By virtue of the Article 12, paragraph 1, item 13) of the Law on Higher Education ("Official Gazette of the Republic of Serbia" No. 88/2017, 27/2018 and 73/2018), The National Council for Higher Education, at its session held on 28 January 2019, has issued the following

**REGULATIONS**

**on Standards and Procedures for Accreditation of**

**Higher Education Institutions**

Article 1

The present Regulations set forth the standards and procedure for accreditation of higher education institutions (hereinafter: HEI).

The standards, referred to in paragraph 1 of this Article are annexed as an integral part hereof.

Article 2

All HEIs in the Republic of Serbia shall be subject to the accreditation procedure.

Article 3

The accreditation procedure shall be performed respectively, upon a submission of an application by a HEI and the ministry in charge of higher education (hereinafter: the Ministry).

On behalf of a HEI an application referred to in paragraph 1 of this Article shall be submitted by its management body, upon a previously passed decision by an expert body.

An accreditation application shall be submitted to the National Entity for Accreditation and Quality Assurance in Higher Education (hereinafter: the National Accreditation Body) in a form determined by the Commission for Accreditation and Quality Assurance (hereinafter: the Accreditation Commission).

Article 4

An accreditation application shall be supported with the documentation prepared according to the related Guidelines for accreditation of HEIs.

Article 5

The Accreditation Commission shall set:

1) Guidelines for preparation of documents for accreditation of HEIs;

2) Guidelines for a Peer-review panel on the assessment of accreditation standards for HEIs.

The National Accreditation Body shall publish the Guidelines referred to in paragraph 1 of this Article on its website.

Article 6

The Management Body of a HEI in accordance with the Law shall guarantee:

1) that the internal regulations of HEI are in accordance with the Law;

2) that the documentation for accreditation of HEI is in accordance with the standards and related Guidelines for accreditation;

3) that the data in the documentation for accreditation of HEI are accurate.

Article 7

An accreditation application with the supporting documents shall be submitted to the National Accreditation Body, whose administrative and professional service shall verify the accuracy of an accreditation application referred to in Article 4 of the present Regulations.

If an accreditation application is accurate the National Accreditation Body shall issue a confirmation to a HEI that valid application has been submitted.

If an accreditation application is not accurate, the National Accreditation Body shall issue a conclusion by which it instructs a HEI to provide supplementary documents to the application within 30 days from the date of receiving the conclusion by the higher education institution.

If a HEI fails to complete the application within the deadline referred to in paragraph 3 of this Article, the National Accreditation Body shall reject the application.

Article 8

In order to obtain finding of facts relevant for the evaluation of HEIs and to make a decision on the application, the Accreditation Commission shall form a Sub-commission, consisting of at least two members from the corresponding scientific-educational or artistic-educational field.

A Sub-commission shall determine a proposal of the composition of a Peer-review panel for accreditation of HEI consisting of:

1. Three peer-review experts selected from the list of professors at HEIs established by the National Council,
2. One student from the list of students determined by the Student Conference of Serbian Universities or Student Conference of Academies of Applied Studies Serbia,
3. One expert for specific area proposed by appropriate organizations of employers, professionals or professional associations, labour markets, chambers.

Members of a Sub-commission and a Peer-review panel for the accreditation of a HEI must not be in a conflict of interest, especially if they or their close relatives are employed by the institution or if they are in any business relation with the HEI that is the subject of the accreditation procedure.

A Sub-commission shall submit the proposal referred to in paragraph 2 of this Article to the Accreditation Commission, which submits the final proposal to the Director of the National Accreditation Body.

The Director of the National Accreditation Body shall appoint a Peer-review panel and its president for accreditation of a HEI after obtaining a signed conflict of interest statements from all members of the proposed Commission.

The Director of the National accreditation body shall also appoint a Coordinator from the administrative and professional services of the National Accreditation Body.

A decision on the appointment of a Peer-review panel for accreditation of a HEI is published on the website of the National Accreditation Body.

Members of a Peer-review panel are entitled to compensation for their work, in accordance with the act of the National Council for Higher Education.

Article 9

A Peer-review panel for accreditation of a HEI shall determine relevant facts for making a decision on an application for accreditation through the site visit of which a Coordinator notifies a HEI no later than 15 days prior to the planned visit.

A HEI shall provide a Peer-review panel with all required information, free access and insight into teaching and management processes and available space, to organise meetings with teachers, students, non-resident staff, self-evaluation commission, alumni organization and to provide any other information which is relevant for the accreditation process.

Article 10

A Peer-review panel shall create a Preliminary Report in accordance with the Guidelines referred to in Article 5, paragraph 1, item 2, in which it shall analyse the documentation for the accreditation of a HEI and evaluate:

* whether the self-evaluation was carried out on the basis of the standards for self-evaluation and assessment of the quality of HEI;
* which standards for the self-evaluation and quality assessment are met, which are partially met, and which are not met;
* which areas of operation of a HEI in qualitative way are satisfactory, which are partially satisfactory and which are unsatisfactory;
* which standards for the accreditation of an institution are met, which are partially met, and which are not met.

Based on the analysis and assessment referred to in paragraph 1 of this Article and in Article 9, a Peer-review panel shall compile a Report and submit it to a Coordinator. A Coordinator shall further send the Report to a HEI which, within 15 days from the date of receiving the Report, may submit any objections to it.

After the expiration of the deadline referred to in paragraph 2 of this Article, a Peer-review panel shall draw up a Final Report containing a quality assessment of the institution, which includes accepted remarks made by a HEI, and submit it to the sub-commission for consideration.

Article 11

Based on a Report of a Peer-review panel for accreditation of a HEI, the Sub–commission shall determine a proposal of a Decision on accreditation of a HEI and submit it to the Accreditation Commission within 30 days from the date of the Peer-review panel Report submission.

In addition to a proposal of a Decision on accreditation, the Report referred to in Article 10 paragraph 3 of the present Regulations shall be submitted.

Article 12.

In the first session after receiving a Decision on accreditation proposal, the Commission shall consider the submitted proposal, and if necessary, ask for additional explanations from the Peer-review panel, after which it shall issue a decision on accreditation.

A decision on accreditation is made in case if more than half of the total number of members of the Commission votes for it.

During an accreditation process, the National Accreditation Body:

1) issues a certificate of accreditation of a HEI;

2) issues a ruling denying an application for accreditation.

The National Accreditation Body shall issue a certificate of accreditation, or it shall issue a ruling denying an application for accreditation, no later than nine months from the date of the receiving of the accurate application.

Article 13

Against the ruling denying an application for accreditation, a HEI may file an appeal to the National Council for Higher Education (hereinafter: the National Council), through the National Accreditation Body, within 15 days from the date of receiving the decision.

The National Council shall appoint an Appeal Commission within 30 days from the date of receiving an appeal against the decision referred to in paragraph 1 of this Article.

An Appeal Commission appoints three reviewers from the relevant area from the list of reviewers established by the National Council.

The reviewer referred to in paragraph 3 of this Article cannot be a person employed at a HEI that filed the appeal, a person who is in conflict of interest, or a person who took part in the procedure of issuing the ruling referred to in paragraph 1 of this Article.

Article 14

An Appeal Commission shall, within 30 days from the date of the appointment, submit to the National Council a report and a proposal of a decision on appeal submitted to the ruling referred to in paragraph 1, Article 13.

The National Council shall, within 30 days from the submission of a proposal of an Appeal Commission, issue a decision by which it may reject an appeal or annul the first instance decision and return it to the National Accreditation Body for reconsideration.

The National Council shall reject an appeal when it finds it inadmissible, untimely, or filed by an unauthorized person.

The National Council shall deny an appeal when it determines that the accreditation procedure has been properly implemented and decision made has been in accordance with the Law and this Regulations.

If the National Council finds omissions in the accreditation procedure, it may, with appropriate Guidelines, annul the first instance ruling and remand it to the National Accreditation Body.

Article 15

The National Accreditation Body shall, within 30 days from the day of receiving a decision of the National Council on the annulment of the first instance decision and its remanding, make a decision in accordance with the legal understanding of the National Council.

If a HEI files an appeal against a repeated ruling of the National Accreditation Body referred to in paragraph 1 of this Article, the National Council shall decide on the application for accreditation within 30 days from the day of receiving an appeal.

A ruling which denies an appeal of a HEI and a ruling by which the National council decides on an application for accreditation itself, are final in the administrative procedure.

The Nacional Council shall send an appeal ruling to the Nacional accreditation Body which shall send it further without delay to a HEI.

A HEI referred to in paragraph 3 of this Article has the right to resubmit an application for accreditation after the expiration of a period of 90 days from the day of issuing the final decision of rejecting an application for accreditation.

Article 16

The present Regulations shall enter into force on the eighth day of the date of publication in the "Official Gazette of the Republic of Serbia".

President of the National Council for Higher Education

Professor Bela Balint PhD

**ACCREDITATION STANDARDS FOR HIGHER EDUCATION INSTITUTIONS**

**Standard 1: Basic goals and objectives of a higher education institution**

**Standard 2: Planning and control**

**Standard 3: Organization and administration**

**Standard 4: Studies**

**Standard 5: Scientific research and artistic work**

**Standard 6. Teaching staff Standard 7. Non-teaching staff Standard 8. Students**

**Standard 9. Premises and equipment**

**Standard 10. Library, course books and IT support**

**Standard 11. Internal mechanisms for QA**

**Standard 12. Sources of finances**

**Standard 13. Transparency**

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| **Standard 1: Basic tasks and objectives of a higher education institution**  The higher education institution has the adopted objectives which are in accordance with the objectives of higher education and which are determined by law. |
| **Guidelines for implementation of the standard 1:**  1.1. The objectives show the social justification of the existence of a higher education institution, determine the general direction of its activity and are the basis for recognizing the priorities of the higher education institution in the future work.  1.2. The objectives of the higher education institution, summarized, are determined by the management body of the higher education institution and published in the appropriate publication of the institution.  1.3. The objectives are specified, achievable and measurable in accordance with the available possibilities and more closely determine the activity of the higher education institution.  1.4. All activities of the higher education institution, and in particular the development of study programmes, are in accordance with the established basic tasks and objectives of the higher education institution |

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| **Standard 2: Planning and Control**  In order to fulfil the basic tasks and objectives, the higher education institution plans and controls the results of all forms of educational, scientific, artistic, research and professional activities within the scope of its activity |
| **Guidelines for implementation of the standard 2:**  2.1. The higher education institution has a stipulated procedure for short-term and long-term planning. Planning is based on an analysis of internal and external factors. Planning is based on systematic and continuous data collection and their expert analysis. The planning results are plan documents that are open to the public and applied in practice.  2.2. The higher education institution regularly and systematically controls the fulfilment of basic goals. The control is done by comparing the planned and achieved goals and by comparing the results of the higher education institution with its results in the previous period and with the results of similar higher education institutions in the country and the world. A higher education institution makes a report on the results of the control which is open to the public.  2.3. The higher education institution reviews regularly the effectiveness of the implemented planning and control and works on their improvement |

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| **Standard 3: Organization and management**  The higher education institution has an organizational structure and a management system which ensure the achievement of the objectives of the higher education institution. |
| **Guidelines for implementation of the standard 3:**  3.1. The organization of a higher education institution, which is in accordance with the objectives and social needs, is regulated by the statute of the institution.  3.2. Authorities and responsibilities of the management bodies, professional bodies of the higher education institution, and the student parliament are determined by the statute of the higher education institution.  3.3. The work of the management bodies, professional bodies and the student parliament is periodically evaluated. |

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| **Standard 4: Studies**  The content of qualifications and diplomas of certain types and levels of studies correspond to the character and goals of the study programmes. The qualification description of each study programme must be precisely defined and correspond to a certain level of the national qualifications framework. The study programmes of the higher education institution are in line with the basic goals and serve their fulfilment. The higher education institution systematically and effectively plans, implements, monitors, evaluates and improves the quality of study programmes. |
| **Guidelines for implementation of the standard 4:**  **4.1. Guidelines for the application of standard relating to the type and level of studies:**  4.1.1 Qualifications that mark the completion of basic vocational studies are acquired by students:  - who have shown knowledge in the field of studying based on prior education and who are capable of using professional literature;  - who are able to apply knowledge and understanding in the profession;  - who are able to transfer knowledge to others;  - who have the ability to continue their studies;  - who have the capacity for teamwork.  4.1.2 Qualifications that mark the completion of basic academic studies are acquired by students:  - who have demonstrated knowledge in the field of study based on prior education and which is at a level that allows the use of professional literature, but at the same time includes some aspects that rely on the key knowledge of their field of study;   * who are able to apply their knowledge and understanding in a way that indicatesprofessional approach to work or profession and who have the skills most often expressed by conceiving and defending arguments and solving problems within the field of study; * who have the ability to collect and interpret the necessary data; * who have the ability to think about relevant social, scientific or ethical issues; * who are able to inform the professional and general public about their work and the results of their work; * who have developed the abilities necessary for continuing studies.   4.1.3 Qualifications that mark the completion of specialist vocational studies are acquired by students:   * who showed deepened knowledge, understanding and professional skills in selected narrow areas of specialization, based on knowledge and skills acquired in basic vocational or basic academic studies, as a form of special preparation and suitable for successful work in the field of specialization; * who are able to apply deepened knowledge, understanding and skills to successfully solve complex problems in a partially new or unknown environment in the narrower fields of study; * who have acquired the knowledge and skills necessary for team work in solving complex problems from the profession; * who have an increased ability to integrate the acquired knowledge and skills, to evaluate and provide on the basis of available information possible conclusions that at the same time contain reflections on social and ethical responsibilities related to the application of their knowledge and opinions; * who are able to efficiently monitor and adopt new development in the field of specialization and to communicate their conclusions knowledge and way of conclusion in clear and unambiguous manner, to the professional and general public.   4.1.4 Qualifications that mark the completion of master vocational studies are acquired by students:  - who have demonstrated knowledge and understanding in the field of study, complementing the knowledge gained in basic vocational studies and representing the basis for developing critical thinking and applying knowledge in practice;  - who are able to apply knowledge in solving problems in a new or unknown environment in wider or multidisciplinary areas within the educational, scientific or educational-artistic field of studies;  - who have the capacity to integrate knowledge, solve complex problems and to judge on the basis of available information that contains reflections on social and ethical responsibilities related to the application of their knowledge and opinions;  - who are able to communicate their conclusions knowledge and way of conclusion in clear and unambiguous manner, to the professional and general public;  - who are trained to solve practical problems in business enterprises and public institutions.  4.1.5 Qualifications that mark the completion of master academic studies are acquired by students:  - who have demonstrated knowledge and understanding in the field of study, complementing knowledge gained from basic academic studies and representing the basis for developing critical thinking and applying knowledge;  - who are able to apply knowledge in solving problems in a new or unknown environment in wider or multidisciplinary areas within the educational, scientific or educational-artistic field of studies;  - who have the capacity to integrate knowledge, solve complex problems and to judge on the basis of available information that contains reflections on social and ethical responsibilities related to the application of their knowledge and opinions;  - who are able to communicate their conclusions knowledge and way of conclusion in clear and unambiguous manner, to the professional and general public.  4.1.6 Qualifications that mark the completion of specialist academic studies are acquired by students:  - who have demonstrated deepened knowledge, understanding and skills in selected narrower scientific and artistic areas of specialization, based on knowledge and skills acquired at master academic studies and suitable for research in the narrower scientific and artistic areas of studies;  - who are able to apply acquired deepened knowledge, understanding and skills acquired during specialist studies to successfully solve complex problems in a new or unknown environment, in the narrower scientific and artistic fields of studies;  -  who have an increased ability to link the acquired knowledge and solve complex problems, to consider and on the basis of available information to bring conclusions that at the same time contain reflections on social and ethical responsibilities related to the application of their knowledge and opinions;  - who are able to efficiently monitor and adopt new development and results of research in the field of specialization and to communicate their conclusions knowledge and way of conclusion in clear and unambiguous manner, to the professional and general public.  4.1.7 Qualifications that mark the completion of doctoral studies are acquired by students:  - who showed a systematic understanding of a particular field of study;   - who mastered the skills and methods of research in this field;  - who showed the ability to comprehend, design and apply;   - who have shown the ability to adapt the research process to the necessary degree of academic integrity;  - who through original research and work have achieved a performance that extends the boundaries of knowledge, which has been published and which is a reference at the national and international level;  - who are capable of critical analysis, assessment and synthesis of new and complex ideas;  - who can transfer professional knowledge and ideas to colleagues, the broader academic community and the society as a whole;  - who are able to promote technological, social or cultural advancement in the academic and professional environment.  For the purpose of vocational training of persons with acquired higher education for inclusion in the work process, a short programme of studies with a clearly defined structure, purpose and learning outcomes is carried out, and for which a certificate of completion of the short study programme and acquired competencies is issued.  **4.2 Guidelines for the application of standards relating to study programmes**  4.2.1 Each study programme is a connected and coherent entity that includes the goals, structure and content, the policy and procedure of enrolment of students, learning methods and methods of checking knowledge, learning outcomes and student competence.  4.2.2 A higher education institution offering several study programmes ensures that all programmes meet the basic quality standards and that there is a required degree of compliance between them.  4.2.3 The higher education institution publishes the goals of each of the study programmes. Goals include achieving certain knowledge and skills and methods for acquiring them. Goals can include the development of creative abilities and mastering the specific practical skills needed to develop a career.  4.2.4 Study programmes have a consistent structure of appropriate width and depth and appropriate learning methods.  4.2.5 The higher education institution regularly plans and evaluates the results of its study programmes. These activities are based on established goals and available resources.  4.2.6 The higher education institution constantly develops, improves and re-examines the contents of its study programmes, in which the teaching staff plays the decisive role.  4.2.7 Each course from a study programme or a short study programme is indicated by the number of ESPB credits. The scope of the study is expressed by the sum of ECTS credits. The number of ECTS credits required for obtaining a diploma is regulated by law.  Between the different study programs, the transmission of ECTS credits can be carried out within the same degree and type of studies.  Criteria and conditions for transferring ESPB credits and appropriate examination of knowledge are prescribed by the general act of an independent higher education institution, i.e., agreement of higher education institutions.  A short study program can be conducted in the range of 30 to 60 ECTS credits.  4.2.8 The higher education institution has procedures for the adoption and analysis of study programmes. |

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| **Standard 5: Scientific research and artistic work**  Higher education institution which has academic studies organizes scientific research and artistic work |
| **Guidelines for implementation of the standard 5:**  5.1. Higher education institution constantly devises, prepares and carries out scientific, artistic, professional and other types of programmes in as well as national and international projects.  5.2. Higher education institution determines the procedure and criterions for systematic monitoring and evaluating the scope and quality of the scientific research and artistic work of the teaching staff.  5.3. Contents and results of scientific research, artistic work and professional conduct of the institution are in line with the goals of the higher education institution and with the national and European goals and standards of higher education.  5.4. Knowledge which becomes available to the higher education institution through carrying out scientific research and artistic work is included into the teaching process.  5.5. Higher education institution encourages and provides the teaching staff conditions to actively engage in scientific research, artistic work and expert conduct and to publish results of such work as often as possible.  5.6. Higher education institution engages in and encourages publishing activities in accordance with its abilities.  5.7. In order to commercialize the results of scientific research and artistic work the university, or other higher education institution can find a centre for the transfer of technology, innovation centre, technological-business park, start-up company, spin-off company and other organizing units. |

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| **Standard 6: Teaching staff**  Higher education institution employs teachers, researchers and associates who, with their scientific, artistic and teaching activities enable the fulfilment of the institution’s goals. Teaching staff is competent to achieve the study programmes. Teachers have the obligation to improve their teaching, scientific and artistic competence. |
| **Guidelines for implementation of the standard 6:**  **6.1.** The minimal number of lecturers with full-time employment in a higher education institution is 20. At least 80% of the total amount of lecturers with full-time employment must have teaching ranks in the following categories: lecturer, higher lecturer, professor of professional career studies, docent, associate professor and full professor, foreign language teacher and skills teacher.  Teachers in the rank of lecturer, higher lecturer or professor of professional career studies can perform lectures only on professional career studies.  Teachers in the rank of docent, associate professor and full professor can perform lectures on all levels of studies.  **6.2.** The total amount of teachers must be sufficient to cover the total number of classes on the study programmes which the institution carries out in a way that the teachers average a minimum of 180 classes of active teaching (lectures, exercises, practical work and field work) a year, or up to 6 classes per week, with tolerance of 20%. A teacher who is engaged on multiple higher education institutions performs active teaching in each institution proportionate to the engagement percentage from the prescribed maximum of 12 classes, with regard that his total engagement cannot be higher than 12 classes of active teaching per week on all higher education institutions in the Republic of Serbia. Teacher with part-time employment, who conducts a minor part of his working hours outside higher education, can on a weekly basis actively teach in the relevant institution proportionate to the engagement percentage from the prescribed maximum of 12 classes. Teacher with part-time employment, who conducts the majority of his working hours outside higher education, or a teacher engaged on the basis of a supplementary employment contract, can actively teach in the relevant institution within the maximum of 4 classes on a weekly basis. From the total number actively taught classes on each study programme at least 70% are conducted by teachers with full-time employment, as for the study programmes in the field of art that number cannot be lesser than 50%. From the total number of teachers needed for teaching on the years of study of the study programme for which the permit is being sought, academies of professional career studies and higher education career studies, besides the field of arts, must have at least 50% of teachers with the title of a doctor (Ph.D. in Science or Arts). On the master career studies all teachers must have a Ph.D. except in the field of arts.  Professor emeritus is considered as a teacher with full-time employment. A professor emeritus may participate in all types of teaching on academic studies of the first and second degree, be a mentor and member of commissions in the procedure of writing and defending doctoral dissertations, or doctoral artistic projects, be a member of a commission for preparing propositions for the appointment of university teachers and participate in scientific research.  Full member of the Serbian academy of Science and Arts (SANU), who had a title in teaching or science before retiring, may participate in all types of teaching on doctoral studies, be a mentor and member of commissions in the procedure of writing and defending doctoral dissertations, be a member of a commission for preparing propositions for the appointment of university teachers and participate in scientific research.  A person chosen in a scientific rank in a way and in a procedure prescribed by law which regulates scientific research, may participate in all types of teaching on master and doctoral studies, be a mentor and member of commissions in the procedure of writing and defending master thesis and doctoral dissertations, be a member of a commission for preparing propositions for the appointment of university teachers and associates and participate in scientific research.  If the person from the previous paragraph is not employed in a higher education institution in which the programme is carried out, the institution concludes a contract on teaching engagement with him.  Guest professor, who participates in carrying out the study programme, is considered as a teacher with supplementary employment.  Higher education institution may on the proposal of the expert body, in the field of active teaching, including lectures and exercises, engage, on the first and second level of studies, up to one third of classes of a course within a semester, a lecturer without employment who has achieved higher education at least of master academic studies and who has the necessary knowledge and skills in the relevant field and demonstrates talent for teaching.  Moreover, in the field of medicine the higher education institution may on the proposal of the expert body in the field of active teaching, including lectures and exercises, engage on the first level of studies up to one third of classes of a course within a semester, with the title of professional career study lecturer, and a person who has higher education of the first degree and has completed health specialization from a narrower scientific field of the course he is appointed for and who has necessary knowledge and skills in the relevant field and demonstrates talent for teaching.  A lecturer without employment can be engaged only on applied professional course.  Heads of courses employed by the higher education institution are responsible for ensuring quality of teaching carried out by lecturers who are not employed.  **6.3.** Titles of associates are: teaching assistant, assistant, assistant with a Ph.D. Titles of associates in carrying out classes within study programmes within the field of education and arts are: artistic associate, senior artistic associate, independent artistic associate, technical associate, senior technical associate and independent technical associate.  Titles of associate in carrying out classes within study programmes of foreign languages: lector and senior lector.  Higher education institution may for the purpose of carrying out study programmes engage associates who are not employed as well.  The number of associates fits the need for carrying out the study programmes. The total number of associates must be sufficient to cover the total number of classes of the study programmes which are being carried out by the institution, at the same time having each associate average a maximum of 300 classes of active teaching per year, i.e. to average 10 classes of active teaching per week, with 20% tolerance, except in the field of art. Individual limit of associate engagement is 16 classes per week.  **6.4.** Scientific, artistic and professional qualifications of the teaching staff fit the educational-scientific or educational-artistic field and the level of their responsibilities. Qualifications are proven by diplomas, published works, works of art, as well as records of teaching qualities and adequate professional experience.  **6.5.** Higher education institution appoints to the rank of a teaching assistant on the first degree studies a student engaged in master academic studies or specialist academic studies, who finished he’s studies of the first degree with the average grade of at least eight (8).  Exceptionally, higher education institution of professional career studies can appoint to the rank of teaching assistant the first degree studies a student engaged in master professional career studies or specialist professional career studies, who finished he’s studies of the first degree with the average grade of at least eight (8).  In the field of arts, as a teaching assistant a person can be appointed if it has higher education of the first degree, the total average grade of at least eight (8) and at least nine (9) from the group of classes he is designated to, in accordance with the bylaws of the higher educational institution, if master academic studies are not scheduled in that field.  **6.6.** Higher education institution may appoint to the rank of assistant with a Ph.D. a person who [*this fragment of the sentence is lacking in the original text*]  Higher education institution appoints to the rank of assistant, a student on the doctoral studies who has finished each of the previous degrees of studies with the average grade of at least eight (8) and who demonstrates talent for teaching.  Under the conditions set in the previous paragraph the higher education institution may appoint to the rank of assistant also a master of science, or master of art, whose doctoral dissertation subject, or doctoral artistic project is accepted.  Exceptionally, for teaching on the clinical courses the higher educational institution appoints to the rank of assistant a person with the adequate health specialization.  In the field of arts, a person can be appointed as an assistant if he has a degree of a master of arts and works of art which demonstrate the talent for independent artistic creation, if doctoral studies are not scheduled in the field he is appointed to.  In the field of arts, a person can be appointed as an assistant if he has finished academic studies of the first degree and has works of art which demonstrate talent for independent artistic creation, if master and doctoral academic studies are not scheduled in the field he is appointed to.  Higher education institution may appoint to the rank of assistant with a Ph.D. a person who has the scientific title of a doctor of science, or the title of doctor of arts and who demonstrates talent for teaching.  Special requirements for the appointment to the rank of assistant are prescribed by bylaws of the higher education institution.  The higher education institution provides a sufficient number of assistants for carrying out the study programmes with quality and the permanent rejuvenation of the teaching staff.  **6.7.** Higher education institution may appoint to the rank of associate without employment (student instructor, etc.) to help with teaching on the studies of the first degree, students on the first, second or third degree studies, under the condition that they achieved at least 120 ECTS points with the average grade of at least eight (8) on their first degree studies.  **6.8.** For the purposes of carrying out practical classes, which are being done outside the higher education institution, the institution may appoint to the rank of an associate without employment (associate practitioner, clinical assistant, etc.) a person who is employed in the institution where the part of the class is being carried out.  Special requirements for the appointment are prescribed by bylaws of the higher education institution.  **6.9.** The institution provides the conditions for scientific, artistic and professional progress and development of their teachers and associates. The institution provides the conditions for scientific and artistic work, research, involvement in scientific meetings, literature, planning and conducting research, for their teachers and associates.  **Note:**  MA form (Certificate of the submitted entry, change and cancelation to the compulsory social insurance), which is certified by seal and signature of the competent person within the institution, for teachers and associates who have foreign citizenship and who are engaged in full-time employment since 2013 with signature and seal and in electronic form and hardcopy together with the Request.  Certified photocopy of the M1/M2 form (Certificate of the submitted entry-cancelation of insurance, beginning and the cancelation of employment) for each teacher with full-time employment registered before 2013, with signature and seal in electronic form and hardcopy together with the Request.  Consent of the higher education institution for the engagement of their teaching staff in another higher educational institution for the purposes of accreditation. Consent shall contain the title of the study programmes and courses for which the consent is given and the accreditation engagement, and that: in the institution giving the consent, in the institutions where the consent is already given and the institution seeking consent. Beside the consent a Statement of the employee in question that he agrees with the data provided in the consent should be provided.  Consent for accreditation for work of the teaching staff engaged on other basis (supplementary employment…) and that from all higher education institutions where the employee is employed.  Consent shall contain the title of the study programmes and courses for which the consent is given and the accreditation engagement, and that: in the institution giving the consent, in the institutions where the consent is already given and the institution seeking consent. Beside the consent a Statement of the employee in question that he agrees with the data provided in the consent should be provided.  Each engagement of the teaching staff enlisted in the consent should be written in the columns of the electronic form for the study programme: O – Classes of active lectures in other HEI in Serbia and S – Name of the other HEI in Serbia in which the teacher is engaged.  Total engagement of the teachers in Serbia will be checked by the CAQA, which cannot be longer than 12 classes of active teaching. For the teaching staff that has signed a statement that they agree with the data provided in the consent, and a check finds out that the engagement is larger than 12 classes, the MESTD of Serbia will be notified, and the CAQA will undertake measures against the teacher or associate in question. Simultaneously the CAQA will inform the Institution about the issue and the Institution is obliged to send the corrected documents within 15 days. |

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| **Standard 7: Non-teaching staff**  Higher education institution shall have non-teaching staff who provide successful realization of study programmes and the institution’s goals by means of their expert and professional work. |
| **Guidelines for implementation of the standard 7:**  7.1. Higher education institution shall have at least one librarian. Higher education system having over 1000 students shall have at least two highly educated librarians and plain librarian. Higher education institution in applied studies having over 1000 students shall have at least one highly educated librarian and one plain librarian.  7.2. Higher education institution having less than 1000 students shall organize students’ services having at least two executors and one additional executor for each additional 2000 students.  7.3. Higher education institution shall have at least one highly educated executor in work regarding information system.  7.4. Higher education institution shall have at least one executor, with LLB degree, on the duty of secretary.  **Annotation:**  The MA form (certificate of filed application, alteration or deregistration from obligatory social insurance), certified by the seal and the signature of an authorized person of the institution, for non-teaching staff who are foreign citizens and who have been engaged on full-time job since 2013, with signature and seal, in both paper and electronic form as an attachment to the application.  Certified copy of M1/M2 form (certificate of filed application or deregistration from insurance and commencement and cease of employment) for each employee engaged before 2013, with signature and seal, in both paper and electronic form as a supplement to the application. |

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| **Standard 8: Students**  In accordance with its basic tasks, higher education institution shall determine the conditions for the enrolment of students, on the basis of which it selects the candidates. Higher education institution provides students necessary conditions for successful completion of study programmes. |
| **Guidelines for implementation of the standard 8:**  8.1. Higher education system shall open contest for enrolment. The terms of contest consist of the number of students for each study programme, the terms of enrolment, criteria for ranging the candidates, the procedure of contest, the manner of filing a complaint against the determined ranking and the deadline within which it shall be filled, as well as the sum of tuition fee payed by the students whose studies are not financed at the expense of the state.  8.2. The number of students enrolled by the higher education institution must be in accordance with its possibilities in terms of personnel, room, technics and technology.  8.3. The candidate for enrolment at basic studies shall take entrance examination or the examination aimed to determine inclinations and skills in accordance with the higher education institution’s statute. The rank of candidates shall be determined on the basis of general grading during secondary school and results in entrance examination or the examination aimed to determine inclinations and skills.  8.4. The higher education institution permanently and systematically follows the success of students and their progress in each study programme that it carries out, and takes the measures of supports in case of the students’ unsatisfactory results.  8.5. The students’ success in completing a course shall be ceaselessly followed and evaluated during the course. The students’ overall grade in a course consists of the grade received for pre-examination obligations and his/her performance at the examination. The grade attained for pre-examination obligations shall make at least 30% and at most 70% of the overall grade.  8.6. The person who completes studies shall obtain expert, academic or scientific title in accordance with the law. The quality of student shall cease in cases prescribed by the law.  Higher education system provides additional support to students belonging to sensitive groups.  Additional support shall be provided without discrimination on any basis to every student belonging to sensitive social groups who has the need for the additional support in education due to unfavoured social and financial position and or sensory, motorical, intellectual or other form of disability, difficulties concerning studying or other reasons whatsoever.  Additional support contains services provided to students for the sake of fulfilment of study obligations under equal conditions.  The forms of additional support are:   1. providing the interpretator of sign language for the purpose of lectures and tutorials, examinations and the execution of faculty administrative obligations; 2. adaptation of textbooks (electronic form, sound form, the form of Braille and others) in accordance with the Rulebook on the manner of the adaptation of contents and/or the format of a textbook; 3. the organization of study courses in accordance with time- and other limitations of a student (limitations in respect of the transportation of a user of a wheelchair, organization of study courses in an accessible room within the competence of a higher education institution and other) 4. providing necessary assistive technology for the purpose of completing study obligations; 5. providing all other services in accordance with the law and this rulebook necessary for student from sensitive groups in order to be able to complete study obligations under equal conditions.   The higher education institution shall introduce the rulebook on criteria and means of providing support to students from sensitive social groups.  The rulebook shall contain detailly elaborated mechanisms of support provided by the higher education institution, the conditions under which they shall be provided and the source for financing these services.  The higher education institution shall have at least one executor with higher education in humanities on the tasks of support-planning. |

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| **Standard 9: Space and Equipment**  The higher education institution provides the space and equipment necessary for the quality performance of all forms of lectures. Standards of space and equipment are determined by the educationally-scientific, namely educationally-artistic field. |
| **Guidelines for implementation of the Standard 9:**  9.1. Higher education institution provides space for teaching, as follows: - facilities with at least 4 m2 of gross space per student, or 2 m2 per student for teaching in shifts, except in the field of art; - space per student is calculated by dividing the gross space of the institution with the total number of accredited students at the institution in all study programmes and all years of study, whereby the total number of students does not include students who are on a distance study programmes. - amphitheatres, classrooms, laboratories or other premises for teaching, as well as library space and reading room, in accordance with the needs of the educational process of a particular educationally-scientific, or educationally-artistic field; - appropriate working space for professors and associates: - place in the amphitheatre, classrooms and laboratories for each student.  Space must be accessible to students and professors, as well as other academic and non-academic staff with difficult mobility, in accordance with the Rulebook on Technical Accessibility Standards (Official Gazette of the Republic of Serbia No. 46/2013) or the principle of universal design.  9.2. The higher education institution provides space for administrative works, at least two offices for the needs of student services and the secretariat.  9.3. The space provided by the higher education institution for the purposes of teaching and for administration needs must satisfy appropriate urban, technical, technological and hygiene conditions. Space must be in buildings that have the necessary construction and use permits. If facilities for teaching and management purposes are not owned by a higher education institution or are not provided for use, it must provide a lease of these facilities for a period of at least seven years.  9.4. The higher education institution provides the necessary technical equipment for modern teaching in accordance with the needs of the study programme.  9.5. The higher education institution provides equipment and teaching in accordance with the health and safety standards it informs students of.  9.6. The higher education institution provides space for the work of the Student Parliament.  **Natural science and mathematics**  Higher education institution provides additional laboratory space for performing experimental teaching, adequate conditions for teaching in the field and other conditions in accordance with the needs of the study programme in relation to the number of students on courses from which experimental teaching is carried out.  **Medical science**  Laboratories, namely teaching bases for performing practical teaching on pre-clinical courses with capacity and size correspond to the number of students enrolled and the specifics of the studies and teaching courses, so that the capacity is sufficient for a minimum of 20% of the total number of enrolled students. For the purpose of realization of clinical training for students, the university and the medical faculties within, shall cooperate with the appropriate clinics as partners in medical education, and sign a Cooperation agreement. Clinical bases and clinical teaching capacities fully cover the clinical courses of a particular study programme.  **Technical and technological sciences**  For the implementation of study programmes, the higher education institution provides adequate teaching and learning bases, which can be private and in commerce. The private educationally-scientific bases are: teaching laboratories, scientific and research-development laboratories, experimental fields, technical centres and other scientific, research and development and innovation units within higher education institutions. Teaching-scientific bases in the commerce are: institutes, centres of exceptional values, organizations for carrying out innovation activities, organizations for providing infrastructure support to innovation activities and enterprises for the production of food, intermediate goods, equipment and services. Teaching-scientific bases in the commerce are equipped with the necessary measuring, demonstration, computer and information and communication equipment for carrying out teaching activities of experimental, demonstration and simulation character from all courses within a certain group of scientific-professional and professional-applicative courses. In the field of biotechnical sciences, the higher education institution provides at least one appropriate experimental good. Experimental goods in the field of agriculture is in the possession of a higher education institution or uses them on the basis of a lease and covers an area of ​​at least 100 ha of arable land on which different plant species are produced and cultivated by various types of livestock, nursery and seed production, using modern technology supported by quality machinery, according to the requirements of study programmes. Experimental goods in the field of forestry are in the possession of a higher education institution or they are used on a lease basis and covers at least 1000 ha of land, where different types of forest stands are grown, produces seeds and nursery material using modern technology, supported by quality machinery. The contents of the experimental goods correspond to the requirements of the study programmes conducted by the higher education institution. Higher education institutions that are not in biotechnical sciences and have study programmes in agriculture and forestry, have minimal professional practice as well as higher education institutions in biotechnical sciences. For agricultural programmes, a higher education institution must have at least 50 ha of arable land, and in forestry 500 ha under forest stands. This also applies to higher education institutions in biotechnical sciences and higher education units without the status of a legal entity outside the headquarters of the institution, which enrols up to 200 students for the first year of study.  **Art**  For the implementation of the study programme, adequate space for teaching with at least 5 m2 of gross space per student shall be provided. For the study programme, special spaces are needed depending on the specifics of the art field: workshops, laboratories, exhibition space, concert hall, tonal and opera studio, theatre hall, movie projection room, film and TV studio, etc. To carry out the study programme, the necessary equipment for modern teaching is provided, depending on the specificity in the art field.  **Note:**  If facilities for teaching and management purposes are not owned by a higher education institution or are not provided for use, it must provide a lease of these facilities for a period of at least seven years. |

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| **Standard 10: Library, course books and IT support**  The higher education institution has the appropriate library equipped with the necessary textbooks for the teaching and IT resources and services that are used for fulfilling the basic tasks. |
| **Guidelines for implementation of the Standard 10:**  10.1. The higher education institution has a library with literature, which, with by its level and scope, provides support to the teaching process and scientific and artistic work. The library has at least 1000 library units from areas from which the teaching process is conducted.  10.2. The higher education institution provides coverage of all courses with appropriate teaching materials, publications and additional teaching resources. Publications and teaching resources must be available promptly and in sufficient numbers, to ensure that the teaching process is normally carried out.  10.3. The higher education institution has IT equipment, which is necessary for studying and scientific and artistic work. A higher education institution provides at least one computer classroom with internet access.  10.4. The higher education institution provides the necessary training of professors, associates and students in order to effectively use the library and other IT resources. |

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| **Standard 11: Internal quality assurance mechanisms**  The higher education institution adopts and implements a quality assurance strategy in its work. |
| **Guidelines for application of the standard 11:**  11.1. The higher education institution determines a clear and in detail formulated strategy aimed to assure the quality of the teaching process, management of the higher education institution, non-institutional activities as well as working and studying conditions, which are accessible to the public.  11.2. The higher education institution includes all parties interested (representatives of students, labour market, professional associations, etc.) in the process of creating a quality assurance strategy.  11.3. The higher education institution forms a special commission for quality assurance, from among professors, associates, non-teaching staff and students.  11.4. The higher education institution implements a quality assurance strategy established in practice and, for that purpose, undertakes the necessary activities for the implementation of the quality assurance strategy and undertakes measures to eliminate the observed irregularities. The higher education institution especially monitors the quality of teaching process, exams, students' success in studying as a whole and on individual courses, the quality of textbooks and undertakes necessary measures to eliminate the observed shortcomings  11.5. Students have an active role in the adoption and implementation of the quality assurance strategy. Particularly significant is the assessment of the quality of the teaching process, which is determined by student surveys.  11.6. Self-evaluation is an integral part of the quality assurance strategy and is carried out at intervals of up to three years. In the process of self-evaluation, students’ marks about the quality of the teaching process are taken into consideration.  11.7. The higher education institution has a general act on textbooks. |

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| **Standard 12: Sources of funding**  Sources of funding a higher education institution are sufficient if they can ensure the quality of teaching at least for a duration of the study programme. |
| **Guidelines for application of the standard 12:**  12.1. Higher education institution achieves positive financial results in a period of at least three years.  12.2. The higher education institution has an available financial plan for the period of the legally prescribed duration of the study programme, which is an integral part of the business plan of the higher education institution. The financial plan contains clearly presented future planned revenues and expenditures by types and dynamics.  12.3. If necessary, the higher education institution provides the necessary banking loans and guarantees.  **Note:**  For the duration of the whole study programme, apart from mentioned planned revenues and expenditures, sources of financing the planned expenditures should also be stated. |

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| **Standard 13: Transparency of work**  The higher education institution publishes complete, precise, clear and accessible information about its work intended for students, potential students and other interested persons. |
| **Guidelines for application of the standard 13:**  13.1. The information that a higher education institution publishes allows students and potential students to make appropriate decisions about their education.  13.2. Higher education institution announces aims, expected educational outcomes, description of study programmes and description of courses it offers, conditions for enrolment and transfer of ECTS points, amount of scholarship, status of institution and its accreditation, quality assurance strategy, financial results and other relevant data, such as address of the seat and address of the other units of the Institution, relevant telephone numbers and E-mail addresses intended for contact with parties.  All the above stated information the higher education institution must put on the website of the institution. The web presentation is identical in both alphabets (there are also Cyrillic and Latin versions), and it is desirable that it exists in English as well. Web presentation meets basic technical standards of accessibility:   * The visual presentation of the text has a minimal contrast against the background of 4.5: 1, * Web presentation is identically displayed in the most common browsers (*Firefox*, *Internet Explorer*, *Chrome*, *Safari*, *Opera*), * Front page or first non-introductory page shall pass validation by an internationally recognized validator (http://validator.w3.org/unicorn), * there is navigation through the entire presentation with the help of the *Tab* key and it is visually visible, * all the documents on the web presentation that are offered for download are in a readable format - there are no scanned documents in the form of an image (jpg, mpeg, etc.) * “There is a functionality of scalable magnification of the presentation (18-point magnification as well as a proportional increase in presentation parts).”   13.3. The higher education institution publishes a list of members of the management board, as well as a list of professors and associates, with data about their qualifications and engagement in a higher education institution.  13.4. The higher education institution has its web presentation on the Internet.  13.5. The University is obliged to establish a digital repository in which electronic versions of defended Ph.D. thesis or Ph.D. art thesis are permanently stored together with the report of the commission for evaluation of the Ph.D. degrees, the data on the mentor and the composition of the commission and data on the protection of copyrights, as well as to make all the above data publicly available. |