

Pursuant to Article `` , par 1, item 8) of the Law on Higher Education ("Official Gazette of RoS", No. 76/05),

The National council of higher education, at its session of 20 October 2006, issued the following:

R U L E S A N D R E G U L A T I O N S

O N S T A N D A R D P R O C E D U R E S O F E X T E R N A L Q U A L I T Y C O N T R O L

Article 1

The present Rules and Regulations set the standards and procedure of external quality control in higher education institutions.

The standards referred to in par 1 of this Article are printed and form part hereof.

Article 2

The procedure of external quality control in a higher education institution shall be launched by the Accreditation and quality assurance commission (hereinafter referred to as the Commission) further to its annual plan of action, at a special order of the National council of higher education (hereinafter: the National Council), at an application filed by an independent higher education institution or the minister competent for higher education affairs (hereinafter: the Minister)

Article 3

The application for external quality control shall be submitted by the professional body on behalf of an independent higher education institution.

The application for external quality control should contain the data about the applicant and the rationale.

Article 4

The commission shall obtain the documents required for the external control from the higher education institution - subject of the external quality control.

The documents referred to in par 1 of this Article shall cover:

- the name, seat, responsible person (rector, dean, administrator);
- memorandum of incorporation and operating licenses;
- study program carried out;
- the report on self-assessment;
- plan of action for at least the current and next year and report on the activities the year before;
- the data on students;
- the data on admission policy and the method of ranking and enrolment of the students
- the data on the teaching staff;
- the data on the library and IT equipment;
- the data on the premises and equipment, deed of title/lease, urban planning license, data on the area, structure of premises and data on technical equipment (number, purpose, age);
- balance sheet and profit and loss account for the prior year, financial plan for the current and next year, operating report with the stated sources and uses of funds.

The higher education institution shall submit the documents referred to in par 2 of this Article within 15 days of the date of received request by the commission to that effect.

Article 5

The ministry competent for higher education affairs (hereinafter: the ministry) shall check the completeness of the documents referred to in Article 4, par 2 of the Present Rules and Regulations.

If the higher education institution shall fail to deliver all the documents required, the ministry shall urge the higher education institution to complete the file.

The time frame for delivery of the missing document shall be eight days from the date of the receipt of the request of the ministry.

Article 6

The commission shall form a fact finding sub-commission for assessment of compliance with the standards for the external quality control of the higher education institution. It shall form a sub-commission for external quality control in the higher education institution composed of, among other, at least two members from educational-scientific, namely scientific-artistic field run by the institution.

Article 7

The commission shall, at the proposal of the sub-commission, referred to in Article 6 of the present Rules and Regulations, appoint two reviewers to analyze and evaluate the results of self-assessment and quality review of the higher education institutions (hereinafter: self-assessment of higher education institution).

Each reviewer shall analyze the documents submitted by the higher education institutions and control:

- whether the self-assessment of the higher education institution was performed in compliance with the standards for self-assessment of higher education institution;
- which standards of self-assessment were fully or partially met or not at all;
- what areas of activity of higher education institution in terms of quality were found as satisfactory, partly satisfactory or dissatisfactory.

The reviewer shall report on the analysis performed further to par 2 of this Article to the sub-commission, with the assessment of compliance with the standards for external quality control of a higher education institution and proposal of the measures of alleviation of weaknesses observed.

Article 8

The sub-commission shall determine the facts of relevance for external quality control in a higher education institution by direct inspection, at 15 days advance notice of the planned visit.

The higher education institution shall provide the sub-commission with all requested data and information and assure free access and insight into the teaching process and administration.

After the direct inspection the sub-commission shall compile a report evaluating the compliance with the standards for external quality control in the higher education institution and proposal of measures for reversal of weaknesses observed.

Article 9

Based on the reviewers' report referred to in Article 7 par 3 above and the report of the sub-commission referred to in Article 8 par 3 above the sub-commission shall draw a final report on the external quality control of the higher education institution to the commission within two months of the date of inspection.

The report referred to in par 1 of this Article shall cover:

- analysis and assessment of compliance with the standards for external quality control of the higher education institution;
- flaws in compliance with the standards for external control of the higher education institution;
- proposals and suggestions for betterment of the quality of higher education institution.

Article 10

The commission shall review the final report of the sub-commission on external quality control of higher education institution at its session and take a vote.

The report shall be considered approved if more than a half of the total commission members vote in favor.

If the commission rejects the final report of the sub-commission it shall bind the sub-commission to supplement the final report further to the remarks and suggestions of the sub-commission within the time frame of minimum three months.

The commission shall forward the report referred to in par 2 of this Article to: the National council, minister and to an independent higher education institution and the independent higher education institution which was subjected to the external quality control within 15 days of the date of approval.

Article 11

Further to the report of the commission referred to in Article 10, par 2 above, the National council shall determine the result of the external quality control of the higher education institution.

Article 12

The present Rules and Regulations shall come into effect on the eight day of its publication in the Official Herald of the Republic of Serbia”.

No: 612-00-591/2006-04/3
In Belgrade, 20 October 2006

National council of higher education
Chairman,

prof. dr Obrad Stanojević

STANDARDS FOR EXTERNAL QUALITY CONTROL IN HIGHER EDUCATION INSTITUTIONS

Standard 1: Reliance on the results of self-control of higher education institution

The external quality control shall use the results of self-assessment of higher education institution

Recommendations for implementation of standard 1:

- 1.1 The procedure of external quality control of the higher education institution starts with the analysis of the process of self-evaluation of higher education institutions, particularly:
 - quality of self-control: whether the standards for self-assessment were applied in the process of self-assessment of the higher education institution;
 - the results of self-assessment: whether the process of self-assessment stated the flaws revealing an insufficient level of the quality of the higher education institution.
- 1.2 If self-assessment was done in compliance with the self-assessment standards and if the results of self-assessment are indicative of high level of quality of the higher education institution, the scope of the external quality control could be limited.
- 1.3 If self-assessment was not implemented according to the standards of self-assessment and if the results indicate low level of quality of the higher education institution, the external control shall be comprehensive.

Standard 2: Method of external quality control

The external quality control shall be based on the examination of compliance with the determined and published quality standards of higher education institution and its programs.

Recommendations for implementation of standard 2:

- 2.1 The external quality control shall be carried out by comparing the actual status in terms of compliance with the standards for external quality control in a higher education institution with the standards.
- 2.2 The standards applicable to the external quality control must be approved in the process that involves all stakeholders.
- 2.3 The standards applicable to the external quality control must be known in advance to the higher education institutions.
- 2.4 Quality of the work of the higher education institution and quality of the program shall be established by means of:
 - check up of the procedure and results of self-assessment of higher education institution;
 - direct inspection in the higher education institution and its programs.

Standard 3: The areas of external quality control

The external quality control involves the examination of compliance of quality standards in the areas defined in advance.

Recommendations for the implementation of standarda 3:

- 3.1 External quality control shall be carried out in the following areas:
- teaching;
 - teaching staff;
 - research;
 - students' control;
 - textbooks and literature;
 - library and IT resources;
 - premises and equipment;
 - non-teaching staff;
 - administration process;
 - transparency.

Standard 4: Results of external quality control of higher education institution

The results of the external quality control of a higher education institution shall be established on the basis of known and clear criteria published by the competent body, further to the law.

Recommendations for the implementation of standard 4:

- 4.1 The results of external quality control of higher education institution shall be determined by the National council on the basis of the report of the commission.
- 4.2 The results of the external quality control should be based on the clear criteria published and consistently applied.
- 4.3 The document which shall determine the result of the external quality control of higher education institution shall be in writing and clear and unequivocal. It should contain the recommendations to the higher education institution about further steps conducive to quality assurance.

Standard 5: Organization and participants in the external quality control

The external quality control must be organized in such a manner to assure enhancement of quality of higher education institutions. The participants in the process of external quality control must have clearly designated competences and responsibilities.

Recommendations for implementation of standard 5:

- 5.1 The participants in the process of external quality control shall be:
- the higher education institution, its leadership, teaching and non-teaching staff;
 - commission;
 - reviewers;
 - National council.
- 5.2 The competence and responsibilities of the participants in the process of external quality control are set out in the law and these Rules and Regulations. The participant shall act in a highly professional manner.
- 5.3 The commission shall ensure advanced training of its members and reviewers.
- 5.4 Special attention shall be devoted to the selection of the reviewers.
- 5.5 With the view to enhancement of external quality control foreign experts may be appointed as reviewers.

Standard 6: The procedure of external quality control must be conceived in such a way to fulfill its purpose

The procedure of external quality control must be conceived to serve the purpose of enhancement of quality of higher education institutions.

Recommendations for implementation of standard 6:

- 6.1 The procedure of external quality control must be directed to the betterment of the quality of the higher education institution.
- 6.2 Methods and techniques of external control must be directed to the betterment of the quality of higher education institution.

Standard 7: Reporting

The report on the external quality control should be clear and understandable with the indication of the integral parts of the report.

It should enable easy reference to the decisions and recommendations in the report.

Recommendations for implementation of standard 7:

- 7.1 Report on the external quality control should be legible and understandable.
- 7.2 The composite parts of the report shall be: analysis and judgment as to compliance with the standards for external quality evaluation in the higher education institution, the deficiencies in terms of compliance with the standards for external quality control in the higher education institution and proposals and suggestions for improvement of the quality inn the higher education institution.
- 7.3 The report shall be submitted to the National council, the minister and to the independent higher education institution.

Standard 8: Periodic checks

The external quality review in the higher education institution should pe periodic and fixed and published in advance.

Recommendations for the implementation of standard 8:

- 8.1 The external quality control is a continuous process periodically repeated.
- 8.2 The external quality evaluation of study programs should take place every five years, minimum.
- 8.3 The external quality control in the higher education institution should be done every eight years, minimum.

Standard 9: Improvement of the procedure for external quality control

The procedure of external quality control shall be enhanced and adjusted to the changes in the area of higher education.

Recommendations for implementation of standards 9:

- 9.1 The external quality control shall be monitored and analyzed in terms purposefulness - enhancement of quality of higher education institutions.
- 9.2 The analyses shall serve as the basis for measures conducive to the improvement of standards and procedures for external quality control of higher education institution.