
2. In case of consensus achieved on the plan discussed, the plan's initiatory drafts the concrete proposal for the Permanent Committee on Curricula.

#### **Article 3**

1. The drafted proposal may be subject to a critical review from a sub-committee appointed from the committee for Curricula. Any review shall be preliminarily submitted to the Permanent Committee on Curricula.
2. After the approval of the critical review, the full proposal shall be submitted for approval to the Permanent Committee on Curricula.
3. After approval by the Committee on Curricula, the Curricula drafted shall be subject to the accreditation by the Kosovo Accreditation Agency (KAA).

#### **Article 4**

The proposal shall be evaluated pursuant to the needs, the quality, compliance and feasibility.

## **Article 5**

1. The chairman of the Permanent Committee on Curricula coordinates and supervises the process for developing, reviewing and approving of the curricula.
2. The chairman of the Permanent Committee on Curricula recognize the supremacy, expertise and professional opinion of the faculty/relevant program in the field in which it is developed, reviewed or discussed for approval the curricula. For this purpose, the respective faculty/program of study may establish its Committee for Curricula which gives its proposals to the Permanent Committee on Curricula.
3. The accountability for quality, for effective curricula that meet the applicable standards is a shared responsibility.

## **Article 6**

1. The primary responsibility of the Committee on Curricula is to provide academic excellence in curriculum issues by ensuring that curricula is complete, contemporary, comprehensive and meets the evolving needs of the institution through the review and approval of:
  - a) the proposal of new and modified courses;
  - b) the courses that relates with the study programs;
  - c) necessary changes;
  - d) the general educational proposals;
  - e) changes of the policies dealing with issues of curriculum;
  - f) implementation of state regulations and guidelines dealing with process of development of curriculum;
  - g) the proposed study programs;
2. The responsibility of the Committee is to provide the continuous review of courses and programs in order to make them being in compliance with the internal and external academic policies.
3. The courses are reviewed based on a rotating cycle of six years and shall be updated as in accordance to the needs.
4. As a rule, in the rotation of the review of courses and their updating according to the needs, as time is to be taken the period of preparing the programs for accreditation and re-accreditation. In this case, after reviewing, the updating made in the existing curricula with the aim to make their improvement as well as the new curricula developed shall be proposed for the process of accreditation.

## **Article 7**



1. The curricula proposed shall be accepted within the necessary deadline and aims that in accordance with the respective rules and procedures to be put in applicability.
2. As a rule, the proposals for changes which fulfill the appropriate criteria for curricula shall be reflected in the academic catalog of the College of the following year.
3. The College's catalog is a special editon to reflect these approvals.
4. The full details of the changes in the curricula will be kept at the Quality Assurance Office.

#### **Article 8**

1. The Quality Assurance Office is responsible for establishing of the Permanent Committee on Curricula and its composition.
2. For the Committees on Curricula established on level of programs of studies and their composition is responsible the manager of the respective program of study.
3. The Quality Assurance Office for developing, reviewing and approving of the curricula works closely with the Permanent Committee on Curricula.

#### **Article 9**

This regulation enters into force on the date of its approval.

**Pristina, 02.09.2013**

**Chairman of the Council of the ISPE College**

General Karl Heinz Lather

