



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS  
DEPARTMENT OF FINE ARTS  
VISUAL ARTS PROGRAM**

***STRATEGY FOR THE IMPLEMENTATION OF PROFESSIONAL PRACTICE FOR  
STUDENTS OF THE PROGRAM VISUAL ARTS - BACHELOR (BA)***

**Prishtina, 2025**

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## **EXECUTIVE SUMMARY**

This document defines the policies, procedures, and instruments for the implementation of professional practice within the **Visual Arts - Bachelor (BA)** program of the Faculty of Arts, University of Prishtina.

Its purpose is to ensure that professional practice is developed in a planned, supervised, and documented manner in accordance with quality standards (ESG 1.9-1.10, KAA Regulation No. 04/2025).

The strategy is structured upon the **PDCA cycle (Plan-Do-Check-Act)** and includes:

- institutional planning of professional practice;
- clear division of roles among the parties involved;
- mechanisms for monitoring and evaluation;
- annual reporting and archiving;
- an improvement plan for subsequent academic years.

*This strategy enters into force starting from the academic year 2025/2026.*

## **1. INTRODUCTION**

### **1.1 Applicability and Institutional Purpose**

This strategy enters into force starting from the academic year 2025/2026 and applies to first-year students of the program “Visual Arts - Bachelor (BA)” at the Faculty of Arts (FA) of the University of Prishtina (UP).

The document is approved by the Dean and the Vice Dean for Visual Arts and serves as an official guideline for all parties involved in the process of professional practice - including the Dean’s Office, Heads of Specializations, Professional Practice Mentors (supervisors), the Head/Director of the Gallery, the Technical Operator, and the Students.

### **1.2 General Purpose**

Professional practice (teaching practice) is a didactic component of the curriculum that connects theoretical teaching with applicable competencies in real contexts of artistic, cultural, and community work.

It enables students to develop professional, technical, creative, and collaborative skills through active participation in concrete activities of the Faculty and the Gallery.

In this document, the term “**work products**” (**learning artifacts**) refers to any verifiable result of the practice process, such as: original artworks, graphic series, digital materials, photographic or video documentation (2-5 minutes), catalogs, posters, or any publicly presented work that demonstrates the acquisition of learning outcomes.

### **1.3 Purpose of the Strategy**

The purpose of this strategy is to establish clear rules, procedures, and divided responsibilities for how professional practice is planned, implemented, supervised, and evaluated, ensuring quality, transparency, and an equal standard for all students.

The document ensures that professional practice is a manageable, documented, and reportable process, and that each student completes the year with measurable products and a professionally verifiable portfolio.

### **1.4 What This Strategy Regulates**

**This strategy defines:**

- Policies for organizing and supervising professional practice;
- Procedures for planning, implementation, evaluation, and reporting;
- Institutional roles and responsibilities, including:
  - The Dean;
  - The Vice Dean for Visual Arts;

- The Faculty of Arts Gallery (under the direction of its Head/Director);o The Heads of Specializations;
- The Professional Practice Mentors (supervisors);
- The Technical Operator;
- **Official instruments of recordkeeping and evaluation, coded as:**
  - **FA-AV/P-01** - Registration in Practice;
  - **FA-AV/P-02** - Professional Practice Agreement (internal or external);
  - **FA-AV/P-03** - Professional Practice Plan and Logbook;
  - **FA-AV/P-04** - Final Report and Evaluation Rubric;
  - **FA-AV/P-R01** - Semester Professional Practice Register;
- **The operational calendar of practice, harmonized with the curriculum and Learning Outcomes (LO).**

### 1.5 Academic Leadership and Coordination

The implementation of professional practice is coordinated by the Vice Dean for Visual Arts, in close collaboration with:

- **The Head/Director of the Gallery** (who oversees the development of professional practice within the Gallery);
- **The Heads of Specializations** (who define student tasks according to their respective fields);
- **The Professional Practice Mentors** (supervisors), who guide and evaluate students during the process;
- **The Technical Operator** (who ensures the maintenance and safety of equipment and spaces).

The professional practice ecosystem develops within the Faculty premises - the FA Gallery, studios, technical laboratories, and the multimedia studio - which serve as real working environments and open laboratories for experiential learning.

### 1.6 Guiding Principles

- **Academic Coherence:** Professional practice is directly linked to the courses and Learning Outcomes of the specializations, following a logical progression from theory to application and reflection.
- **Open Learning Laboratory:** The Gallery and Faculty spaces function as living laboratories where students progress from concept development to public presentation.
- **Quality Cycle (PDCA - Plan, Do, Check, Act):** Planning, implementation, monitoring, and continuous improvement, with official documentation for each phase.
- **Interdisciplinarity and Professionalism:** Tasks encourage collaboration between specializations and the cultivation of professional ethics.

- **Technical Safety and Academic Integrity:** Application of Health and Safety (H&S) rules, use of Personal Protective Equipment (PPE) where required, adherence to equipment protocols, and maintenance of academic integrity.

### 1.6.1 Accessibility and Reasonable Accommodations

The Faculty ensures reasonable accommodations for students with special needs in accordance with UP regulations. Requests are submitted to the Vice Dean for Visual Arts in coordination with the Student Office and are implemented without compromising assessment standards.

### 1.7 Connection with Quality Documents and the Development Plan

This strategy aligns with the Faculty of Arts Improvement Plan (IP) 2025-2030, translating developmental objectives into measurable procedures, evidence instruments, and Key Performance Indicators (KPIs) that assist in monitoring the progress of students and the process of practical teaching.

#### 1.7.1 Copyright and Use of Student Works (IP/PRIV)

- Ownership of Works:** The authorship and economic exploitation rights of works created during professional practice belong to the student, except in cases provided for by specific agreements.
- Institutional Use:** The Faculty may use images/photographs of works, video fragments, or portfolio data for academic and promotional purposes only with the student's written consent (form FA-AV/PRIV-CONS).
- Attribution:** In every public institutional use, the author (student's name, title of work, and year) must be properly cited.

### 1.8 One-Year Character and Final Assessment Method

The professional practice course has a one-year duration (4 ECTS) and includes 50 working hours per semester (100 hours in total during the academic year).

The final assessment takes place at the end of the academic year, based on official documents and evidence:

1. **FA-AV/P-03 - Professional Practice Plan and Logbook:** A document containing the student's individual plan, weekly hour register, mentor's comments, and corrective measures. It serves as the official record of progress.
2. **FA-AV/P-04 - Final Report and Evaluation Rubric:** A document including the student's final portfolio, personal reflective report, and the evaluation rubric completed by the Professional Practice Mentor (supervisor) and verified by the Head of Specialization.
3. **FA-AV/P-R01 - Semester Professional Practice Register:** An institutional summary consolidating the data of all students (grades, hours, submitted products, completion percentage, and mentors' findings).

*This register is prepared by the Professional Practice Coordinator and represents the Faculty's final report for the academic year.*

Evaluation is based on a standardized professional practice rubric, identical for all specializations, which measures: conceptual coherence, technical ability, documentation, professional ethics, and public presentation.

The criteria and specific tasks for each specialization are defined in the following chapters, ensuring that every Head of Specialization, Mentor, and Student has clear guidelines for the implementation of professional practice.

## **2. PURPOSE AND OBJECTIVES**

### **2.1 Fundamental Purpose of Professional Practice**

The fundamental purpose of professional practice is to develop professional, technical, creative, and collaborative competencies among first-year students of the “Visual Arts - BA” program, enabling them to apply the knowledge acquired during studies in real settings of artistic, visual, and cultural work.

Professional practice aims to establish a direct link between theoretical teaching and practical application, so that the student develops:

- the ability to think critically and visually;
- the ability to realize artistic ideas through concrete techniques;
- experience in collaboration, time management, and professional responsibility;
- presentation and artistic communication skills through the portfolio and public exhibition.

This strategy guides all parties — **Heads of Specializations, Professional Practice Mentors (supervisors), the Head/Director of the Gallery, the Technical Operator, and Students** — in the planning, implementation, documentation, and evaluation of the professional practice process.

### **2.2 Specific Goals**

In line with the curriculum structure and the program's **Learning Outcomes (LO)**, professional practice has the following specific goals:

1. **Application of theoretical knowledge in real contexts:** Students are engaged in concrete activities (exhibitions, exhibition arrangements, visual documentation, graphic publications, etc.), where theory and professional practice naturally intertwine.
2. **Development of professionalism and work ethics:** Students respect deadlines, tasks, authorship, privacy, and Faculty rules, building a culture of responsibility and academic integrity.
3. **Promotion of interdisciplinary collaboration:** Professional Practice fosters group work among different specializations (painting, sculpture, printmaking/graphics, illustration and

drawing, graphic design and multimedia, conceptual art and new media, etc.) to develop the ability for professional communication and integration of ideas.

4. **Building a personal portfolio and preparation for the labor market:** Students develop an annual portfolio with documented outputs (artworks, graphic materials, photos/videos, artist statement) that may be used in artistic applications, exhibitions, or professional competitions.
5. **Transparency and quality measurement:** Each phase of professional practice has clear evidence, standardized documents, and measurable results according to the unique evaluation rubric.

### 2.3 Measurable Learning Objectives (SMART format)

To make the professional practice **process assessable and auditable**, objectives are formulated according to the SMART principle (Specific - Measurable - Achievable - Relevant - Time-bound), as follows:

PRINCIPLE	CONCRETE OBJECTIVE
<b>S - Specific (clearly defined)</b>	Each student must complete 100 hours of professional practice during the academic year (50 hours per semester), recorded in the FA-AV/P-03 form.
<b>M - Measurable</b>	Each student submits at least 5 verifiable work products (learning artifacts) at the end of the year: e.g., artworks, graphic series, photo/video documentation, digital materials, or catalogs.
<b>A - Achievable</b>	The Faculty provides spaces, equipment, mentoring, and technical assistance for the development of professional practice.
<b>R - Relevant (linked to study goals)</b>	Every practical task is linked to one or more program LOs and results in a concrete documented product.
<b>T - Time-bound</b>	Professional practice is carried out within the 2025/2026 academic year, with final assessment at the end of the year (after the second semester).

### 2.4 Key Performance Indicators (KPI)

To measure the impact and quality of professional practice implementation, the following key indicators are defined:

KPI CODE	PERFORMANCE INDICATOR	TARGET VALUE
<b>KPI-1</b>	Percentage of students completing professional practice on time	$\geq 95\%$
<b>KPI-2</b>	Average portfolio quality (assessed on rubric 1-5)	$\geq 3.5 / 5$
<b>KPI-3</b>	Percentage of students submitting a complete portfolio	$\geq 80\%$

<b>KPI-4</b>	Satisfaction of students and Professional Practice Mentors - supervisors in the survey	$\geq 4 / 5$
<b>KPI-5</b>	Number of projects or exhibitions realized per semester	$\geq 2$ per semester
<b>KPI-6</b>	Joint inter-specialization projects	$\geq 1$ project per semester

*These indicators are reported at the end of each academic year by the Professional Practice Coordinator and the Vice Dean for Visual Arts, serving as a basis for continuous improvement of the process.*

## **2.5 Expected Benefits for Students**

**By the end of the first year, students are expected to have gained:**

- The ability to conceptualize, realize, and present artistic works;
- Organizational skills in managing time, resources, and tasks;
- Professional and ethical awareness for work in an institutional environment;
- Experience in interdisciplinary collaboration;
- A personalized portfolio as evidence of their artistic and professional development.

## **2.6 Benefits for the Faculty and Academic Staff**

The implementation of professional practice:

- Strengthens the link between theory and professional practice in all specializations;
- Creates visual products and documentation that reflect the students' level of preparation;
- Fosters collaboration among specializations within the FA Gallery;
- Provides clear data for quality assessment and institutional reporting;
- Increases the faculty's visibility and reputation through exhibitions and student publications.

*At the end of the academic year, all these data and results are included in the Annual Professional Practice Report (FA-AV/P-R02) and in the Improvement Plan (FA-AV/P-V01) for the subsequent study cycle.*

## **3. SCOPE**

### **3.1 Purpose of the Chapter**

This chapter defines the scope of professional practice, the environments in which it is carried out, the distribution of responsibilities among parties, and the concrete tasks that students may develop in accordance with their specialization.

The scope includes all physical, technical, organizational, and academic components of the Faculty of Arts (FA), at both institutional and program levels.

### 3.2 Academic Level and Status

Professional practice is part of the accredited “Visual Arts - BA” program and is carried out in the first year of studies as a one-year, 4-ECTS course.

This implies that:

- Students of all specializations (Painting, Sculpture, Graphics/Printmaking, Illustration & Drawing, Conceptual Art & New Media, Graphic Design & Multimedia, Illustration & Drawing, Sculpture) are equally involved in this process;
- For each specialization, the content and nature of tasks are adapted to the respective field of study but maintain the same principles, documents, and methods of assessment.

**Note:** If a specialization has no active students during a given academic year, participation in professional practice is automatically activated upon the reopening of a new student cohort.

### 3.3 Professional Practice Environments

Professional practice is conducted within the institutional premises of the Faculty of Arts and, where appropriate, in cooperation with external institutions under cooperation agreements signed by the FA.

**Internal Faculty environments include:**

ENVIRONMENT	DESCRIPTION AND PURPOSE
<b>Faculty of Arts Gallery (FA-GFA)</b>	The central laboratory of professional practice, where exhibitions, interdisciplinary projects, and documentation of student work are carried out. Managed by the Gallery Head/Director in cooperation with the Vice Dean for Visual Arts.
<b>Specialization Studios</b>	Teaching spaces where students develop the creative process, paint, draw, or work with physical materials according to specialization.
<b>Technical and Multimedia Laboratories</b>	Equipped for graphic work, digital editing, printing, photography, video, and animation. Used by students of GDM and Conceptual Art & New Media but open to all specializations.
<b>Multimedia Studio and Documentation Spaces</b>	Used for recording, editing, audio-visual documentation of professional practice, and for preparing materials for portfolios or publications.
<b>Shared Spaces (corridors, courtyard, amphitheater, temporary exhibition areas)</b>	May be used for joint projects or community- an

For any activity involving the use of electrical equipment, structural assembly, or load-bearing installations, the presence and approval of the Technical Operator is required, who ensures compliance with Health and Safety (H&S) rules and the use of Personal Protective Equipment (PPE).

### **3.3.1 Engagement of Students in the FA Gallery during Exhibitions**

Students of the “Visual Arts - BA” program carry out part of their professional practice in the Faculty of Arts Gallery during periods when exhibitions organized by the Gallery are open, with the participation of local and/or international artists.

During this time, students support processes of preparation, documentation, public communication, and management of the exhibition space, acting as practice assistants in the gallery, under the supervision of the Gallery Head and in cooperation with mentors of the respective specializations.

Engagement is measured and documented through the FA-AV/P-03 (Professional Practice Plan and Logbook) and FA-AV/P-04 (Final Report and Evaluation Rubric) forms, and is included in the Semester Register (FA-AV/P-R01).

Specific tasks are linked to the Learning Outcomes (LO) defined in the curriculum and may include: assistance in assembly/installation, welcoming visitors, photo/video documentation, preparation of informational materials, and basic coordination during opening hours.

*(Note: this is directly related to the tables of permitted tasks in 3.5 and to the documentation procedures in FA-AV/P-03 and P-04 already described.)*

### **3.3.2 Health & Safety (H&S) and Risk Management**

a) **Risk assessment:** Every activity with electrical installations, chemicals, work at height/load-bearing is subject to prior assessment by the Technical Operator and the Gallery Head/Director.

b) **PPE:** The use of personal protective equipment is mandatory where required (gloves, masks, goggles, etc.).

c) **Incident reporting:** Any incident/near-miss is reported within the day using the FA-AV/H&S-INC form to the Gallery Head/Director and the Vice Dean for Visual Arts.

d) **Training:** Before the start of professional practice, a mandatory H&S orientation is conducted (documented in P-01).

### 3.4 Institutional Responsibilities

The scope of professional practice includes the coordination of several key roles within the Faculty, which are distributed according to functional hierarchy and responsibilities:

<b>ROLE / FUNCTION</b>	<b>MAIN RESPONSIBILITIES</b>
<b>Vice Dean for Visual Arts</b>	Leads and supervises the entire professional practice process; approves the calendar and instruments; ensures the implementation of standards and prepares the institutional annual report.
<b>Head/Director of the Faculty Gallery (FA-GFA)</b>	Coordinates the development of projects, exhibitions, and documentation within the Gallery; maintains communication with Professional Practice Mentors (supervisors) and the Technical Operator for organizing tasks.
<b>Heads of Specializations</b>	Plan professional practice tasks according to their field, assign professional practice mentors - supervisors, verify evidence (FA-AV/P-03 and P-04), and grant final approval of results.
<b>Professional Practice Mentors (supervisors)</b>	Guide students throughout the process, supervise task implementation, complete FA-AV/P-03 and P-04, and carry out the final evaluation according to the standard rubric.
<b>Technical Operator</b>	Ensures the technical functioning of spaces and equipment, the implementation of safety measures, and assists in any activity involving electrical equipment, assembly, or movement of loads.
<b>Professional Practice Coordinator</b>	Consolidates all evidence, maintains the FA-AV/P-R01 Semester Register, and prepares the FA-AV/P-R02 Annual Professional Practice Report.
<b>Students</b>	Actively participate in all phases of professional practice, complete their documents, respect schedules, safety rules, and obligations defined in this strategy.

### 3.5 Task Levels and Involvement by Specialization

Practical tasks are clearly defined for each specialization, maintaining an interdisciplinary character and reflecting the nature of the respective field.

By the end of the academic year, each student must have completed at least five documented tasks (learning artifacts) which become part of the individual portfolio and are assessed according to the Faculty's common rubric.

<b>SPECIALIZATION</b>	<b>EXAMPLES OF PERMITTED TASKS DURING PROFESSIONAL PRACTICE</b>
<b>Painting</b>	Realization of one or more original works on a given theme; participation in a semester exhibition; assistance in assembly/installation of works; photographic documentation of the creative process.

<b>Sculpture</b>	Modeling, work with hard or soft materials, construction of structures for exhibition, collaborative work with students of other specializations for joint installations.
<b>Graphics/Printmaking</b>	Creation of graphic series in traditional or digital technique; preparation for printing; collaboration in designing materials for exhibition; technical documentation.
<b>Illustration &amp; Drawing</b>	Realization of illustrations for exhibition catalogs, thematic drawing series for publications, or documentation of sketches of creative processes.
<b>Conceptual Art &amp; New Media</b>	Realization of installations, performances, multimedia projects, or art videos; preparation of materials for publication on the Faculty's visual channels.
<b>Graphic Design &amp; Multimedia (GDM)</b>	Design and layout of promotional materials for the FA Gallery (posters, catalogs, short animations, visual elements); collaboration with other students for digital documentation.

All these tasks are carried out under the supervision of the Professional Practice Mentor (supervisor) and with prior approval from the Head of Specialization. Every task, product, or project participation is recorded in the FA-AV/P-03 - Professional Practice Logbook, and at the end of the year becomes part of FA-AV/P-04 - Final Report and Evaluation Rubric.

### **3.6 Internal and External Scope**

Although the primary focus is internal professional practice (within Faculty premises), the program also allows external professional practice in partner institutions — galleries, cultural centers, artistic organizations, museums, or professional studios — provided that:

- An official agreement signed between the Faculty and the host institution exists (FA-AV/P-02);
- The student remains under the academic mentor assigned by the Faculty;
- Documentation, hours, and results are recorded in the same manner as internal professional practices.

#### **Minimum criteria for the host institution (external professional practice)**

a) Appointed Professional Practice Mentor (supervisor) and official contact; b) Tasks linked to LOs; c) Set schedule and hour register; d) Safe working environments; e) Respect for IP/confidentiality; f) Signed FA-AV/P-02 Agreement; g) Insurance/coverage as required by law. The student remains under the academic mentor assigned by the FA.

### **3.7 Alignment with the Curriculum**

The tasks, hours, and assessment methods of professional practice are harmonized with the Visual Arts - BA program study plan, respecting the distribution:

- 50 hours per semester (100 total hours in the year);

- 4 ECTS in total;

**“At the University of Prishtina, 1 ECTS corresponds on average to 25 hours of student work; consequently, 4 ECTS correspond to approximately 100 hours of professional practice during the academic year.”**

- Final assessment at the end of the academic year;
- Formal documentation according to forms fa-av/p-01 through fa-av/p-04.

This alignment ensures that every student benefits from an equal and measurable experience, regardless of specialization, and that all evidence is ready for audit and institutional archiving.

#### **4. ORGANIZATION AND PLANNING OF PROFESSIONAL PRACTICE**

##### **4.1 Purpose of the Chapter**

This chapter describes how professional practice is organized during an academic year, including the main phases, mandatory documents, the tasks of each party, and timelines for every activity.

**It serves as an implementation guide for:**

- Students involved in professional practice;
- Professional practice mentors (supervisors) assigned by the specializations;
- Heads of specializations;
- The gallery director;
- The technical operator;
- The vice dean for visual arts (overall academic leadership).

##### **4.2 Organizational Structure**

Professional practice is organized into five main phases following the PDCA cycle - Plan, Do, Check, Act.

Each phase has the corresponding documentation and evaluation instruments, coded within the FA-AV system (Visual Arts Forms).

<b>PHASE</b>	<b>CONTENT DESCRIPTION</b>	<b>OFFICIAL DOCUMENTS</b>	<b>MAIN RESPONSIBLES</b>
<b>Phase 1 - Planning (Weeks 1-2)</b>	Presentation of the professional practice guidelines, group formation, assignment of Professional Practice Mentors - supervisors,	FA-AV/P-01 - Registration in Professional Practice	Heads of Specializations / Professional Practice Mentors (supervisors) / Students

	selection of initial tasks by specialization.		
<b>Phase 2 - Drafting the personal plan (Weeks 3-4)</b>	Each student completes the individual professional practice plan, describing objectives, weekly hours, and targeted products.	FA-AV/P-03 - Professional Practice Plan and Logbook	Students / Professional Practice Mentors (supervisors) / Head of Specialization
<b>Phase 3 - Implementation of professional practice (Weeks 5-12)</b>	Execution of tasks, participation in Gallery projects, inter-specialization collaborations, and photographic or digital documentation of the process.	FA-AV/P-03 (ongoing) + records in FA-AV/P-R01	Students / Professional Practice Mentors (supervisors) / Gallery Head/Director / Technical Operator
<b>Phase 4 - Verification and control (Weeks 13-14)</b>	Professional Practice Mentors (supervisors) verify works, sign students' logbooks, record hours and findings.	Signed FA-AV/P-03 + FA-AV/P-04 (rubric sheet)	Professional Practice Mentors (supervisors) / Heads of Specializations
<b>Phase 5 - Final assessment and reporting (Weeks 15-16)</b>	Submission of the final portfolio, student's reflective report, collection of all documents, and preparation of the institutional report.	FA-AV/P-04 - Final Report and Evaluation Rubric; FA-AV/P-R01 - Semester Register; FA-AV/P-R02 - Annual Professional Practice Report	Coordinator of Professional Practice / Vice Dean for Visual Arts

### 4.3 Professional Practice Planning (Annual Model 2025/2026)

PERIOD	MAIN ACTIVITY	BRIEF DESCRIPTION	DOCUMENTS
<b>September - Week 1</b>	Introductory session	Presentation of the guidelines, signing of FA-AV/P-01, assignment of Professional Practice Mentors - supervisors.	P-01
<b>October - December (Weeks 2-12)</b>	Professional Practice I - Sem. I	Development of basic tasks; students complete P-03 weekly.	P-03

<b>January - February</b>	Verification of Sem. I	Evidence check, formative feedback from Professional Practice Mentors (supervisors).	P-03 / P-R01
<b>February - May (Weeks 1-12)</b>	Professional Practice II - Sem. II	Implementation of advanced projects and inter-specialization collaborations; portfolio preparation.	P-03 / P-04
<b>June (Weeks 13-14)</b>	Final exhibition / Public presentation	Presentation of the most representative works in the FA Gallery.	Photo/video documentation
<b>June - July</b>	Final assessment	Submission of portfolio, completion of the evaluation rubric (P-04), and preparation of the institutional report (P-R01 / P-R02).	P-04 / P-R01 / P-R02

#### 4.4 Responsibilities in Each Phase

##### 1. Student

- Attends the introductory session and signs FA-AV/P-01.
- Drafts the personal plan in FA-AV/P-03 and updates it regularly.
- Respects schedules, tasks, and mentor's instructions.
- Submits the portfolio and reflective report at the end of the year.

##### 2. Professional Practice Mentor (supervisor)

- Guides the student in planning and implementation.
- Verifies works and completes the evaluation rubric (FA-AV/P-04).
- Reports any issue or non-conformity to the Head of Specialization.

##### 3. Head of Specialization

- Ensures that tasks are aligned with the specialization's LOs.
- Coordinates Professional Practice Mentors (supervisors) and signs the final documents (P-04).

##### 4. Gallery Head/Director

- Coordinates projects and exhibitions; sets schedules and supervises safety in Gallery spaces.

## 5. Technical Operator

- Ensures the functioning of equipment, assists with assembly, and checks the implementation of H&S (Health & Safety) rules.

## 6. Professional Practice Coordinator

- Collects all evidence, consolidates it into FA-AV/P-R01, and prepares the Annual Professional Practice Report (FA-AV/P-R02) for the Vice Dean.

### Vice Dean for Visual Arts

- Oversees the entire process, analyzes reports, proposes improvement measures, and approves the institutional annual report.

### 4.5 Daily Implementation Rules

- Every student must record daily hours in FA-AV/P-03 and secure the mentor's weekly signature.
- Absences exceeding 20% of annual hours require mandatory compensation.
- The portfolio submission deadline is 1 to 15 June of each academic year (set annually by decision of the Vice Dean). Work without documentation and without official signature is not considered for assessment.
- In case of late submission, the penalty is -10% for every 48 hours of delay, except in cases justified by health or emergencies.

### 4.6 Official Professional Practice Documents (Guidance Summary)

CODE	DOCUMENT TITLE	MAIN PURPOSE AND CONTENT	COMPLETED BY
FA-AV/P-01	Registration in Professional Practice	Recording participating students and assignment of Professional Practice Mentors - supervisors.	Secretariat / Student / Head
FA-AV/P-02	Professional Practice Agreement	Used for external practice; defines parties, duration, and tasks.	Faculty / Host Institution / Student
FA-AV/P-03	Professional Practice Plan and Logbook	Individual log of hours, tasks, comments, and progress.	Student / Mentor
FA-AV/P-04	Final Report and Evaluation Rubric	Summary of portfolio, student	Mentor / Head

		reflection, final evaluation.	
<b>FA-AV/P-R01</b>	Semester Professional Practice Register	Consolidated table of all students each semester.	Professional Practice Coordinator
<b>FA-AV/P-R02</b>	Annual Professional Practice Report	Institutional summary report for the academic year.	Vice Dean for Visual Arts

**4.7 Communication and Monitoring**

Throughout the process, official communication between Professional Practice Mentors - supervisors, students, and leadership is conducted through:

- Institutional email @uni-pr.edu;
- Announcements on the faculty platform;
- Monthly meetings of professional practice mentors - supervisors with heads of specializations;
- Closing meetings with the vice dean and the gallery head/director.

Implementation is monitored periodically through control forms and interim reports from Professional Practice Mentors - supervisors.

**Conclusion:** Chapter 4 ensures a clear pathway from planning to final reporting, guaranteeing that every party in the process — from the student to the Vice Dean for Visual Arts — has precisely defined responsibilities, deadlines, and documents.

**4.8 Equipment and Booking Management**

- a) Bookings for the Gallery/studios/laboratories/studio are made through the FA internal system and approved by the Gallery Head/Director and the Head of Specialization.
- b) Equipment is taken/returned with a delivery-receipt; any damage/delay is reported within the day.
- c) Repeated violations lead to temporary access restrictions.

**5. ROLES AND RESPONSIBILITIES OF THE PARTIES INVOLVED**

**5.1 Purpose of the Chapter**

This chapter clearly defines the functions, duties, and responsibilities of each party involved in organizing, supervising, and assessing professional practice in the Visual Arts - BA program.

Building a clear structure of responsibilities ensures transparency, efficient coordination, and an equal standard in the process of practical teaching.

## **5.2 Dean of the Faculty of Arts**

### **a) Role and Purpose**

The Dean ensures the institutional implementation of the strategy and creates the administrative and budgetary conditions for the realization of professional practice.

### **b) Main Responsibilities**

- Approves the strategy and the annual professional practice plan.
- Ensures support for the maintenance of spaces and the necessary equipment.
- Appoints, upon proposal of the Vice Dean, the Professional Practice Coordinator.
- Engages in communication with external partners for agreements on external professional practices.
- Ensures that annual professional practice reports are included in the Faculty's overall quality report.

## **5.3 Vice Dean for Visual Arts**

### **a) Role and Purpose**

The Vice Dean for Visual Arts is the academic leader responsible for supervising and implementing all phases of professional practice at the Faculty level.

This function ensures that the process develops in accordance with the curriculum, academic standards, Faculty regulations, and the Dean's decisions.

### **b) Main Responsibilities**

- Leads and supervises the annual organization of professional practice in cooperation with the Gallery Director and Heads of Specializations.
- Approves the official calendar and document formats (FA-AV/P-01...P-04, FA-AV/P-R01, FA-AV/P-R02).
- Ensures coordination among specializations for joint projects and the use of spaces.
- Oversees the implementation of safety measures (H&S - Health & Safety) and personal protective equipment (PPE).
- Receives and signs the Annual Professional Practice Report (FA-AV/P-R02), proposing improvement measures for the following year.
- Represents the professional practice process in Dean's Office meetings and reports to the Dean on implementation and annual findings.

- In cases of non-conformities or difficulties, undertakes corrective actions through communication with Heads of Specializations or respective Professional Practice Mentors (supervisors).

#### **5.4 Head/Director of the Faculty Gallery**

##### **a) Role and Purpose**

The Faculty Gallery (FA-GFA) is the central environment where most practical tasks and public presentations are carried out. The Gallery Head/Director has a managerial and pedagogical role in coordinating activities related to professional practice.

##### **b) Main Responsibilities**

- Cooperates with the Vice Dean in drafting the calendar of exhibitions and student projects.
- Ensures the proper use of Gallery spaces and equipment.
- Oversees processes of arrangement, documentation, and archiving of student works.
- Maintains ongoing communication with Professional Practice Mentors (supervisors) and the Technical Operator for technical and aesthetic coordination.
- Ensures that every project is documented (photo/video) for the institutional archive and student portfolios.
- Co-reports with the Professional Practice Coordinator on the inclusion of Gallery projects in the annual report.

#### **5.5 Heads of Specializations**

##### **a) Role and Purpose**

Heads of Specializations are responsible for implementing professional practice at the specialization level, determining the nature of tasks, assigning Professional Practice Mentors - supervisors, and controlling the quality of student work.

##### **b) Main Responsibilities**

- Prepare specific professional practice guidelines within the specialization.
- Assign Professional Practice Mentors (supervisors) for each group of students.
- Approve individual professional practice plans (FA-AV/P-03).
- Ensure that professional practice tasks are aligned with the specialization's Learning Outcomes (LO).
- Assess and sign the final reports (FA-AV/P-04).
- Report to the Vice Dean for Visual Arts on any issue or non-conformity during the process.

#### **5.6 Professional Practice Mentors (supervisors)**

##### **a) Role and Purpose**

Professional Practice Mentors (supervisors) are the primary carriers of the professional practice process. They guide the student individually or in small groups, ensuring that the practical experience is structured, educational, and documented.

### **b) Main Responsibilities**

- Guide students in planning tasks and schedules.
- Supervise the implementation of professional practice at every phase and provide technical and conceptual guidance.
- Complete weekly comments in FA-AV/P-03 - Professional Practice Logbook.
- Participate in the final assessment through FA-AV/P-04 - Evaluation Rubric.
- Report students' progress to the Head of Specialization and the Professional Practice Coordinator.
- Ensure that student work complies with academic integrity rules and technical safety (H&S/PPE).

### **Mentor - Student Ratio and Consultations**

The recommended maximum ratio is 1:8. The mentor holds at least 1 hour of consultation per student at the beginning (planning) and 1 hour at the end (verification), documented in P-03.

## **5.7 Professional Practice Coordinator**

### **a) Role and Purpose**

The Professional Practice Coordinator has an administrative and consolidating role in collecting, retaining, and preparing all practice evidence.

### **b) Main Responsibilities**

- Collects and checks forms FA-AV/P-01...P-04 from all Professional Practice Mentors (supervisors).
- Completes FA-AV/P-R01 - Semester Professional Practice Register.
- Prepares FA-AV/P-R02 - Annual Professional Practice Report in cooperation with the Vice Dean.
- Ensures physical and digital preservation of all documents.
- Coordinates with the Quality Office for any institutionally required reporting.
- Assists in organizing final exhibitions and uploading documents to the Faculty's electronic archive.

## **5.8 Technical Operator**

### **a) Role and Purpose**

The Technical Operator is responsible for technical safety and the functionality of equipment and spaces used during professional practice.

## **b) Main Responsibilities**

- Checks and maintains electrical equipment, lighting, mounting systems, and tools.
- Ensures that every practical activity is carried out in accordance with Health and Safety (H&S) standards.
- Instructs students and Professional Practice Mentors (supervisors) on the correct use of equipment.
- Assists during installation and dismantling of exhibitions.
- Immediately notifies the Gallery Director and the Vice Dean of any risk or technical defect.

## **5.9 Students**

### **a) Role and Purpose**

Students are active participants and co-creators in the professional practice process. Their responsibility is to gain maximum benefit from the practical experience through systematic work, reflection, and documentation.

### **b) Main Obligations**

- Attend the introductory session and sign FA-AV/P-01 - Registration in Professional Practice.
- Complete the personal plan and weekly log in FA-AV/P-03.
- Carry out tasks approved by the mentor and the Head of Specialization.
- Respect schedules, safety rules, and work ethics.
- Submit the portfolio, reflective report, and final documents within the deadline.
- Participate in the final exhibition and contribute to the presentation of collective works.

## **5.10 Communication Between Parties**

- Communication between students, Professional Practice Mentors - supervisors, and leadership is conducted via institutional email @uni-pr.edu or through scheduled monthly meetings.
- Every instruction or decision must be documented in writing.
- In the event of disagreement or delays, the Vice Dean for Visual Arts is the first authority to mediate and issue the respective decision.

## **5.11 Collective Responsibility**

All parties involved share joint responsibility for ensuring the quality, integrity, and efficiency of the professional practice process.

Each party is responsible for the documents they sign and for the accuracy of the data they report.

**Conclusion:** This chapter clearly establishes the institutional order of responsibilities and creates a stable cooperation structure among the Vice Dean for Visual Arts, the Gallery, specializations, Professional Practice Mentors - supervisors, the Technical Operator, and students, to ensure the qualitative, safe, and documented development of professional practice.

## **6. PROCEDURES FOR PLANNING, IMPLEMENTATION, AND ASSESSMENT OF PROFESSIONAL PRACTICE**

### **6.1 Purpose of the Chapter**

This chapter describes the official steps and procedural flow of professional practice in the “Visual Arts - BA” program, ensuring a unified, documented, and assessable process for all students and academic staff.

The procedures included guarantee that each phase of professional practice is planned, supervised, documented, and assessed in accordance with the standards of the Faculty of Arts.

### **6.2 Phase I - Initial Planning**

#### **a) Presentation and registration**

At the start of the academic year (Week 1), students attend the introductory session of Professional Practice, where:

- The Professional Practice Strategy (this document) is presented;
- Phases, documents, hours, and tasks are explained;
- Professional Practice Mentors - supervisors are assigned by specialization;
- Each student signs FA-AV/P-01 - the Registration in Professional Practice Form, where personal data, specialization, mentor, and planned hours are recorded.

This form is archived by the Faculty Secretariat, while a copy is delivered to the Professional Practice Coordinator.

#### **b) General planning by specializations**

After registration, Heads of Specializations:

- Define orienting themes and task formats for the semester;
- Send the specialization plan to the vice dean for visual arts for approval;
- Determine the number of students per mentor.

These plans become part of the annual planning document and are kept in the program archive.

## **6.3 Phase II - Individual Planning**

### **a) Drafting the personal plan**

Each student, under the mentor's guidance, completes FA-AV/P-03 - the Professional Practice Plan and Logbook, which contains:

- Individual objectives (what will be achieved during professional practice);
- Tasks and techniques to be used;
- Planned weekly hours;
- Resources to be used (studio, gallery, laboratory, studio);
- The signatures of the student and the mentor.

This document constitutes the didactic contract between the student and the mentor and serves as a basis for final assessment.

### **b) Approval and archiving**

The individual plan is verified by the Head of Specialization and signed for approval. One copy is kept by the student and one copy is sent to the Professional Practice Coordinator for registration in FA-AV/P-R01 - the Semester Register.

## **6.4 Phase III - Implementation of Professional Practice**

### **a) Development of practical activities**

During weeks 5-12 of each semester, students carry out the approved tasks within Faculty environments (gallery, studio, laboratory, multimedia studio).

Each activity must be documented in FA-AV/P-03 - the Professional Practice Logbook, with weekly notes and the mentor's signature.

#### **Activities include:**

- Realization of individual and collaborative works;
- Involvement in exhibition projects, installations, or documentation;
- Participation in joint tasks of the specializations;
- Preparation of visual materials for the portfolio.

### **b) Safety rules and professional conduct**

During implementation, students must:

- Apply Health and Safety (H&S) rules and use Personal Protective Equipment (PPE) when necessary;

- Respect the established schedule and deadlines;
- Avoid any form of plagiarism or unauthorized use of others' materials;
- Immediately report any technical problem or emergency to the mentor.

### **c) Technical support and space management**

- The Gallery Head/Director and the Technical Operator ensure that equipment, lighting, and work environments are functional and safe.
- Any use of Gallery spaces must be booked in advance via the internal Gallery form and approved by the mentor.

## **6.5 Phase IV - Monitoring and Verification of Progress**

### **a) Periodic checks**

- Professional Practice Mentors (supervisors) conduct weekly checks and provide formative feedback in FA-AV/P-03.
- Heads of Specializations may conduct periodic visits to studios and the gallery to monitor group progress.
- Each documented week must include date, working hours, and a description of the activity.

### **b) Interim reporting**

At the end of each semester, the Professional Practice Coordinator collects copies of FA-AV/P-03 and prepares an interim summary in FA-AV/P-R01 - the Semester Professional Practice Register. This summary is presented to the Vice Dean for Visual Arts for review of progress and approval to proceed to the second semester.

## **6.6 Phase V - Final Assessment**

### **a) Submission of portfolio and reflective report**

At the end of the academic year, each student submits:

- The final portfolio, containing the main products (learning artifacts), photographs of works, and documentation of the process;
- The reflective report, describing the experience gained, difficulties, and new knowledge;
- Fa-av/p-04 - the final report and evaluation rubric, completed together with the mentor.

### **b) Assessment process**

- The mentor assesses the student's performance according to the standard rubric (criteria 1-5: concept, technique, documentation, professionalism, presentation).
- The Head of Specialization verifies and signs the final result.

- The final assessment is recorded in FA-AV/P-R01 by the Professional Practice Coordinator.
- Final results are announced after approval by the Vice Dean for Visual Arts.

### **c) Exhibition and public presentation**

At the end of the year, a final exhibition is held in the Faculty Gallery, where students present the most representative works.

This activity is an integral part of the assessment and is documented as a public product of professional practice.

Photographic and digital documentation is archived for the Faculty's portfolio and for the annual professional practice report.

### **6.6.1 Academic Integrity and Appeal Procedure**

**a) Integrity:** Any violation (plagiarism, falsification of evidence, unauthorized use of materials) is handled according to UP regulations and may result in failure in the course and disciplinary measures.

**b) Appeal:** The student may request a review of the assessment within 5 working days from the publication of the grade, first to the Mentor/Head of Specialization; if unsatisfied, an appeal is submitted to the Vice Dean for Visual Arts, who decides within 10 working days.

### **6.6.2 Assessment Weighting**

- Professional Practice Logbook (FA-AV/P-03): **20%**
- Portfolio ( $\geq 5$  documented artifacts): **35%**
- Reflective Report: 15%
- Public Presentation/Exhibition: **15%**
- Professionalism & H&S/PPE: **15%**

### **Rubric (criteria 1-5 for all specializations):**

- Conceptual coherence with LOs; 2) Technical ability/process; 3) Documentation (quality of P-03 + visual evidence); 4) Professionalism (deadlines, collaboration, ethics); 5) Public presentation (installation, visual communication).

### **6.7 Phase VI - Reporting and Improvement**

#### **a) Institutional reporting**

**After completion of the assessment, the Professional Practice Coordinator prepares:**

- **FA-AV/P-R02 - Annual Professional Practice Report**, with data on the number of students, average grades, realized products, and recommendations from Practice Mentors - supervisors.
- The report is submitted for approval to the Vice Dean for Visual Arts and then archived in the Faculty's Quality Office.

#### b) Improvement cycle

In line with the PDCA principle (**Plan - Do - Check - Act**):

- The report results are analyzed at the end of the academic year;
- Areas for improvement are identified;
- The Improvement **Plan for the following year (FA-AV/P-V01)** is created;
- New guidelines are communicated to Heads of Specializations and Professional Practice Mentors (supervisors) before the start of the next academic year.

#### 6.8 Document Management Procedures

CODE	DOCUMENT	PHASE OF USE	STORAGE / RESPONSIBLE
FA-AV/P-01	Registration in Professional Practice	Phase I	Secretariat / Professional Practice Coordinator
FA-AV/P-02	Professional Practice Agreement (outside FA)	Phase II (if applicable)	Faculty / Host Institution
FA-AV/P-03	Professional Practice Plan and Logbook	Phases II-IV	Students / Professional Practice Mentors (supervisors) / Heads
FA-AV/P-04	Final Report and Evaluation Rubric	Phase V	Professional Practice Mentors (supervisors) / Heads / Coordinator
FA-AV/P-R01	Semester Professional Practice Register	Phases IV-V	Coordinator / Vice Dean for Visual Arts
FA-AV/P-R02	Annual Professional Practice Report	Phase VI	Vice Dean for Visual Arts / Quality Office
FA-AV/P-V01	Improvement Plan for the following year	After Phase VI	Vice Dean for Visual Arts / Gallery Directorate

*All documents are stored in the Faculty's digital and physical archive, with a minimum retention period of five years.*

## 6.9 External Evaluation and Transparency

- Students have the right to request access to their evaluation rubric (FA-AV/P-04) after the publication of results.
- In case of a grading complaint, the procedure follows the University of Prishtina's examination regulations.
- Final results are recorded in the Faculty's electronic system and reflected in the relevant assessment minutes.

**Conclusion:** This chapter ensures coherence and comprehensive control across all phases of professional practice, from planning to final reporting — guaranteeing that every student has a structured, documented, and fairly, transparently, and professionally assessed experience.

## 7. REPORTING, DOCUMENTATION, AND ARCHIVING OF EVIDENCE

### 7.1 Purpose of the Chapter

This chapter defines the procedures for collecting, verifying, processing, and archiving the official records of the professional practice process for each student of the Visual Arts - BA program. The purpose is to ensure an accurate, complete, and verifiable documentation system that supports academic reporting and guarantees traceability for quality processes within the Faculty of Arts.

### 7.2 Reporting Principles

The professional practice reporting process is based on the following principles:

1. **Accuracy and consistency** - each document must contain correct data with valid dates and signatures.
2. **Traceability** - each individual document (P-01...P-04) is linked to the semester register (P-R01) to enable vertical verification of information.
3. **Confidentiality and integrity** - evidence is stored in accordance with personal data protection regulations and academic integrity standards.
4. **Institutional compliance** - final reports must follow the Faculty's standard format and be harmonized with the University of Prishtina's (UP) record system.
5. **Dual verification** - each document is signed by at least two parties: the mentor and the Head of Specialization (or the Vice Dean for Visual Arts).

### 7.3 Official Evidence System

The professional practice evidence is divided into two levels of documentation:

LEVEL	CORRESPONDING DOCUMENTS	PURPOSE
Individual level	FA-AV/P-01, FA-AV/P-03, FA-AV/P-04	Record participation, progress, and assessment of each student.

Institutional level	FA-AV/P-R01 (Semester Register), FA-AV/P-R02 (Annual Report)	Summarize and analyze all students' data for Faculty and UP reporting.
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These documents function as a documentation chain for the professional practice process, beginning with student registration and ending with the completed archiving of results and artistic outputs.

#### 7.4 Semester Professional Practice Register (FA-AV/P-R01)

##### a) Purpose

FA-AV/P-R01 is the official register of the Faculty of Arts for professional practice, where all professional practice data for each student during a semester is collected and systemized.

This register serves as the basis for periodic progress analysis, annual report preparation, and internal quality audits.

##### b) Register Content

P-R01 includes:

NO.	CONTENT	DESCRIPTION
1	Student identification data	Name, surname, student ID number, specialization, year of study
2	Mentor and Head of Specialization	Names and corresponding signatures
3	Planned and realized hours	Number of weekly and total hours according to FA-AV/P-03
4	Interim comments	Summary of formative assessments by the mentor
5	Final grade	Final result according to FA-AV/P-04
6	Submitted products	List of educational artifacts (artworks, documentation, reflective report)
7	Administrative status	“Completed”, “In process”, “Not submitted”
8	Institutional comments	Notes from the Vice Dean for Visual Arts or the Professional Practice Coordinator

##### c) Completion Process

- The Professional Practice Coordinator collects all FA-AV/P-03 and P-04 forms from professional practice mentors at the end of the semester.
- Data is recorded in a standardized institutional format (Excel/Google Sheet).
- The completed register is signed by the Coordinator, Heads of Specializations, and the Vice Dean for Visual Arts.

- A physical copy is archived in the Faculty; a digital copy is uploaded to the institutional archive.

## 7.5 Annual Professional Practice Report (FA-AV/P-R02)

### a) Purpose

This report constitutes the final analytical document of professional practice for an academic year. It reflects the quality of implementation, average assessments, students' outputs, and improvement measures for the following year.

### b) Report Content

NO.	SECTION	DESCRIPTION
1	Introduction	Overview of the professional practice process during the year, key dates, and participation structure.
2	Statistical data	Number of registered students, completion rate, overall average grade, percentage of submitted portfolios.
3	Analysis by specializations	Evaluation of average performance for Painting, Sculpture, Graphics, Multimedia, etc.
4	Representative products	List of exhibitions, documentations, and student publications produced through professional practice.
5	Safety and infrastructure measures	Reporting on H&S implementation and equipment maintenance.
6	Improvement recommendations	For each analyzed area (statistics, specialization performance, representative products, safety, mentors' evaluations), a list of improvement measures is prepared and included in FA-AV/P-V01 - Improvement Plan for the next academic year. These recommendations are reviewed by the Vice Dean for Visual Arts and approved by the Dean at the beginning of the following year.
7	Mentors' evaluations	Summary of comments and recommendations from supervising mentors.
8	Improvement measures (PDCA)	Recommendations and proposed actions for the next academic year.
9	Signatures	Vice Dean for Visual Arts, Head/Director of Gallery, Professional Practice Coordinator.

### c) Drafting Process

- The Professional Practice Coordinator prepares the initial draft based on P-R01 data.
- The draft is reviewed by the Vice Dean for Visual Arts and the Head/Director of the Gallery.
- After approval, the report is signed and submitted:
  - to the Dean of the Faculty for information;

- to the Quality Office for archiving.

#### **d) Reporting Deadline**

The annual report (FA-AV/P-R02) must be finalized no later than **15 July of each academic year** to allow quality analysis and planning for the upcoming year.

### **7.6 Archiving of Evidence**

#### **a) Storage Format**

All professional practice documents are stored in two formats:

- **Physical (signed copies)** - in the Faculty archive, organized by specialization and academic year.
- **Digital (PDF scans or original electronic formats)** - on the institutional server of the Faculty of Arts, with controlled access for responsible staff.

#### **b) Digital Naming Structure**

Each digital document is saved according to the following model:

FA-AV\_P03\_NameSurname\_2025.pdf  
 FA-AV\_PR01\_SemesterII\_2025.xlsx  
 FA-AV\_PR02\_AnnualReport\_2025.pdf

This structure ensures easy identification and traceability for each student and academic year.

#### **c) Retention Periods**

<b>DOCUMENT TYPE</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>LOCATION</b>
FA-AV/P-01 - P-04	5 academic years	Faculty Archive / Digital Server
FA-AV/P-R01 - P-R02	10 academic years	Central Faculty Archive
FA-AV/P-V01 (Improvement Plan)	5 years	Quality Office
Visual documents (photos, videos)	10 years	Faculty Gallery / Multimedia Archive

After the specified period, documents may be destroyed only by a written decision of the Dean and under the supervision of the Quality Office.

## **7.7 Security, Confidentiality, and Data Access**

- Access to original professional practice documents is permitted only to the Vice Dean for Visual Arts, Professional Practice Coordinator, Quality Office, and the Dean.
- Students may request a certified copy of FA-AV/P-04 (Evaluation Report) for portfolio or academic transfer purposes.
- Reproduction, distribution, or publication of student documents without their written consent is strictly prohibited.
- The digital archive is protected by institutional passwords and periodic backups.

### **7.7.1 Personal Data Protection**

The Faculty acts as the data controller for professional practice documents. Students have the right to access, correct, and obtain a certified copy of FA-AV/P-04. Data processing is carried out solely for academic/reporting purposes and retained according to the terms set in section 7.6.

## **7.8 Quality Audit and Reporting**

**Once per year, the Faculty's Quality Office conducts an internal audit of evidence, verifying:**

- Consistency between FA-AV/P-03, P-04, and P-R01;
- Validity of signatures and dates;
- Correct grade reporting in the Faculty system;
- Documentation of improvement measures (PDCA).

Audit results are included in the Faculty's Annual Quality Report and submitted to the Dean and the Rectorate for information.

## **7.9 Importance of the Evidence System**

The professional practice documentation and reporting system forms the foundation of quality management in the Visual Arts - BA program.

**This system:**

- Ensures transparency in practical teaching processes;
- Creates traceable histories for each student and academic cycle;
- Enables statistical analysis and long-term curriculum improvement;
- Provides institutional evidence for monitoring and reaccreditation processes.

**Conclusion:** Chapter 7 ensures that every phase of the professional practice process concludes with complete documentation, structured reporting, and sustainable archiving — transforming students' practical experience into a direct source of academic quality and program development in alignment with KAA and UP standards.

## 8. ANALYSIS, REFLECTION, AND CONTINUOUS IMPROVEMENT (PDCA)

### 8.1 Purpose of the Chapter

This chapter defines the mechanisms for analysis, reflection, and continuous improvement of professional practice, treating it as a dynamic process that evolves each year based on data, experience, and documented results.

The main goal is to ensure that professional practice in the Visual Arts - BA program does not remain a repetitive activity but develops each year in a deeper, more integrated, and more effective manner.

### 8.2 The Fundamental PDCA Principle

The PDCA model (**Plan - Do - Check - Act**) represents a continuous cycle of quality improvement that ensures each process is analyzed and improved based on its own results.

PHASE	DESCRIPTION	MAIN DOCUMENTS
<b>P - PLAN (Planning)</b>	Drafting the strategy, calendar, tasks, and objectives for the academic year.	FA-AV/P-01, P-03
<b>D - DO (Implementation)</b>	Execution of professional practice activities through specialization-based work under the supervision of mentors.	FA-AV/P-03, diaries, visual documentation
<b>C - CHECK (Control &amp; Analysis)</b>	Evaluation of progress, semester analyses, and institutional annual reporting.	FA-AV/P-R01, P-R02
<b>A - ACT (Action &amp; Improvement)</b>	Implementation of improvement measures for the following academic year.	FA-AV/P-V01

This system keeps professional practice dynamic and adaptable to artistic, technological, and pedagogical developments.

### 8.3 Data Analysis and Institutional Reflection

#### a) Periodic Analysis

At the end of each academic year, the Vice Dean for Visual Arts, together with the Professional Practice Coordinator, Gallery Director, and Heads of Specializations, conducts an analysis of data collected from FA-AV/P-R01 and FA-AV/P-R02.

**The analysis includes:**

- Comparison of results between specializations;
- Identification of trends (e.g., technical improvement, participation, portfolio quality);
- Recognition of recurring issues (absences, delays, lack of equipment, logistical difficulties);
- Year-to-year comparisons to measure progress against previous objectives.

**b) Collective Reflection**

During the final week of the summer semester, an institutional reflection meeting is organized, attended by:

- Vice Dean for Visual Arts
- Head/Director of the Gallery
- Heads of Specializations
- Supervising Mentors of Professional Practice
- Student representatives from the first year

This meeting aims to summarize experiences, observations, ideas, and recommendations for the following academic year.

The process is documented in the **Institutional Reflection Record (FA-AV/P-R03)** and stored together with annual reports.

This document serves as a bridge between the “Check” and “Act” phases in the PDCA cycle.

**8.4 Improvement Plan (FA-AV/P-V01)**

**a) Purpose**

The Improvement Plan translates analysis and reflection into concrete measures for the upcoming academic year.

It is prepared every July by the Vice Dean for Visual Arts and the Professional Practice Coordinator, in collaboration with the Gallery Director and Heads of Specializations.

**b) Plan Structure**

<b>N O.</b>	<b>AREA OF IMPROVEMENT</b>	<b>IDENTIFIED ISSUE</b>	<b>CORRECTIVE MEASURE</b>	<b>IMPLEMENTATION DEADLINE</b>	<b>RESPONSIBLE PARTY</b>	<b>SUCCESS INDICATORS</b>
1	Professional Practice organization	Delay in submission	Calendar with mandatory	October 2025	Professional Practice Coordinator	95% on-time submission

		n of diaries	deadlines and weekly communication			
2	Technical equipment	Lack of equipment in Gallery	Procurement of new multimedia equipment	December 2025	Head/Director of Gallery	100% functionality
3	Student reflection	Deficiency in reflective analysis	Preparatory training for reflective reports	March 2026	Supervising Mentors	Qualitative reflective reports
4	Interdisciplinary cooperation	Low inter-specialization participation	Joint interdisciplinary gallery project	May 2026	Heads of Specializations	One annual joint project completed

### c) Approval and Implementation

- The plan is approved by the Dean and Vice Dean for Visual Arts.
- A copy is sent to the Quality Office for archiving.
- Implementation begins in the first week of the following winter semester.
- For each improvement measure, the Vice Dean for Visual Arts reports progress at the end of every semester.

### 8.5 Evaluation of Effectiveness of Implemented Measures

At the end of each academic year, the Professional Practice Coordinator and the Quality Office assess the effectiveness of implemented measures by comparing:

- New professional practice results with those from the previous year;
- The impact of changes on the quality of student outputs;
- The efficiency of coordination among parties;
- Feedback from supervising mentors and students regarding the applied measures.

These findings are included in the FA-AV/P-R02 report of the following year and serve as a foundation for the next PDCA cycle.

### 8.6 The Role of Analysis in Curriculum Development

Data collected from professional practice directly influences the curriculum development of the Visual Arts - BA program.

Through multi-year analyses, the Faculty:

- Identifies the need to update practical courses;
- Defines new directions for professional competencies;
- Integrates demands of the artistic and cultural labor market;
- Ensures that learning outcomes (lo) remain measurable and achievable.

This process ensures that professional practice is not merely a didactic component but a mechanism for continuous program and institutional development.

### **8.7 Student Involvement in Improvement**

Students are active participants in the reflection and improvement mechanism. At the end of each year, they complete the **Student Professional Practice Evaluation Form (FA-AV/P-F01)**, providing feedback on:

- The quality of mentor guidance;
- The organization of the professional practice;
- The equipment and working conditions;
- The clarity of assessment criteria.

Results from these forms are analyzed by the Professional Practice Coordinator and included in the FA-AV/P-R02 report as part of institutional reflection.

### **8.8 Transparency and Communication of Results**

Final results and improvement measures are published on the Faculty's notice board and official website under the section "Artistic Practice."

#### **This action:**

- Strengthens the culture of transparency;
- Encourages academic community engagement;
- Increases institutional accountability toward quality.

### **8.9 Linkage with the Institutional Quality Cycle**

Professional practice is an integral part of the Faculty of Arts' quality assurance system and contributes to:

- The Faculty's Annual Quality Report;
- The annual analysis of the UP Quality Office;
- Reaccreditation and external monitoring reports.

*All related evidence and reports (P-R01, P-R02, P-V01, P-F01) are stored and used as documentary proof during external quality evaluations.*

## 8.10 Conclusion

The cycle of analysis, reflection, and improvement ensures that professional practice remains a dynamic and developmental component of the Visual Arts - BA program.

This chapter concludes the strategy with the vision that each academic year should not be a repetition, but a step forward toward the perfection of the educational and artistic process.

### In this way:

- Students gain increasingly enriched experiences;
- Supervising mentors and specializations advance their pedagogical approaches;
- The faculty upholds the standard of quality and institutional sustainability.

**Conclusion:** The **Implementation Strategy for Professional Practice (4 ECTS)** represents a comprehensive institutional model built on clarity, documentation, and continuous development—transforming professional practice into the strongest bridge between theoretical knowledge and professional artistic reality.

## ANNEX 1 - GLOSSARY OF TERMS AND ABBREVIATIONS

TERM / ABBREVIATION	DEFINITION
PDCA	Quality Improvement Cycle (Plan-Do-Check-Act) - a continuous quality assurance process applied in teaching and administration.
FA-AV	Faculty of Arts - Visual Arts (internal institutional code for quality forms and documents).
P-01 ... P-V01	Official forms and instruments used throughout the entire professional practice process (from initial planning to the annual improvement plan).
H&S / PPE	Health & Safety / Personal Protective Equipment - measures ensuring a safe working environment during practical activities.
RACI	Responsibility Matrix defining roles: Responsible, Accountable, Consulted, and Informed.
LO / RTN	Learning Outcomes - competencies students are expected to achieve through the learning process and professional practice.
PRIV/CONS	Privacy / Consent Form - written consent for the use or publication of personal data and student works.
AKA	Kosovo Accreditation Agency.
ESG	European Standards and Guidelines for Quality Assurance in the European Higher Education Area.

## REFERENCES

- ESG 2015 - European Standards and Guidelines for Quality Assurance (ESG).
- UP regulations on assessment, academic integrity, and data protection.
- KAA Accreditation/Reaccreditation Manual (current version).

- FA internal policies on H&S and equipment management.
- Politikat e brendshme të FA për H&S dhe menaxhimin e pajisjeve.



**UNIVERSITY OF PRISHTINA**  
**FACULTY OF ARTS - DEPARTMENT OF FINE ARTS**  
**PROGRAM: VISUAL ARTS - BACHELOR (BA)**

**IMPLEMENTATION STRATEGY FOR PROFESSIONAL PRACTICE (4 ECTS)**

Institutional document

**Effective from:** Academic Year 2025/2026

**ADMINISTRATIVE DATA**

<b>FIELD</b>	<b>CONTENT TO BE COMPLETED</b>
Decision No.	
Date of approval:	
Document version:	V.01 / 2025
Status:	Official document approved by the Dean and the Vice Dean for Visual Arts
Prepared by:	Professional Practice Coordinator, in cooperation with the Vice Dean for Visual Arts and the Head/Director of the Gallery

**APPLICABILITY**

This document applies to all students enrolled in the Visual Arts - Bachelor program, across all relevant specializations, and enters into force immediately upon official approval.

The Strategy is mandatory guidance for all parties involved: the Vice Dean for Visual Arts, the Director of the Gallery, Heads of Specializations, supervising Professional Practice Mentors, the Technical Operator, the Professional Practice Coordinator, and Students.

## OFFICIAL APPROVAL

POSITION	NAME AND SURNAME	SIGNATURE
Dean of the Faculty of Arts:	Prof. Dr. Hazir Haziri	
Vice Dean for Visual Arts:	Prof. Valbona Rexhepi	
Head/Director of the Faculty of Arts Gallery (FA-GFA):	Prof. Xhevdet Pantina	

## DISTRIBUTION AND PUBLICATION

After signature, the document is distributed in electronic and physical copies to:

- All specializations of the Visual Arts - BA program;
- Supervising Professional Practice Mentors and Professional Practice Coordinators;
- The Quality Office;

and is published on the official website of the Faculty of Arts, under “Institutional Documents.”

### Archiving:

- Physical copy in the Archive of the Faculty of Arts
- Reference copy in the Quality Office of the Faculty of Arts

**FA-AV/P-01 - Registration in Professional Practice**



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS - DEPARTMENT OF FINE ARTS  
PROGRAM: VISUAL ARTS - BACHELOR (BA)**

<b>Location/Date:</b>	Prishtina, ____ / ____ / ____
<b>Code:</b>	FA-AV/P-01/ FACULTY OF ARTS
<b>Title:</b>	REGISTRATION IN PROFESSIONAL PRACTICE (Visual Arts - BA)
<b>Student:</b>	
<b>ID No.:</b>	
<b>Specialization:</b>	
<b>Supervising Professional Practice Mentor:</b>	
<b>Institutional e-mail:</b>	
<b>Planned annual hours:</b>	100 (50/semester)
<b>H&amp;S orientation date (mandatory):</b>	____ / ____ / ____
<b>Signatures:</b>	Student: _____ Mentor: _____ Head of Specialization: _____
<b>Secretariat (receipt):</b>	Name: _____ Date: ____ / ____ / ____ Signature: _____

**FA-AV/P-02 - Professional Practice Agreement (Outside FA)**



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS - DEPARTMENT OF FINE ARTS  
PROGRAM: VISUAL ARTS - BACHELOR (BA)**

<b>Location/Date:</b>	Prishtina, ____ / ____ / ____
<b>Code:</b>	FA-AV/P-02 / FACULTY OF ARTS
<b>Title:</b>	PROFESSIONAL PRACTICE AGREEMENT (OUTSIDE FA)
<b>Parties:</b>	FA (UP) and Host Institution:
<b>Student:</b>	
<b>External Supervising Professional Practice Mentor:</b>	
<b>Contact:</b>	
<b>Period:</b>	____ / ____ / ____ - ____ / ____ / ____
<b>Schedule (week/day/hour):</b>	
<b>Tasks (linked to LO):</b>	
<b>H&amp;S &amp; Insurance:</b>	The host institution guarantees safe working conditions and implements H&S.
<b>IP &amp; Confidentiality:</b>	Use of materials is governed by FA IP/PRIV; any publication requires consent.
<b>Reporting</b>	Hour register + weekly verification by the supervising mentor; submission to FA as per P-03.
<b>Signatures:</b>	Student: _____  External Supervising Professional Practice Mentor: _____  Vice Dean for Visual Arts: _____  Date: ____ / ____ / ____

**FA-AV/P-03 - Professional Practice Work Plan & Diary**

**INDIVIDUAL PLAN**



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS - DEPARTMENT OF FINE ARTS  
PROGRAM: VISUAL ARTS - BACHELOR (BA)**

<b>Location/Date:</b>	Prishtina,        /        /
<b>Code:</b>	FA-AV/P-03/ FACULTY OF ARTS -
<b>Title:</b>	PROFESSIONAL PRACTICE PLAN AND DIARY
<b>Objectives (SMART):</b>	
<b>Target artifacts (≥5):</b>	
<b>Resources / Spaces:</b>	
<b>Planned weekly hours:</b>	
<b>Approval:</b>	<p>Student: _____</p> <p>Supervising Professional Practice Mentor): _____</p> <p>Head of Specialization: _____</p> <p>Date: ____ / ____ / _____</p>

**WEEKLY DIARY (repeat for each week)**



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS - DEPARTMENT OF FINE ARTS  
PROGRAM: VISUAL ARTS - BACHELOR (BA)**

**WEEKLY DIARY (repeat for each week)**

<b>FIELD</b>	<b>CONTENT</b>							
<b>Week:</b>								
<b>Date:</b>								
<b>Hours:</b>								
<b>Activity/ Task:</b>								
<b>Evidence (photo/URL/comment):</b>								
<b>Mentor's comment:</b>								
<b>Mentor's signature:</b>								
<b>Signature date:</b>								

**FA-AV/P-04 - Final Report & Rubric**



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS - DEPARTMENT OF FINE ARTS  
PROGRAM: VISUAL ARTS - BACHELOR (BA)**

<b>Location/Date:</b>	Prishtina,     /     /
<b>Code</b>	FA-AV/P-04/ FACULTY OF ARTS
<b>Title</b>	FINAL REPORT AND ASSESSMENT RUBRIC
<b>List of artifacts (≥5, with references)</b>	
<b>Student's reflective report (1-2 pages)</b>	
<b>Signature:</b>	



**UNIVERSITY OF PRISHTINA**  
**FACULTY OF ARTS - DEPARTMENT OF FINE ARTS**  
**PROGRAM: VISUAL ARTS - BACHELOR (BA)**

<b>CRITERION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1) Conceptual coherence with LO</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2) Technical skills / process</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3) Documentation (P-03 &amp; evidence)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4) Professionalism / ethics</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5) Public presentation (installation, visual communication)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mentor's overall comment:</b>					
<b>Final grade (with weighting):</b>	/ 100				
<b>Signatures:</b>	Mentor: _____	Head: _____	Date:    /    /		

**FA-AV/P-R01 - Semester Professional Practice Register**



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS - DEPARTMENT OF FINE ARTS  
PROGRAM: VISUAL ARTS - BACHELOR (BA)**

<b>STUDENT</b>	<b>INDEX</b>	<b>SPECIALIZATION</b>	<b>MENTOR</b>	<b>PLANNED HOURS</b>	<b>REAL HOURS</b>	<b>PRODUCTS (NO.)</b>	<b>PROV. GRADE</b>	<b>STATUS</b>	<b>COMMENTS</b>
<b>Professional Practice Coordinator:</b>									
<b>Signature:</b>									

*(Completed by the Professional Practice Coordinator at the end of each semester.)*

**FA-AV/P-R02 - Annual Professional Practice Report**



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS - DEPARTMENT OF FINE ARTS  
PROGRAM: VISUAL ARTS - BACHELOR (BA)**

<b>Code &amp; Title:</b>		FA-AV/P-R02 - ANNUAL PROFESSIONAL PRACTICE REPORT
<b>1) Introduction:</b>		Key dates, structure of professional practice implementation
<b>2) Statistics:</b>		Number of students, % completed, avg. grade, % portfolio
<b>3) Analysis by specializations:</b>		Painting, Sculpture, Graphics, DGM, AC&NR, etc.
<b>4) Projects/Exhibitions &amp; H&amp;S:</b>		List of projects, documentation of H&S measures
<b>5) Mentors' evaluations:</b>		Summary of recommendations
<b>6) Improvement measures (PDCA) → P-V01:</b>		Proposed measures for the following year
<b>Signatures:</b>	<b>Vice Dean for Visual Arts:</b>	
	<b>Head/Director FA-GFA:</b>	
	<b>Coordinator:</b>	
<b>Date:</b>	_____ / _____ / _____	

**FA-AV/P-V01 - Improvement Plan (Following Year)**



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS - DEPARTMENT OF FINE ARTS  
PROGRAM: VISUAL ARTS - BACHELOR (BA)**

Area	Identified Issue	Corrective Measure	Deadline	Responsible	Success Indicators
<b>Signatures:</b>	<b>Vice Dean for Visual Arts:</b>				
	<b>Head/Director FA-GFA:</b>				
	<b>Coordinator:</b>				
<b>Date:</b>	____ / ____ / _____				

**FA-AV/H&S-INC - Incident Report**



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS - DEPARTMENT OF FINE ARTS  
PROGRAM: VISUAL ARTS - BACHELOR (BA)**

<b>Code &amp; Title:</b>	FA-AV/H&S-INC - INCIDENT REPORT
<b>Date/Time:</b>	
<b>Location:</b>	
<b>Persons involved:</b>	
<b>Description:</b>	
<b>PPE / Rules applied:</b>	
<b>Immediate measures taken:</b>	
<b>Reporter:</b>	<p align="right">_____ <b>Signature</b> _____</p> <p><b>Date Signature:</b> ____ / ____ / ____</p>

**FA-AV/PRIV-CONS - Consent for Use of Works**



**UNIVERSITY OF PRISHTINA  
FACULTY OF ARTS - DEPARTMENT OF FINE ARTS  
PROGRAM: VISUAL ARTS - BACHELOR (BA)**

<b>Code &amp; Title:</b>	FA-AV/PRIV-CONS - CONSENT FOR USE OF IMAGES/WORKS
<b>Declaration:</b>	I, _____ (student), give consent for FA/UP to use images/videos of my works for academic/promotional purposes, with citation of authorship.
<b>Period:</b>	___ / ___ / _____ - ___ / ___ / _____
<b>Channels:</b>	web / print / social
<b>Signatures:</b>	<p>Student: _____</p> <p>Vice Dean for Visual Arts: _____</p> <p>Date: ___ / ___ / _____</p>