

*Ordinance on the Quality Assurance System
of the Faculty of Agrobiotechnical Sciences Osijek*

Pursuant to the Article 5, paragraph 2 of the Act on the Quality Assurance in Higher Education and Science (Official Gazette No. 151/22), and the Article 30, paragraph 1, item 5, as well as the Article 101, paragraph 4 of the Statute of the Faculty of Agrobiotechnical Sciences Osijek, at the 9th regular session in the academic year 2023/2024, held on 01 July 2024, under the agenda item 4, the Faculty Council of the Faculty of Agrobiotechnical Sciences Osijek adopted the

**ORDINANCE ON THE QUALITY ASSURANCE SYSTEM
OF THE FACULTY OF AGROBIOTECHNICAL SCIENCES OSIJEK**

I. PREAMBLE

Article 1

- (1) The Ordinance on the Quality Assurance System (hereinafter: the Ordinance) determines the objective, purpose, areas of evaluation, as well as the structure and scope of activity of the quality assurance system established by the Faculty of Agrobiotechnical Sciences Osijek (hereinafter: the Faculty). It also defines areas within which the quality assurance measures and activities are to be implemented.
- (2) All terms used in this Ordinance that refer to gender, regardless of whether they are used in the masculine or feminine gender, shall be equally applicable to all genders.

II. QUALITY ASSURANCE SYSTEM

Article 2

- (1) Objective of the quality assurance system is to continuously assure and improve the quality of the Faculty's activities, the teaching, scientific and professional work of teachers and associates, the professional work of employees of professional services delivered by the Faculty, as well as to monitor the quality of study programmes' realisation and the quality of studying at the Faculty, in accordance with European and international standards of quality assurance in the field of higher education and science.
- (2) Quality assurance in higher education and science is implemented within the system of internal quality assurance and the system of external quality assessment.
- (3) Purpose of the quality assurance system is to establish methods and criteria for quality assurance in accordance with the law, acts of Josip Juraj Strossmayer University of Osijek and the Faculty, standards and guidelines for quality assurance in the European Higher Education Area (EHEA), and other regulations, policies and practices.

III. SCOPE OF ACTIVITY OF THE QUALITY ASSURANCE SYSTEM

Article 3

In compliance with the Act on the Quality Assurance in Higher Education and Science, the system of internal quality assurance at the Faculty refers to:

- monitoring the implementation of the Faculty Development Strategy
- implementation of procedures for internal quality assurance

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- monitoring and improvement of the study programme quality
- monitoring and improvement of learning, teaching and evaluation methods within study programmes
- monitoring and improvement of students' achievements of learning outcomes
- monitoring and improvement of the teachers' scientific productivity
- monitoring and improvement of the teachers' professional work
- monitoring and improvement of professional staff performances
- monitoring and improvement of other activities carried out by the Faculty.

IV. QUALITY ASSURANCE SYSTEM STAKEHOLDERS

Article 4

- (1) Internal and external stakeholders participate in the development and improvement of the quality assurance system implemented by the Faculty.
- (2) Internal stakeholders of the quality assurance system are: students, teachers, associates, professional staff and the Faculty management board. The role and responsibility of internal stakeholders is to actively promote quality improvement to assure continuous progress and achievement of the quality assurance system objectives.
- (3) External stakeholders of the quality assurance system are: business entities, public administration, civil society, scientific institutes and higher education institutions, as well as other educational institutions outside of higher education, and the Faculty alumni. The role of external stakeholders is to provide support in the continuous quality improvement process in all areas of the Faculty's activities and to participate in the work of the Quality Assurance Committee.
- (4) Regulatory and accreditation bodies in the field of science and higher education participating in external evaluation at the national, European and global level are also considered as external stakeholders of the quality assurance system.

V. STRUCTURE OF THE QUALITY ASSURANCE SYSTEM

Article 5

- (1) Quality assurance system of the Faculty consists of:
 - Vice-Dean for teaching and quality assurance;
 - Committee for quality assurance;
 - Quality Assurance Office and other bodies that are established when needed, contribute to the development and improvement of the quality assurance system at the Faculty.
- (2) Responsibility for assurance and improving of the quality is to be assumed by all stakeholders of the quality assurance system, as referred to in the paragraph 1 of this Article. They are obliged to continuously improve the quality culture in accordance with the national, European and international standards.

VI. COMMITTEE FOR QUALITY ASSURANCE

Article 6

- (1) Committee for quality assurance (hereinafter: the Committee) plans and coordinates all activities related to quality assurance and quality improvement.

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- (2) In cooperation with the Quality Assurance Office and other stakeholders responsible for quality assurance, the Committee carries out all activities related to the quality assurance and its improvement.
- (3) The Committee consists of nine (9) members:
 - four (4) teacher representatives
 - one (1) representatives of associates
 - two (2) student representatives
 - two (2) external stakeholders.
- (4) Members of the Committee are appointed and dismissed by the Faculty Council.
- (5) The Dean proposes four members of the Committee from among the teachers appointed into scientific and teaching grades, one member from among the associates and two external stakeholders. Two student representatives are proposed by the Student Union.
- (6) Chairperson of the Committee is proposed by the Dean from among the members of the Committee and appointed by the Faculty Council.

Article 7

- (1) The office term of the Committee chairperson and members lasts for three years. The same person may be re-elected as a chairperson or appointed as a member of the Committee.
- (2) Membership in the Committee for appointed teachers, associates and external stakeholders ends with the expiry of their office term.
- (3) Membership in the Committee for student representatives ends with the expiry of their office term or upon completion of studies.
- (4) For a student member, whose membership in the Committee ends because of the completion of studies, the Student Union is obliged to propose another member, whose office term shall correspond to the office term of the member whom they substitute.

Article 8

- (1) Any member of the Committee may be dismissed before the expiry of the office term for which they are appointed if:
 - a members requests the dismissal by themself,
 - their proposer asks for dismissal based on a reasoned request,
 - a member is not active, does not attend meetings or does not adhere to decisions.
- (2) Decision on dismissal for any member of the Committee is made by the Faculty Council, which at the same session appoints another member of the Committee with the same office term as the one of a dismissed member.

Article 9

- (1) The Committee prepares annual and long-term action plans in accordance with the Regulations on establishment and function of the quality assurance system at Josip Juraj Strossmayer University of Osijek.
- (2) The Committee submits a report on its activities at each session of the Faculty Council.
- (3) The Committee organises, coordinates and implements internal evaluation procedures, and develops institutional mechanisms for assuring, improving and promoting the Faculty's quality culture.
- (4) The stated procedures include the following elements:
 - self-evaluation,

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- definition of strategic guidelines and development of quality indicators,
 - participation of students in monitoring the quality of the teaching process,
 - analysis of studying successfulness, detecting reasons for drop-outs, for too long and ineffective studying,
 - definition of criteria for assessment of teachers' competencies,
 - monitoring of indicators of improving the teaching process,
 - analysis and presentation of the success achieved in scientific work and international cooperation,
 - monitoring the training of university teachers (lifelong learning),
 - monitoring the training of administrative and professional staff,
 - assessment of the quality of general and particular competencies achieved within study programmes,
 - determination and implementation of mandatory standardised protocols in administration,
 - assurance of the transparency of the Committee.
- (5) In cooperation with the University Committee for Advancement of Quality Assurance in Higher Education and with the University Centre for Advancement of Quality Assurance in Higher Education (hereinafter: the Centre), the Faculty Committee:
- plans a strategy for improving the Faculty's quality assurance system,
 - monitors the implementation of the quality assurance procedures at the Faculty,
 - coordinates the implementation of projects for professional development of human resources (academic, administrative and technical staff) in the field of quality.

Article 10

- (1) The Committee shall work at its sessions.
- (2) Sessions of the Committee are convened and chaired by the Committee chairperson.
- (3) The Committee shall make decisions when the majority of the Committee members are present at the session.
- (4) Chairperson of the Committee is obliged to convene a session at the request of at least two members of the Committee.
- (5) If invited by the Committee chairperson, other Faculty members, or persons from outside the Faculty, may also attend the sessions.
- (6) Minutes are to be kept at each Committee session.

VII. QUALITY ASSURANCE OFFICE

Article 11

- (1) Assurance and improvement of the quality of higher education at the Faculty is carried out by the Quality Assurance Office, an organisational unit within the Faculty Central Administration Office (hereinafter: the Office).
- (2) The Office as referred to in the above paragraph 1 is affiliated with the University Centre for Advancement of Quality Assurance in Higher Education, which is in charge to coordinate the work of all quality assurance offices established at all University constituents.

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Article 12

- (1) The Office carries out the following activities:
 - engages in the development of the quality in higher education as defined by the standards and criteria and in accordance with the Centre's activities,
 - participates in the internal and external evaluation procedures of the Faculty and applies the methodology for analysis of various aspects of quality in higher education,
 - collects data as requested by the Centre,
 - encourages professional development of teachers, associates, heads and administrative staff dealing with the quality issues,
 - in cooperation with the Committee, it systematically implements activities for definition of quality indicators,
 - participates in public discussions about quality issues and improvement of the quality culture.
- (2) The Office cooperates with the Committee on the annual work progress report that is submitted to the Faculty Council.

VIII. TRANSITIONAL AND FINAL PROVISIONS

Article 13

- (1) The Ordinance is adopted by the Faculty Council.
- (2) Amendments and annexes to the Ordinance are to be adopted in the same procedure as the Ordinance.

Article 14

On the date this Ordinance enters into force, the Ordinance on the Quality Assurance System of the Faculty of Agriculture in Osijek adopted on 27 April 2017 ceases to be valid.

Article 15

The Ordinance enters into force on the eighth day since being published on the Faculty's website and on the bulletin board.

Ordinance on the Quality Assurance System of the Faculty of Agrobiotechnical Sciences Osijek has been published on the Faculty's website and the bulletin board on 1 July 2024 and has entered into force on 9 July 2024.


DEAN
Prof. Dr. Krunoslav Zmaić


SECRETARY
Renata Meleš, LLM

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