RIT Kosovo (A.U.K)
Gërmia Campus, Dr. Shpëtim Robaj st. nn
10000 Prishtina, Republic of Kosovo

Terms of Reference
Institutional Quality Assurance Committee (IQAC)

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1. Committee Name

1.1 Institutional Quality Assurance Committee (IQAC)

2. Reporting Line

2.1 The Institutional Quality Assurance Committee shall report directly to the Academic Senate of RIT Kosovo (A.U.K). It collaborates closely with the Quality Assurance Officer / Quality Management Office, as required by Kosovo Accreditation Agency (KAA) standards.

3. Purpose and Scope

3.1. The purpose of the Quality Assurance Committee is to support the creation of institutional mechanisms for systematic definition, implementation, assurance, evaluation, improvement, and quality management, in accordance with the highest quality standards in higher education based on the Law Higher Education, as well as the standards of the Middle State Commission on Higher Education (MSCHE).

3.2 The IQAC ensures that RIT Kosovo maintains a robust, efficient, and continuously improving internal Program Quality Assurance (QA) system, in alignment with Program Quality Assurance Policy, the Law Higher Education, KAA Accreditation Standards (especially Standard 5), ESG 1.1, 1.2, 1.7, 1.9 requirements, as well as the standards of the Middle State Commission on Higher Education (MSCHE) and RIT Kosovo's mission.

3.3 The Committee shall oversee Quality Assurance Office activities concerning the implementation and continuous improvement of academic programs, teaching and learning, student support and inclusion, learning resources, research and professional activities, and institutional performance, ensuring the effective implementation of the Quality Assurance Policy at RIT Kosovo through established strategies and action plans.

4. Responsibilities and Duties

The IQAC shall:

4.1 Review annually the publicly available Program Quality Assurance Policy, as part of RIT Kosovo's strategic management system, to ensure compliance with KAA standards and to identify the necessity for implementing any required corrective actions.

4.2 Review annual quality assurance reports from internal and external bodies including reports from the QA office, on program reviews, student evaluations, and institutional data, to ensure compliance with applicable requirements and to verify that improvement actions are implemented and documented.

4.3 Oversee and ensure that procedures and policies for the development and approval of study programs are clearly defined and that internal and external stakeholders are appropriately involved. The Committee shall also ensure that the QA office has defined procedures and key performance indicators for monitoring the quality of study program delivery, including methods for collecting and analyzing the necessary information and curriculum to provide improvement recommendations to Academic Senate and AQ office.

4.4. Review and monitor the effectiveness of study program monitoring processes, including stakeholder involvement (students, staff, alumni, and employers), the use of feedback instruments, and the analysis of data related to learning outcomes, student workload, academic success, resources, and graduate employment.

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4.5. Review and monitor the implementation of procedures for student practice and internships, the use of collected information for program improvement, and communication to all stakeholders and publication of monitoring results and action plans on the website.
4.6. Review external evaluation findings and monitor improvement action plans conducted by QA office to ensure external results are used to enhance institutional performance and continuous improvement.
4.7 Submit an annual review report to the Academic Senate, outlining QA trends and recommendations, ensuring that it reflects the five sections of IQAC duties outlined in this document, and reviewing quality assurance documentation prior to external submission to ensure accuracy, completeness, and alignment with institutional policies and regulatory requirements.

5. Authority and Decision-Making

5.1 IQAC may propose recommendations, internal review reports, and QA advice.
5.2 The Committee may request information required for QA processes including monitoring and evaluation to enhance the performance of the QA system.
5.3 Final approval of QA policies and major decisions rests with the Academic Senate.

6. Membership and Composition

6.1 The Institutional Quality Assurance Committee shall consist of the following members:

- Chair: One (1) full-time faculty member appointed by the Academic Senate.
- Two (2) full-time faculty members.
- One (1) Academic Administration representative.
- One (1) Quality Assurance Office representative.
- One (1) student representative nominated through established procedures at the Academic Senate.
- One (1) External member

6.2 The terms of service for the Chair, Faculty, Academic Administration, QA Officer and staff members shall be three (3) years, renewable; for students one (1) year.

7. Meetings Procedures

7.1 The Committee shall convene at least once per semester and additionally on an as-needed basis.
7.2 A quorum shall consist of 51% of members.
7.3 Decisions shall be made by majority vote, with consensus encouraged wherever possible.

8. Reporting Requirements

8.1 The IQAC shall submit an Annual Institutional Quality Review Report to the Academic Senate.
8.2 The Committee shall submit interim reports or recommendations as required to ensure timely guidance on QA-related matters.

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9. Review and Amendment of Terms of Reference

9.1 The Terms of Reference shall be reviewed by the Academic Senate every two years or on an as-needed basis.

9.2 Any amendments to the Terms of Reference prior to the scheduled review period shall require formal approval by the Academic Senate.

10. Alignment with Institutional Policies

10.1 The committee ensures that all procedures and decisions align with RIT Kosovo's mission, academic standards, shared governance principles, KAA guidelines, principles of transparency, accountability, continuous improvement and applicable RIT Global policies.