

INTERNATIONAL BALKAN UNIVERSITY

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Based on Article 146, paragraph 4 of the Statute of the International Balkan University, the Senate of the International Balkan University – Skopje, at its 29th session held on 06.03.2025, adopted the following:

GUIDELINE

for self-evaluation and quality assurance and assessment of the International Balkan University in Skopje and its units

Scope of regulation

Article 1

This Guideline regulates the procedures for self-evaluation, quality assurance, and assessment at the International Balkan University in Skopje (hereinafter: the University) and its units.

Article 2

Self-evaluation of the higher education institution is conducted by a self-evaluation commission of the University or the respective unit, in accordance with the Law on Higher Education, the Statute of the International Balkan University in Skopje, and the Rulebook on Standards and Procedures for External Evaluation and Self-Evaluation.

Procedure of self-evaluation

Article 3

The higher education institution implements the internal quality assurance procedure, i.e., the self-evaluation procedure, guided by the standards and indicators for quality in higher education established in the Rulebook on Standards and Procedures for External and Self-Evaluation.

Article 4

The self-evaluation procedure starts and is conducted in a coordinated manner across all units of the University.

The deadlines, start, and duration of the self-evaluation procedure are determined by the decision of the University's Rectorate (hereinafter: Rectorate) and communicated to the units.

Upon completion of the unit-level self-evaluation, the University-level self-evaluation process begins.

The University uses data from the units' self-evaluation reports during the overall process.

Standards and Indicators of Quality

Article 5

The quality standards in higher education include:

1. Institutional policies for quality assurance
2. Creation, approval, and monitoring of study programs
3. Student-centered learning, teaching, and assessment
4. Admission and progression of students, diplomas, and certificates
5. Academic staff
6. Learning resources and student support
7. Information management
8. Public information
9. International cooperation and internationalization

Article 6

The fulfillment of these standards is assessed through indicators defined in the Rulebook on Standards and Procedures for External and Self-Evaluation.

Report on the self-evaluation

Article 7

The Self-Evaluation Commission prepares a report on the results of the evaluation, including:

- Assessment of the current state
- Proposals and measures to address identified shortcomings in the functioning of the unit.

The report is intended for internal use by the University and its units, and for external use during external evaluations.

The report must be analytical and self-critical.

Article 8

The report includes:

- Institutional self-evaluation report, prepared using a template established by the Evaluation Board; usually also prepared in English for external evaluation
- Supporting documentation
- Other relevant documents, strategies, and plans

Publication of the self-evaluation report

Article 9

The self-evaluation report must be published on the websites of both the respective unit and the University. An annual evaluation is also conducted each year to:

- Continuously collect data needed for self-evaluation
- Assess the performance of the unit and University for each academic year
- Prepare a short- and mid-term action plan.

This evaluation is based on data about the academic work of the teaching and associate staff during the academic year and is summarized at both the unit and University levels.

Article 10

Self-evaluation is conducted every two to three years.

It includes:

- Annual evaluations between two self-evaluation cycles
- Student surveys on the quality of teaching and associate staff
- Surveys on general study conditions
- Surveys on working conditions for teaching and administrative staff

The teaching staff survey is conducted for each course, at all three cycles of study, at the end of each semester.

The other surveys are conducted once per academic year. Survey deadlines are set by the Quality Council.

Surveys are carried out electronically using a standardized form provided in the appendix to this guideline.

Completion of surveys is mandatory for students, academic, and administrative staff.

Survey results are included in the self-evaluation report.

Action plan

Article 11

Based on the self-evaluation report, the Quality Council proposes an Annual Action Plan with specific measures to eliminate weaknesses, improve quality, provide implementation guidance, and track progress.

The Annual Action Plan is prepared using a standard form established in Article 12.

Implementation at the University or unit level is reported in the Annual Report as defined in Article 12.

Article 12

The following templates must be used during the self-evaluation process:

- Self-evaluation report template
- Supporting documentation template
- Survey template
- Annual Action Plan template for the University/unit
- Annual Report template for the implementation of the Action Plan

These templates are determined by decision of the Quality Council and provided to University units.

Article 13

The self-evaluation procedure must begin within 60 days of the entry into force of this Guideline for the current academic year.

Action plans for the current academic year must be adopted no later than September 30 of the same year.

Final provisions

Article 14

The templates referred to in Article 12 will be defined by the Quality Council within 30 days of its establishment.

Article 15

This Guideline enters into force on the day of its publication in the University Bulletin.

**President of the University Senate
Prof. Dr. Kire Sharlamanov**