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Project name: Increasing the Financial Autonomy and accountability at public higher education institutions in Kosovo

Project acronym: FAITH

Project no: 544142-TEMPUS-1-2013-1-AT-TEMPUS-SMGR

Subject:	The fourth internal workshop on "University Place Management" @ UPz
Date:	April 26, 2016
Venue:	University of Prizren "Ukshin Hoti" Rruga e Shkronjave, n.n. 20000 Prizren, Kosove
Prepared by	Mjellma Carabregu
Status:	Minutes of the Meeting

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1. OBJECTIVE OF THE WORKSHOP:

The calculation of student capacities of study programs is a vital element for planning, especially for the estimation of resources needed to teach a certain number of students, or - vice versa - to determine a maximum number of students within given resources (teaching staff). Participants has become acquainted with the methodology used at German Universities to calculate student capacities and will be able to further transfer this methodology to study programs at Kosovan Universities.

The objective of this activity was learning about how much does it cost to educate a student? The answer to that question is not straightforward and we have analysed which concept to include in order providing an answer to it. **The aim of the workshop was to replicate the knowledge gained during the workshop in Prizren on September 8 – 10 and to further transfer the training methodology to the staff of UPz via multiplication measures.**

Another area of the workshop was to provide an analysis of the process at the University of Prizren "Ukshin Hoti". Participants reflected their own processes on the basis of 'lessons learned' from the materials of Guide for Financial Management.

Expected preparatory work of Workshop participants:

Each Dean or Vice-Dean of the Faculties should select one study program as an example. Within the workshop the student capacity of this study program will be calculated in working groups. The following data is needed and shall be on hand at the workshop:

- Detailed curriculum of the selected study program
 - duration (hours) of all courses of the program
 - type of the course (e.g. lecture, exercise course, practical training,...)
 - Type: compulsory or elective modules
 - ECTS Points
- Number of teachers available (rough numbers, no exact data needed)
 - E.g. Numbers of Professors, Assistant Professors, ...
 - Teaching obligation of each staff category

The participants have selected two study programs to calculate the student capacities: Law and International Management.

Participants: **Management of UPz; deans and vice-deans; teaching and administrative staff; students' representatives.**

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2. AGENDA

April 26, 2016

Time	Description	Venue
10.00 – 10.15	Introductory speech by: - Prof. Dr. Rame Vataj, Rector, University of Prizren "Ukshin Hoti"	UPz
10.15 – 10.45	ERASMUS+ Program, by Kosovo ERASMUS+ Office,	
10.45 – 16.00	<p><u>PRESENTATIONS:</u></p> <ul style="list-style-type: none"> - Presentation of the current situation by UPz with regard to calculation of students' capacities, presentation by the University of Prizren "Ukshin Hoti"; - Observations of the Kosova Accreditation Agency on calculations of students' capacities by the HEIs, Presentation by Kosova Accreditation Agency <p>Luljeta Aliu & Mjellma Carabregu, WUS Kosova presenting:</p> <ul style="list-style-type: none"> - "Basic information needed for planning purposes: The Methodology of calculating student capacities at German Universities", presentation of Jörg Hormann - Saarland University (delivered by Mr. Hormann in the same workshop in Prizren on September 8 – 10, 2015) <p><i>WORKSHOP part:</i> University place management Subarea 2: Basic information needed for planning purposes <i>Moderated by: UPz, WUS Kosova</i></p> <p><i>TOPIC: Calculating the student capacities of selected study programs of the University of Prizren "Ukshin Hoti"</i></p>	UPz

Annexes:

1. Signed list of participants

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2. Presentations
3. Exercises



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