

Based on the articles 58 and 194 of the Statute of Josip Juraj Strossmayer University of Osijek – revised text, the Senate of Josip Juraj Strossmayer University of Osijek on the 10<sup>th</sup> session in the academic year 2005/2006 held on 29<sup>th</sup> September 2006, under the agenda item 6 adopted the following

## **REGULATION ON ESTABLISHMENT AND FUNCTION OF QUALITY ASSURANCE SYSTEM AT JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK**

### **I GENERAL PROVISIONS**

#### **Article 1**

Regulation on establishment and function of quality assurance system at Josip Juraj Strossmayer University of Osijek (further in the text: Regulation) defines establishment, function and evaluation areas of the quality assurance system at Josip Juraj Strossmayer University of Osijek (further in the text: University).

#### **Article 2**

The aim of quality assurance system set-up at the University is to improve quality of student experiences at the University units – starting with application and enrolment at University unit, lectures, exams and graduation, diploma and employment as well as lifelong learning.

#### **Article 3**

Establishment and function of the quality assurance system is subject to measures, principles and criteria for evaluation of efficiency of University units and their study programs. Within the evaluation system, particularities of specific scientific and artistic areas, and of higher education are taken into considerations.

### **II ESTABLISHMENT AND FUNCTION**

#### **Article 4**

Establishing units within quality assurance system at the University are:

1. University center for promotion and assurance of quality in higher education at Josip Juraj Strossmayer University of Osijek (further in the text: Center)
2. Offices for quality assurance at University units

Establishing units of quality assurance system at the University are coordinated and are responsible for assurance and promotion of quality at the University.

## **II. 1. University center for promotion and assurance of quality in higher education University**

### **Article 5**

University center for promotion and assurance of quality in higher education Josip Juraj Strossmayer University of Osijek (further in text: Center) is a University unit and is established by the University Senate decision.

Center functions as a central University center for monitoring and promotion of the higher education quality, being in relations established offices at University units and coordinating their work.

Organization of the Center, bodies and responsibilities, as well as other issues are determined by the act on establishment and other general acts on the University center.

## **II. 2. Center's authority**

### **Article 6**

- 1 The Center is in charge for creation of network for promotion and assurance of quality at the University and for integration of the University into the national network for quality assurance.
- 2 Center starts and coordinates initiatives and realization of developmental programs for the purpose of continuous assurance and promotion of quality.
- 3 Center determines characteristic indicators of quality and organizes their systematic monitoring.
- 4 Center supports and organizes debates on quality, culture of quality in academic and non-academic public.
- 5 Center defines standards and criteria for quality functioning of University units, in particular:
  - develops procedures of internal and external evaluation and methods for research into different aspects of educational quality
  - carries out analyses and collects information on quality from all University units
  - investigates causes for poor quality, inefficient and long studying
  - provides feedback from students and channels their suggestions, comments and critics
  - supports and organizes professional training of teachers, associates, heads and administrative staff within quality topics
  - prepares Manual on Quality, which is applicable to all University units.

### **Article 7**

- 1 Center cooperates with all quality assurance offices at the University that perform and coordinate activities related to establishment, development and realization of studies at the University.
- 2 Students are involved in the programs offered by the Center.

### **Article 8**

- 1 Center prepares annual and long-term activity plan that is presented to the Committee. Center functions in line with the plan, as adopted by the University Senate.
- 2 Center submits activity report to the Committee at least once a year.
- 3 Center submits activity report to the Committee.

## **II. 3. Quality assurance office at University units**

### **Article 9**

Quality assurance office is functional University office being established at Faculty level upon Faculty council's decision.

## **III. PROFESSIONAL BODIES**

### **Article 10**

Professional bodies for assurance of quality at the University are:

- Committee for promotion and assurance of quality in higher education at Josip Juraj Strossmayer University in Osijek (further in text: Committee)
- Boards for promotion and assurance of quality in higher education at University units (further in text: Boards)

### **Article 11**

The Committee for promotion and assurance of quality in higher education at the University is appointed by the University Senate.

#### **III. 1. Structure of the Committee**

### **Article 12**

Committee consists of 12 members, as follows:

- seven (7) members – representatives of teaching staff of University units
- two (2) members - representatives of assistants of University units
- two (2) members - representatives of students
- one (1) member - representative of the Center.

Members of the Committee as representatives of teaching staff and assistants of University units are appointed by the Senate upon proposal of University units, taking into considerations coverage of scientific, artistic and interdisciplinary areas.

Members of student representatives in the Committee are appointed by the Senate upon proposal of the University Student Union Council.

Representative of the Center in the Committee is appointed by the Senate upon proposal of the Center Expert Council.

Mandate of the Committee members as representatives of teaching staff and assistants and representative of the Center lasts for four (4) years. Mandate of student representatives lasts for two (2) years, as determined by the Law and Statute of University Student Union

#### **III.2. Authorities of the Committee**

### **Article 13**

- 1 Committee monitors and supervises quality assurance system at the University.
- 2 Committee conducts strategic planning and reaches decisions about guidelines and procedures for assurance and promotion of quality.
- 3 Committee proposes to the Rector and Senate projects and activities, and encourages innovations and development of quality assurance and promotion.

- 4 Committee assures efficiency of quality assurance procedures and supervises efficiency of realization of determined mechanisms for assurance and promotion of quality at University units.

#### **Article 14**

In line with authorities stated in article 13 of this Regulation, the Committee submits to the Senate regularly or at least once a year *«Report on activities and efficiency of all establishing units of the quality assurance system at the University»*.

#### **Article 15**

In cooperation with the deans/heads of university units, the Committee coordinates work publicity and data of each University unit and the University as a whole.

### **III. 3. Boards for promotion and assurance of quality in higher education at University units**

#### **Article 16**

- 1 Board for promotion and assurance of quality in higher education at University unit is appointed by each University unit.
- 2 Establishment and functioning of the boards is regulated in the statute of each University unit.
- 3 The Board at University unit has a freedom to adopt the procedure of quality assurance system to its needs.

#### **III. 3.1. Structure of the Board**

#### **Article 17**

The Board consists of five (5) members:

- three (3) members – representatives of teaching staff
- one (1) member - representative of assistants
- one (1) member - representative of students

#### **III. 3.2. Authorities of the Boards**

#### **Article 18**

- 1 Board of University unit organizes, coordinates and carries out procedures for evaluation and develops internal mechanisms of assurance, promotion and advancement of quality at University unit.
- 2 Stated procedures incorporate the following elements:
  - self-analysis
  - development of quality indicators
  - involvement of students in monitoring of study quality
  - evaluation of studying efficiency and determination of causes for poor quality, inefficient and long studying

- evaluation of teaching staff competencies
  - professional training of university teachers (lifelong learning - LLL)
  - professional training of administrative and technical staff
  - proofs on teaching process improvements
  - quality of general and particular competencies acquired within study program
  - definition and implementation of administrative standardization at University units.
- 3 Boards at University units in cooperation with the Committee and the Center:
- plan strategy for improvement of quality at University units
  - realize assessment program and procedures for quality improvement at University units
  - coordinate realization of projects for professional development of staff dealing with quality issues.

#### **Article 19**

- 1 Boards at University units prepare annual and long-term activity plan in line with the Regulation on quality system at the University.
- 2 Boards at University units are obliged to submit reports on their activities to the Faculty Council of respective University unit and to the Committee. The report is submitted at least once a year, i.e. within the deadlines determined for realization of program for which other establishing units of quality assurance system at the University are in charge.

### **IV. AREAS OF EVALUATION**

#### **Article 20**

Areas of evaluation for system of quality improvement at the University are defined at two levels. At the University level the following is defined:

- strategy, development and functioning of quality system
- promotion of quality culture at the University
- preparation of system documents
- internal and external evaluation of the system
- raising awareness of academic and wider community on quality system at University units
- publicity.

At the University units level the following is defined:

- efficient functioning of educational process (learning process, teaching process, student progress evaluation, educational facilities, library, IT equipment and others)
- permanent assurance and improvement of quality at University units
- raising awareness of academic and wider community on quality system at University units
- publicity.
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### **V. TRANSITIONAL PROVISIONS**

#### **Article 21**

- 1 This Regulation is adopted by the University Senate.
- 2 Amendments to this Regulation are done in the same adoption procedures.

**Article 22**

This Regulation comes into force on the day of adoption.



**REKTORICA**

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