



Guidelines For the Preparation of the Annual Program Report and Periodic Internal Review of Academic Program

September 2025

1. Purpose

These Guidelines establish a common framework for the preparation, implementation, and documentation of the Annual Program Report for each academic program at Universum International College (UNI). The report supports the periodic internal review of academic programs, monitors academic performance and program quality, evaluates the achievement of program learning outcomes, and identifies areas for improvement.

The review is intended to ensure that academic programs remain relevant, effective, aligned with institutional objectives and stakeholder needs, and compliant with applicable accreditation requirements.

2. Scope and Responsibilities

These Guidelines apply to all academic programs offered by UNI. The annual review shall be coordinated by the relevant Program Coordinator, in cooperation with academic staff, the Quality Assurance Unit (QAU), the Office of Academic Affairs, and other relevant institutional units.

Program Coordinators are responsible for preparing the report, collecting and validating program-level information, evaluating performance, identifying improvement priorities, and proposing an action plan. Academic staff shall provide the required teaching, assessment, curriculum, and research information. Relevant administrative units shall provide verified student, enrollment, graduation, satisfaction, and resource data. The QAU shall support the review process, verify the consistency of quality-related evidence, monitor improvement actions, and ensure alignment with institutional quality assurance procedures.

3. Annual Review Cycle

The Annual Program Report shall be prepared following the completion of each academic year. The review process shall follow the Plan–Do–Check–Act (PDCA) cycle:

- **Plan:** Establish review priorities, identify required evidence, and define performance indicators.
- Do:** Collect and compile program data, stakeholder feedback, and supporting documentation.
- **Check:** Evaluate academic performance, learning outcomes, student progression, curriculum relevance, faculty contributions, and the effectiveness of existing measures.
- **Act:** Establish corrective and developmental actions, assign responsibilities, define implementation timelines, and monitor progress during the subsequent academic year.

The annual review cycle shall normally take place between June and August, subject to the institutional academic calendar and reporting requirements. Periodic internal reviews shall also be planned in coordination with the applicable external accreditation and review deadlines.

4. Required Structure and Content of the Annual Program Report

Each report shall follow a common structure and address the following areas:

1. **Executive Summary:** Provide a concise overview of the program, major accomplishments during the reporting period, key findings, and principal recommendations.
2. **Program Overview:** Identify the program name, degree level, mission, objectives, program learning outcomes, curriculum structure, courses and ECTS credits, accreditation status, implementation of the current Self-Evaluation Report (SER), and student numbers by academic year and in total.
3. **Student Enrollment and Demographics:** Present enrollment figures for the reporting year, admission statistics, and available student diversity data.
4. **Academic Performance and Learning Outcomes:** Evaluate the achievement of program learning outcomes, use and development of assessment rubrics, average grade trends, course completion rates, program completion rates, time-to-completion statistics, thesis average grades, and assessment results from examinations, projects, internships, theses, and capstone activities, as applicable.
5. **Curriculum Review and Development:** Document curriculum changes, newly introduced and revised courses, courses enhanced or adopted since AY 2024, asynchronous online and AI-related courses, practical hours and content, course provision in Albanian and English for international students, and alignment with industry and relevant stakeholders.
6. **Faculty Information:** Report faculty numbers and qualifications, courses taught, weekly and semester teaching workload and compliance, professional development activities, including ASU and UNI training and total training hours, and research, publications, and scholarly activities.
7. **Research and Publications:** Map research areas and report publications by research area and academic staff member.

Student Support and Engagement: Present overall and teaching satisfaction rates, retention and graduation rates, advising and mentoring activities, student coordinator support and its evaluation, and internship and practical training information. Internship reporting shall identify placement sites, the number of students at each site, the percentage completing internships, and the percentage of students who have not yet completed the requirement.

8. **Research and Community Engagement:** Document research projects and grants, including Cintana Collaborative Research where applicable, industry collaborations, institutional partnerships, and relevant memoranda of understanding (MoUs).
9. **Resources and Facilities:** Evaluate laboratories, equipment, technology, library resources, and infrastructure improvements relevant to program delivery.
10. **Program SWOT Analysis:** Identify strengths, weaknesses, opportunities, and threats, including relevant comparisons with competing or comparable programs where reliable evidence is available.
11. **Action Plan and Future Goals:** Define improvement priorities for the next academic year, specific objectives, expected outcomes, responsible persons or units, implementation timelines, and monitoring arrangements.
12. **Conclusions and Next Steps:** Summarize the main findings, identify outstanding issues, and specify the next steps and implementation timelines.
13. **Appendices and Supporting Evidence:** Include or reference the documents, datasets, meeting minutes, evaluation results, and other evidence supporting the report's findings.

5. Evidence and Data Requirements

All findings and conclusions shall be supported by relevant, reliable, and verifiable evidence. Data shall be obtained from official institutional sources, including the University Management System (UMS), student information records, examination and assessment records, student surveys, course evaluations, internship records, faculty records, research databases, meeting minutes, and approved institutional documents.

Where applicable, reports shall include comparisons with previous academic years, established targets, relevant benchmarks, and available stakeholder feedback. Quantitative information shall specify the reporting period, denominator, and calculation method where necessary. Missing data, limitations, and indicators that cannot be calculated shall be explicitly identified rather than estimated without evidence.

Supporting documents may be included as appendices or referenced through clearly identified document titles, dates, and institutional sources.

6. Stakeholder Consultation

The review shall consider feedback from students, academic staff, graduates, employers, industry partners, and other relevant stakeholders, as appropriate to the program. Feedback may be obtained through surveys, focus groups, meetings, course evaluations, internship assessments, advisory boards, and other established consultation mechanisms.

The report shall explain how relevant feedback has informed curriculum development, teaching and assessment improvements, student support, practical training, and other program-level decisions. Stakeholder feedback shall be documented and linked to specific findings and proposed actions where appropriate.

7. Evaluation and Identification of Improvement Needs

The Program Coordinator and relevant academic staff shall critically evaluate the evidence rather than merely describe activities and results. The review shall identify achievements, performance gaps, emerging risks, and areas requiring corrective or developmental action.

Particular attention shall be given to learning outcomes, student progression, course performance, completion and retention, assessment practices, curriculum relevance, faculty workload, student satisfaction, internship outcomes, research activity, and resource adequacy.

Each identified issue shall be accompanied, where applicable, by the supporting evidence, an explanation of its significance, and a proposed response.

8. Action Plan and Follow-up

The action plan shall translate review findings into measurable and time-bound improvements. Each action shall identify:

- The finding or issue requiring improvement.
- The planned corrective or developmental action.
- The responsible person or unit.
- The expected result or performance indicator.
- The implementation deadline.
- The evidence required to demonstrate completion.
- The follow-up and effectiveness evaluation arrangements.

Actions shall be monitored through the institutional quality assurance process. In subsequent reporting cycles, the Program Coordinator shall report on the status of previous actions, evidence of implementation, results achieved, and any remaining or newly identified needs.

The review shall follow the sequence: **Finding → Action → Responsible Person/Unit → Expected Result → Follow-up**. Completion of an action shall not, by itself, be considered proof of effectiveness; the subsequent review should assess whether the intended improvement has been achieved.

9. Review, Validation, and Approval

The completed Annual Program Report shall be reviewed by the relevant academic and institutional authorities in accordance with UNI's approved governance arrangements. The QAU shall support quality assurance verification, consistency of reporting, traceability of evidence, and alignment with institutional quality objectives and applicable accreditation requirements.

Any identified inaccuracies, missing evidence, or incomplete sections shall be addressed before the report is finalized. Approval and recordkeeping shall follow the applicable institutional procedures. The finalized report and its supporting evidence shall be retained in the designated institutional repository and made available to authorized personnel for quality assurance, internal review, and accreditation purposes.

10. Use of Review Findings

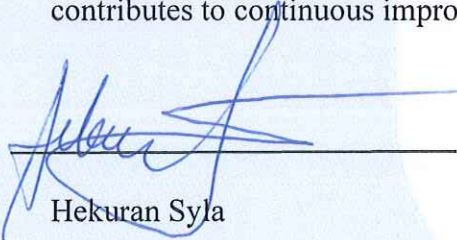
The findings of the Annual Program Report shall inform program development, curriculum review, academic planning, resource allocation, staff development, student support, and institutional quality improvement. Relevant findings shall be communicated to the responsible persons and units to support implementation and accountability.

The report shall also contribute to periodic internal academic program reviews, preparation and updating of Self-Evaluation Reports, and follow-up on external evaluation or accreditation recommendations, where applicable.

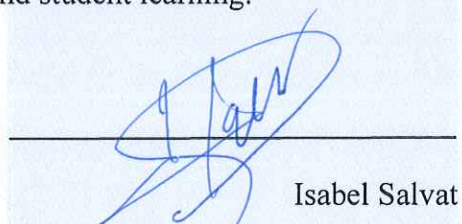
11. Implementation

These Guidelines shall be implemented in conjunction with UNI's approved quality assurance policies, manuals, academic regulations, and procedures for periodic internal review of academic programs. They shall be reviewed periodically to ensure continued relevance, consistency, and effectiveness.

All responsible units and academic staff shall cooperate in providing accurate information, supporting documentation, and timely follow-up to ensure that the annual review process contributes to continuous improvement of academic quality and student learning.


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