



# **Republika e Kosovës**

**Republika Kosova - Republic of Kosovo**

*Qeveria - Vlada - Government*

*Ministria e Punëve të Brendshme / Ministarstvo Unutrašnjih Poslova*

*Ministry of Internal Affairs*

**Akademia e Kosovës për Siguri Publike**

**Kosovska Akademija za Javnu Bezbednost / Kosovo Academy for Public Safety**

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In accordance with Article 14 paragraph 1, sub-paragraph 1.2 of Law No. 04/L-053 on the Kosovo Academy for Public Safety, the Director General of KAPS issues the following:

## **DECISION**

### **ON THE ESTABLISHMENT OF THE COMMISSION FOR QUALITY ASSURANCE IN THE KOSOVO ACADEMY FOR PUBLIC SAFETY**

#### **Article 1 Purpose**

This decision aims to regulate the composition, functioning and administrative procedures of the functioning of the Commission for Quality Assurance in the Kosovo Academy for Public Safety.

#### **Article 2**

##### **Commission for Quality Assurance in the Kosovo Academy for Public Safety**

1. The Commission for Quality Assurance in the Kosovo Academy for Public Safety (hereinafter referred to as the Commission) is composed of the following members:

- 1.1. Head of the Division for Quality Assurance
- 1.2. Vice-Dean for Teaching;
- 1.3. Director of the Department for Training and Educational Support
- 1.4. Responsible person for training personnel of the Kosovo Police Inspectorate in KAPS
- 1.5. Responsible person for training personnel of the Kosovo Police in KAPS
- 1.6. Responsible person for training personnel of the Kosovo Customs in KAPS

- 1.7. Responsible person for training personnel of the Kosovo Correctional Service in KAPS
- 1.8. Responsible person for training personnel of the Kosovo Probation Service in KAPS,

and

1.9. Responsible person for training personnel of the Emergency Management Agency in KAPS.

2. The Commission is chaired by the Head of the Quality Assurance Division.

3. The Commission reports on its work to the General Director of the Academy and the Academy Board.

### **Article 3**

#### **Duties and Responsibilities of the Commission**

1. The duties and responsibilities of the Commission are:

- 1.1. Sets quality assurance standards within the framework of the Quality Manual,
- 1.2. Drafts and reviews the institution's development plan for quality assurance and addresses it for approval to the Director General of the Academy;
- 1.3. Leads the process of publishing evaluation reports;
- 1.4. Reviews self-evaluation reports for institutional and program accreditation processes;
- 1.5. Reviews recommendations arising from accreditation processes and addresses them to the relevant units,
- 1.6. Advises on the drafting and development of standards, modules and educational programs;
- 1.7. Promotes the quality culture within the institution,
- 1.8. To carry out other tasks specified by the normative acts regulating the scope of the Academy.

### **Article 4**

#### **Chairman of the Commission**

1. The responsibilities of the Chairman of the Commission are as follows:

- 1.1. Organizes and ensures the smooth running of the work of the Commission;
- 1.2. Represents the Commission;
- 1.3. Calls and chairs the meetings of the Commission,
- 1.4. Signs the various documents of the Commission;
- 1.5. Performs other tasks entrusted to the Commission.

2. In cases of the Chairman's absence, the Chairman authorizes one of the members of the Commission to chair the meeting.

## **Article 5**

### **Commission Meetings.**

1. The Commission shall hold no less than four (4) meetings during the academic/school year but may meet more frequently depending on the issues requested for review by the Chairperson or at the request of at least one third (1/3) of the members.
2. The members of the Commission are obliged to attend the meetings of the Commission. Failure to attend the meeting must be justified in writing to the Chairperson.
3. In consultation with the other members of the Commission, the Chairperson shall set the date, time and place of the meeting.
4. The invitation to participate in the meeting is sent to the members of the Commission, no later than one (1) week before the day on which the Commission meeting is to be held, with the exception of extraordinary meetings.
5. The invitation to hold the meeting contains:
  - 5.1. The date, time and place of the meeting;
  - 5.2. The agenda for the meeting, and
  - 5.3. The meeting materials
6. Each member has the right to propose issues on the agenda.
7. As a rule, the meeting of the collegial body is held with the physical presence of the members. With the consent of the majority of all members, the meeting may also be held with the participation of the members via video conference or other appropriate means of simultaneous remote communication.
8. The meetings of the Commission are closed, unless otherwise provided by the Commission.
9. In addition to the members of the Commission, representatives elected by the students and cadets of the programs offered at the Academy shall also be invited to the meeting.
10. With the approval of the General Director of the Academy, the Commission may invite experts or other persons to the meeting to provide professional advice on the work of the Commission.

## **Article 6**

### **Quorum for holding Commission meetings**

1. The meeting of the Council is valid if all members have been notified according to the

decision and more than half of its members are present at the meeting.

2. When the necessary quorum is not achieved at the opening of the meeting, a second meeting with the same agenda shall be organized on another day, according to paragraph 4 of Article 5 of this decision. In this case, the second meeting is valid if more than one third (1/3) of its members are present at the meeting, provided that the notices have been made in accordance with the decision and the notice includes a notice that the second meeting will be valid with this quorum.

## **Article 7**

### **Conduct of the meeting**

1. At the beginning of the meeting, the Chairperson determines whether there is a quorum, proposes the agenda and opens the agenda for discussion.
2. The agenda is approved by the majority of the members of the Commission present at the meeting.
3. After the approval of the agenda, the minutes of the previous meeting are submitted for approval.
4. The Commission proceeds with the meeting with the agenda as approved.
5. The proposer of the agenda item that is on consideration provides justification regarding the presented issue.
6. The Commission, when it deems it reasonable, may decide to postpone any agenda item to the next meeting.
7. The scheduled meeting of the Commission may be postponed or adjourned in the following cases:
  - 7.1. If there is no quorum;
  - 7.2. If the meeting started due to extension cannot be finished during that day,
8. The meeting is terminated or postponed by the chairperson of the meeting.

## **Article 8**

### **Decision-making**

1. The Commission shall adopt decisions, conclusions or recommendations in accordance with the authorizations set out in the normative acts by a majority vote of the members present, unless otherwise provided for in other normative acts.

2. The decisions of the Commission may also be adopted by a round circulating procedure, if no member expresses objection.
3. The round circulating procedure, according to paragraph 2 of this Article, is the voting procedure in which members vote individually, in writing, without the need for a meeting of the Commission.
4. Decisions by round circulating procedure shall be taken by a majority vote of the members of the Commission.
5. Each member of the Commission shall have one vote. In the event votes are equal, the Chairperson of the Commission shall have the casting vote.

## **Article 9**

### **Minutes of Commission meetings**

1. Minutes shall be kept at Commission meetings, which shall include:
  - 1.1. date and place of the meeting;
  - 1.2. members who attended;
  - 1.3. issues discussed and members' claims;
  - 1.4. decisions taken, as well as
  - 1.5. form and result of voting.
2. Members of the Commission may request that their vote against, and the relevant justification be included in the minutes.
3. The minutes are submitted for approval at the beginning of the previous meeting. After approval, the minutes are signed jointly by the Chairperson and the person who took the minutes.
4. The Secretariat of the Commission is responsible for maintaining of the minutes.

## **Article 10**

### **The Secretariat of the Commission**

1. The function of the Secretariat of the Commission shall be performed by the officials of the Quality Assurance Division.
2. The Secretariat of the Commission serves to organize, coordinate, develop and maintain the activities necessary for the work of the Commission.

3. The responsibilities of the Secretariat of the Commission are:

- 3.1. Keeps the minutes of the Commission meeting;
- 3.2. Coordinates the work of drafting recommendations, reports and other necessary documents;
- 3.3. Takes care of keeping, sending and storing documents arising from the work of the Commission;
- 3.4. Prepares the meetings of the Commission;
- 3.5. Provides data from the members of the Commission on issues that are reviewed and requested by the Commission.

### **Article 11**

#### **Entry into force**

The decision enters into force on the day of signing.

Date: 10/12/2024

Kastriot Jashari

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Acting Director General of KAPS

The decision is sent to:

- *The Chairman and Members of the Commission, and;*
- *The KAPS Archive.*