



TRAINING - Integration of new staff in the UBT system and teaching



Institute for Development of Education and Academic Affairs

MEETING CALLED BY: **IDEAA**
TIME: 14:00 – 17:30
LOCATION: UBT – Prishtinë, Class: A110, 08.11.2021

PRESENTERS:

- Edmond Hajrizi President of UBT
- Muhamet Ahmeti Directorate of Academic Affairs
- Artan Tahiri General Secretary- UBT
- Arjeta Shala Human Resources- UBT
- Murat Retkoceri Office for Student Affairs- UBT
- Bekim Marmullaku Directorate for Quality Assurance

President of UBT

TIME :	15:00 – 15:30	Presented by:	Edmond Hajrizi – President of UBT
DISCUSSION	Linking research to teaching UBT Scientific Conferences, Summer Academy, International cooperation in scientific research. Publication platforms		
CONCLUSION	Information on research, UBT conference, and publishing platforms.		

Agenda

Directorate of Academic Affairs – UBT

TIME:	14:00 – 14:30	Presented by:	Muhamet Ahmeti - DÇA
DISCUSSION	Organization of Studies and Curricula, Syllabus Academic Calendar Moodle teaching methods Academic staff workload Exams and their management Learning materials and library Hourly reports kept (monthly).		
CONCLUSION	Information on the academic process and reporting of classes.		

OFFICE FOR QUALITY

TIME:	16:00 – 16:30	Presented by:	Bekim Marmallaku Directorate for Quality
DISCUSSION	Teaching and Quality Assurance Academic Staff and Quality Assurance Procedure Continuous monitoring of programs and courses Continuous monitoring of student progress Quality assurance in teaching / learning resources Quality assurance and indicators in teaching, Questionnaires (student assessment for staff). Infrastructure / Laboratories- Excellence		
CONCLUSION	Informing staff about Quality Assurance procedures, questionnaires and Infrastructure.		

Secretary & Office for Human Resources

TIME:	17:00 – 17:30	Presented by:	Artan Tahiri & Arjeta Shala
DISCUSSION	Regulations of teaching and research Administration of complaints and appeals Contractual relations Staff development Vacation procedure (annual, medical, etc.) Monthly work report.		
CONCLUSION	The staff is provided with the regulations of teaching and scientific research,		

OFFICE FOR STUDENT AFFAIRS- UBT

TIME:	17:30 – 18:00	Presented by:	Murat Retkoceri/Betim Gashi
DISCUSSION	Electronic and physical library, Exam reporting Student orientation SMIS Moodle - explanations of use.		
CONCLUSION	Staff are provided with manuals for the use of online platforms, official emails of UBT are activated.		