By virtue of the Article 12, paragraph 1, item 14) of the Law on Higher Education ("Official Gazette of the Republic of Serbia" No. 88/2017, 27/2018 and 73/2018), The National Council of Higher Education, at its session held on 28 January 2019, has issued the following

**REGULATIONS**

**on Standards and Procedure for Accreditation of Study Programmes**

Article 1

The present Regulations set forth the standards and procedure for accreditation of study programmes.

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 procedure of accreditation od study programmes.

Article 3

The accreditation procedure shall be performed upon a submission of an application by a HEI.

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 study programme.

Article 5

The Accreditation Commission shall set:

1. Guidelines for preparation of documents for accreditation of study programmes of first and second level;
2. Guidelines for preparation of documents for accreditation of doctoral academic study programmes;
3. Guidelines for a Peer-review panel on the assessment of study programmes of first and second level;
4. Guidelines fora Peer-review panel on the assessment of doctoral academic study programmes.

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 a HEI are in accordance with the Law;

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

3) that the data in the documentation for accreditation of study programme 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 study programme 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 the proposal of the composition of a Peer-review panel for accreditation of study programme 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.

In case of accreditation of study program of doctoral studies, at least one reviewer must be a teacher, a scientist or an artist employed at a higher education institution or a scientific institution from abroad who meets the criteria for a mentor on that study program in accordance with the standards referred to in Article 12, paragraph 1, point 14) of the Law on Higher Education.

Members of a Sub-commission and a Peer-review panel for the accreditation of study programme 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 subject of the accreditation procedure.

A Sub-commission shall submit a 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 study programme 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 the 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 study programme 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 study programme shall determine relevant facts for making a decision on an application for accreditation through the site visit of which the Coordinator notifies the 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 the 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 study programme and evaluate:

* whether a study programme has been prepared according to the accreditation standards;
* which standards 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;

Based on the analysis and assessment referred to in paragraph 1 of this Article and in Article 9, the 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 study programme, a Sub–commission shall determine a proposal of a Decision on accreditation of study programme and submit it to the Accreditation Commission within 30 days from the date of the Peer-review panel Report submission.

In addition to the 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 a Peer-review panel, after which it shall issue a decision on accreditation.

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

 During the accreditation process, the National Accreditation Body:

1) issues a certificate of accreditation of a study programme;

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 receiving of the accurate application.

Article 13

Against the ruling denying an application for accreditation of a study programme, 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.

The ruling which denies the appeal of the HEI and the ruling by which the National council decides on the 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 the HEI.

The 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 National Council for Higher Education

 Professor Bela Balint PhD

**ACCREDITATION STANDARDS FOR THE FIRST AND SECOND LEVEL OF HIGHER EDUCATION**

**Standard 1. Structure of the study programme Standard 2. Purpose of the study programme Standard 3. Objectives of the study programme Standard 4. Competences of graduated students Standard 5. Curriculum**

**Standard 6. Quality, modernity and international compatibility of the study programmes**

**Standard 7. Admission of students**

**Standard 8. Grading and progress of students**

**Standard 9. Teaching staff**

**Standard 10. Organizational and material resources**

**Standard 11. Quality control**

**Additional standards for study programmes conducted in the world language, for joint study programmes, for IMT programmes, for distance studies and for studies in units without the status of a legal entity outside the headquarters of the institution**

**Standard 12. Studies in a foreign language**

**Standard 13. Joint study programmes**

|  |
| --- |
| **Standard 1: Structure of the study programme****Doctoral studies of art have at least 180 ECTS points with a previously completed study scope of at least 300 ECTS points in basic academic and master academic studies, or at completed integrated academic studies. The art project is the final part of the study programme of doctoral studies of art.** |
| **Guidelines for implementation of the standard 1:** 1.1. Each study programme contains clearly stated following elements (which are detailed in the relevant standards):a. the title of the study programme;b. objectives of the study programme;c. the outcome of the study programme;d. title of diploma;e. conditions for enrolment in the study programme;f. a list of compulsory and elective study areas, or courses, with a framework content;g. method of conducting studies - the score of each course expressed in accordance with the European Credit Transfer System;h. the value of the doctoral dissertation expressed in ECTS points;i. preconditions for enrolment of certain courses or groups of courses; j. the method of selecting courses from other study programmes at the same or another university;k. conditions for moving from other study programmes within the same or related fields of study;l. other issues of relevance to the performance of the study program. |

|  |
| --- |
| **Standard 2: The purpose of the study programme**The study programme of doctoral studies of art has a clearly defined and published purpose and role in the education system. |
| **Guidelines for implementation of the standard 2:**2.1. The purpose of the study programme is clearly formulated.2.2. The purpose of the study programme of doctoral studies is the development of art, critical and theoretical thinking, and the education of professionals who are capable to independently conduct artistic research, contributing to the general development of society, and critical evaluate the research of others.2.3. The purpose of the study programme must be in accordance with the mission and objectives of the higher education institution in which the programme is conducted |

|  |
| --- |
| **Standard 3: The objectives of the study programme**The study programme of doctoral studies of art has defined and published objectives. |
| **Guidelines for implementation of the standard 3:**3.1. The objectives of the study programme include acquisition of artistic abilities and academic skills, development of creative abilities and mastering the specific practical skills necessary for future career development.3.2. The goals of the study programme of doctoral artistic studies are in accordance with the contemporary trends in the development of the appropriate artistic field in the world.3.3. The objectives of the study programme must be in accordance with the objectives of the higher education institution in which the programme is conducted. |

|  |
| --- |
| **Standard 4. Competencies of graduated students**By mastering the study program, students acquire general and course-specific skills that are in the function of quality professional, scientific and artistic activity. The qualification description stemming from the study programme which must correspond to a certain level of the National Qualifications Framework. |
| **Guidelines for the application of standard 4:**4.1 By mastering the study program, the student acquires the following general abilities:- analysis, synthesis and forecasting of solutions and consequences:- mastering methods, procedures and research processes;- development of critical and self-critical thinking and approach;- application of knowledge in practice;- development of communication skills and abilities, as well as cooperation with a narrower social and international environment;- professional ethics4.2 By mastering the study program, the student acquires the following course-specific abilities:- basic knowledge and understanding of the discipline of the relevant profession;- solving concrete problems using scientific methods and procedures;- linking basic knowledge from different fields and their application;- monitoring and application of new development in the profession;- development of skills and abilities in the use of knowledge in the appropriate field;- the use of information and communication technologies in mastering the knowledge of the respective area4.3. Learning outcomes are described according to descriptors of learning outcomes of the National Qualifications Framework. |

|  |
| --- |
| **Standard 5: Curriculum** Curriculum of the study programme contains a list and a structure of compulsory and optional courses and modules, with their descriptions. The basic optional trait of art studies is contained in the main course. |
| **Guidelines for application of standard 5:** 1. Structure of the curriculum is contained of a timetable of courses and modules per semester, trimesters, or blocks, number of classes of active courses and number of ECTS credits
2. The forms of courses whose scope is expressed by number of classes are referred to as „active courses “.
3. The number of ECTS credits per semester needs to be 30, and number of ECTS credits per trimester needs to be 20, with allowed discrepancy in the percentage of 20%, for the reason of engaging the students evenly.
4. Study programme of basic studies, master studies or integrated studies must differ from other corresponding study programmes in courses that bring at least 35% of the total amount of ECTS credits, whereby the mentioned 35% is contained of the active courses from the group of professional – applicative, scientific – professional or artistic courses.
5. The study programme must have common ground with modules in the amount of at least 25% of the total amount of ECTS credits.
6. Description of a course contains the name, type of the course, year and semester of studies, number of ECTS credits, names of teachers, the purpose of the course with expected results, knowledge and skills, preconditions for course attendance, course content, recommended literature, methods of lecturing, methods of knowledge testing and evaluating and other important information.
7. The structure of the study programme of basic academic studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:
	* General academic education – cca 15%,
	* Theoretical - methodological – cca 20%,
	* Scientific and artistic professional – cca 35%, and
	* Applied professional– cca 30%.

5.8 The structure of the study programme of basic applied studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits: * + General academic education – cca 15%,
	+ Professional - cca 40% and
	+ Applied professional– cca 45%.

 5.9 The structure of the study programme of master academic studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:* + Scientific and applied professional– cca 70%,
	+ General academic education and theoretical - methodological – cca 30%.

5.10 The structure of the study programme of master applied studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:* + Professional and applied professional– cca 90% and
	+ General academic education – cca 10%.

5.11 The structure of the study programme of specialist academic studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:* + Scientific and applied professional– cca 70%,
	+ General academic education and theoretical - methodological – cca 30%.

5.12 The structure of the study programme of specialist applied studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:* + Professional and applied professional– cca 90% and
	+ General academic education – cca 10%.

5.13 The structure of the study programme of integrated academic studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:* + Scientific and applied professional– cca 70%,
	+ General academic education and theoretical - methodological – cca 30%.

5.14 Within the structure of the study programme, optional courses are present with at least 20% in relation to the total amount of ECTS credits on basic academic studies and at least with 30% on master studies, except for the field of medicine. The list of optional courses should contain at least two times more courses than the number of optional courses that can be chosen. 5.15 Professional practice, which is to be realized in commercial organizations or public institutions, is the integral part of the curriculum of the study programme of master studies and it shall last at least 180 hours, i.e. 90 hours per year.5.17. The final paper is compulsory for all levels of studies and all study programmes. 5.18. There must be at least 600 classes per year or 20 classes per week of active courses and no more than 900 classes per year and 30 classes per week on both levels of studies and on every year of studies. In particular:* On the first level of studies 50% - 60% of 600 classes is reserved for lectures, while the rest can be used for exercises or other forms of active courses.
* On the second level of studies that last longer than one year, during the first year 50% - 60% of 600 classes is reserved for lectures, while the rest can be used for exercises or other forms of active courses
* During the final year of the second level studies and integrated studies, maximum 50% of classes can be used for study research work or applied research work, while the rest can be used for lectures, exercises and other forms of active courses.
* Classes of active courses that are spent for study research work and applied research work on the second level studies are to be divided by 2 while making the calculation of teacher’s occupancy.

**Natural sciences and mathematics**During the final year of the first and second level of studies, there shall be a 90 hours of professional practice which will bring 3 ECTS credits, while on the integrated studies there shall be a 90 hours of professional practice which will bring 3 ECTS credits on both fourth and fifth year of studies. **Technical – technological sciences**Professional practice and practical work in duration of least be 90 hours is the integral part of the curriculum of study programmes for basic and master studies in area of technical – technological sciences, which is to be realized in appropriate scientific-research institutions, organizations for performing innovative activities, organizations for providing support in infrastructure to innovative activities, in companies and public institutions. In area of biotechnical sciences, agriculture and forestry, during basic studies, students realize working practice in duration of at least 90 hours, production practice in duration of at least 90 hours and technological – organizational practice in duration of at least 90 hours. **Social – humanistic sciences**During the last year of studies of first and second level there is professional practice in duration of 90 hours and 3 ECTS credits, while on integrated studies there is professional practice in duration of 90 hours and 3 ECTS credits on both fourth and fifth year of studies. **Medical sciences**The curriculum of the study programme for academic studies in areas from the frame of educational – scientific field of medical sciences must contain compulsory common grounds and possibilities for special studying modules, if it is prescribed that the curriculum shall contain them. Special studying modules should be connected to areas that are in direct relation to medicine, whether they are laboratory or clinical, biological or behavioural, research oriented or descriptive. Curriculum of the study programme shall contain at least 10% of optional courses. **Art**The structure of the study programme of basic academic studies in the field of art contains the following groups of courses in relation to the total amount of ECTS credits:* Artistic and theoretical – artistic groups of courses - cca 80%, whereby artistic group of courses make at least 50%,
* Other groups of courses - cca 20%.

The structure of the study programme of basic applied studies in the field of art contains the following groups of courses in relation to the total amount of ECTS credits:* Artistic and theoretical – artistic groups of courses- cca 50%,
* Applied professional groups of courses – cca 30%,
* Other groups of courses - cca 20%.

The structure of the study programme of master academic studies in the field of art contains the following groups of courses in relation to the total amount of ECTS credits:* Artistic and theoretical – artistic groups of courses - cca 70%, whereby artistic group of courses make at least 50%,
* Other groups of courses - cca 20%.

The structure of the study programme of master applied studies in the field of art contains the following groups of courses in relation to the total amount of ECTS credits:* Artistic and theoretical – artistic groups of courses- cca 45%,
* Applied professional groups of courses – cca 45%,
* Other groups of courses - cca 10%.

The structure of the study programme contains the following percentage of optional courses in relation to ECTS credits: * Basic studies at least 20%,
* Master studies at least 30%,
* Integrated studies at least 25%.

**Duration and realization of pedagogic practice**Higher education institutions that realize pedagogic study programmes must secure pedagogic practice during the second, third and fourth year of studies in duration of minimum 90 hours per year. During the fifth year of the studies pedagogic practice lasts 180 hours and brings 6 ECTS credits. Pedagogic practice is realized in pedagogic institutions. Students of higher education institutions which do not have a study programme for pedagogic education, and whose finished students aim to become teachers of professional courses in high schools, must, according to the Law on the fundamentals of the education system, receive additional education in psychological, pedagogic and methodological disciplines from a higher education institution during the studies or after graduation, that is worth at least 30 ECTS credits and 6 ECTS credits of practice in pedagogic institutions. **Note:**Final paper on master studies is a project in which students solve a practical problem from commercial or public domain, which is accepted by commercial or public institution. Final paper is prepared in commercial or public institution with which the higher education institution signed an agreement. A representative of the institution in which the candidate realized the final paper shall be a member of a Commission for defence of the final paper.  |

|  |
| --- |
| **Standard 6: Quality, modernity and international conformance of the Study Programme** The study programme is in accordance with modern world courses and states of profession, science and art in corresponding educational – scientific, or artistic – educational fields and is comparable with similar programmes that exist on foreign higher education institutions, especially within the frame of european educational space.  |
| **Guidelines for application of Standard 6:** 1. The study programme offers to students the latest scientific, artistic or professional knowledge in appropriate areas
2. The study programme is complete, universal and in conformity with other programmes of the higher education institution.
3. The study programme is in accordance with at least three accredited programmes of foreign higher education institutions, of which there are at least two from European educational space.
4. The study programme is substantially and formally in accordance with determined specific accreditation standards.
5. The study programme is in conformity with European standards in regards to conditions for admission, duration of studies, conditions for transition to the next year of studies, obtaining a diploma and ways of studying and comparability of programmes.

**Medical science**Integrated academic studies of first and second degree (studies of medicine), for obtaining the title „doctor of medicine“, last 6 years or 5.500 classes of theoretical and practical courses, individual work and practice in medical institutions accordant to Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications in part related to medicine. Schooling for nurses, accordant with the same Directive, in contained of at least 4.600 hours of theoretical and clinical training, with full hours, during at least three years of professional education or applied studies, which can bring an appropriate number of ECTS credits. The duration of the theoretical education mentioned in paragraph 2 of this article must last at least in the duration of one third of the minimal duration of schooling, while clinical education must last at least one half of the minimal duration of the schooling. The purpose of the Directive 93/16 of the European Council is to facilitate the freedom of movement of medical workers through mutual recognition of primary and specialistic qualifications of the citizens of EEA (European economic region).  |

|  |
| --- |
| **Standard 7: The enrolment of students**In accordance with the needs of the society and the institution’s resources, the institution shall provide enrolment of students on study programme based on the results in their secondary school education and the test of their knowledge, inclinations and skills. |
| **Guidelines for the application of Standard 7:**1. The number of students enrolled at a study programme shall be determined on the basis on disposable space and personnel resources of the higher education institution.

7.2. Necessary knowledges, inclinations and skills which shall be tested during enrolment competition, as well as the form of the testing correspond to the character of the study programme and shall be published in the terms of contest. |

|  |
| --- |
| **Standard 8: Student-grading and the progress of students**Students shall be graded by constantly following their work and on the basis of credits obtained by completing pre-examination obligations and by passing the examination. |
| **The Guidelines for the application of standard 8:** 1. The students complete study programme by passing exams, for which they obtain certain number of ECTS credits.
2. Each course of the programme carries certain number of ECTS credits that the student obtains by successfully passing the examination.

8.3. The number of ECTS credits that a course carry shall be determined on the basis of work load of a student in the course of completing a course by the application of the unique methodology accepted in advance for all courses and all programs of the higher education institution.8.4. The student’s result in completion of the course is continuously followed in the course of Guidelines and it shall be expressed in credits. Maximally obtainable number of credits within the course equals 100.* 1. The student obtains credits within the course by working during the Guidelines, by fulfilling pre-examination obligations and by passing the examinations. Minimal number of credits obtainable by fulfilling pre-examination obligation in the course of Guidelines equals 30, as the maximal number equals 70.
	2. Every course of the study programme shall have clear and published manner of credit-obtaining. The manner of credit-obtaining includes the number of credits that a student obtains on the basis of each type of activity during the Guidelines or by executing pre-examination obligations and passing the examinations.

The aggregate result of the student in a course shall be expressed with grades from 5 (failed) to 10 (excellent)The student’s grade is based on the aggregate number of credits that the students has obtained by fulfilling pre-examination obligations and by passing the examination, according to the quality of acquired knowledge and skills. |

|  |
| --- |
| **Standard 9: Teaching staff**The teaching staff having necessary scientific, artistic and expert abilities shall be provided for the realization of study programme. |
| **The Guidelines for the application of standard 9:**1. The number of teachers fits the needs of the study programme and depends on the number of courses and the number of classes on those courses. The total number 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) per year, or up to 6 classes per week, with 20% tolerance. 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. A 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.
2. A 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 per week. If a teacher holds exercises, two classes of exercises count as one class of lectures, except in the field of arts. A course on distance studies engages the teacher/associate with 50% engagement which he would have had for studies of the classic type.
3. From the total number actively taught classes on a study programme at least 70% are conducted by teachers with full-time employment, as for the study programmes in the field of arts that number cannot be lesser than 50%. At least 80% of the total amount of teachers 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 docent, associate professor and full professor can perform lectures on all levels of studies.
4. Teachers in the ranks of lecturer, higher lecturer or professor of professional career studies can perform lectures only on professional career studies. On the master career studies all teachers must have a Ph.D. except in the field of arts.
5. A teacher without employment who has achieved higher education at least of master academic studies can participate in active teaching, including lectures and exercises on the first and second level of studies, up to one third of classes of a course within a semester. 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.
6. A professor emeritus may participate in all types of teaching on academic studies of the second and third degree, be a member of a commission for preparing propositions for the appointment of university teachers and participate in scientific research. The total number of staff with the rank of professor emeritus engaged in teaching cannot be larger than 3% of the total number of university teachers.
7. Researcher appointed to 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 academic 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.
8. If a 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.
9. A guest professor, from another independent higher education institution, who participates in carrying out the study programme, is considered as a teacher with supplementary employment.
10. Teachers with full-time employment conduct at least 50% of classes from courses which belong to the following key categories: scientific and applied professional on undergraduate, master and specialist academic studies, or professional and applied professional on undergraduate, master and specialist professional career studies; art, theoretical-art and applied professional on undergraduate and specialist academic studies, or undergraduate, master and specialist professional career studies in the field of art; art, theoretical-art on master academic studies in the field of art.
11. Scientific, artistic and professional qualifications of the teaching staff fit the educational-scientific or educational-artistic field and the level of their responsibilities. Each teacher must have at least five references from a narrower scientific, artistic, or professional field that he teaches on a study programme.
12. The number of associates fits the needs of the study programme and depends on the number of courses and the number of classes on those courses.
13. The total number of associates must be sufficient to cover the total number of classes of the study programmes, in a way that each associate averages a maximum of 300 classes of active teaching per year, i.e. averages 10 classes per week, with 20% tolerance, except in the field of art. The limit of associate engagement is 16 classes of active teaching per week in all higher education institutions in Serbia.
14. 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.
15. A teaching assistant on the first-degree studies may be 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).
16. Exceptionally, a teaching assistant on the first degree of professional career studies may be 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).
17. In the field of arts, a teaching assistant may have 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.
18. An assistant may be a student on 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. An assistant may be appointed if he is a master of science, or master of art, whose doctoral dissertation course, or doctoral artistic project is accepted.
19. Exceptionally, for teaching on clinical courses a person with the adequate health specialization may be appointed to the rank of assistant.
20. 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.
21. 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.
22. An assistant with a Ph.D. may be a person who has the scientific title of a doctor of science, or the title of doctor of arts.
23. An associate without employment (student instructor, etc.) engaged to help with the teaching process, may be a person on the first, second or third degree studies, under the condition that he achieved at least 120 ECTS points with the average grade of at least eight (8) on their first degree studies. An associate (associate practitioner, clinical assistant, etc.) engaged for carrying out practical classes, which are being done outside the higher education institution, may be a person who is employed in the institution where the part of the practical class is being carried out.
24. Heads of courses employed by the higher education institution are responsible for ensuring quality of teaching carried out by lecturers who are not employed.
25. Data on teachers and associates (resume, appointments, references) must be available to the public.

 The higher education institution’s acceptances for the work of the teaching staff on another higher education institution for the purpose of accreditation. The acceptance should contain the name of the study programmes and courses for which the acceptance is given and the accreditation engagement, i.e. at the institution giving acceptance, at the institutions at which the acceptance has been already given and the institution requesting for acceptance. Besides the acceptance, the statement of the worker on accepting the data provided in the acceptance shall be annexed.The acceptances for the accreditation for work of the teaching staff engaged on the other basis (additional work...) from all the higher education institution at which the worker is employed. The acceptance should contain the name of the study programmes and courses for which the acceptance is given and the accreditation engagement, i.e. at the institution giving acceptance, at the institutions at which the acceptance has been already given and the institution requesting for acceptance. Besides the acceptance, the statement of the worker on accepting the data provided in the acceptance shall be annexed.All engagements of the teaching staff cited in the acceptance shall be filled in the columns of the electronic form for the study programme: O- the classes of active Guidelines in other higher education institutions in Serbia and S – the name of other higher education institution in Serbia at which the teacher is engaged.The aggregate engagement of teachers in Serbia shall be checked by the Commission for the accreditation and quality-verification. The engagement must not be greater than 12 classes of active Guidelines. As for the teaching staff who signed the statement of the accordance with the data cited in the acceptance and the verification shows that the engagement is greater than 12 classes, the Ministry of Science and Technological Development of Serbia shall be informed, and the CAQV shall take measures against the teacher, i.e. associate. CAQV shall inform the institution on the circumstance and the institution is obliged to deliver corrected documentation in 15 days term.**Natural science and mathematics** Classes are organized in a way that lecture groups on the first degree of studies have up to 80 students, practice groups up to 25 students and laboratory practice groups up to 15 students, with 10% tolerance.Classes are organized in a way that lecture groups on the master studies have up to 80 students, practice groups up to 25 students and laboratory practice groups up to 15 students, with 10% tolerance.A teacher must have at least five representative references from a educational-scientific field that he is teaching on the study programme, including: monographs, books, articles, scientific and professional works, textbooks, practice books or workbooks, patents and software solutions.**Social-humanitarian studies**For carrying out study programmes in the field of social-humanitarian sciences with quality it is necessary to fulfil the requirements regarding the number of students per teaching group, so that:* size of lecture groups on undergraduate studies for general and theoretical-methodical courses are up to 300 students with 10% tolerance, and for scientific-professional and applied professional courses up to 200 students with 10% tolerance;
* size of practice groups on undergraduate studies for general and theoretical-methodical courses are up to 70 students with 10% tolerance, and for scientific-professional and applied professional courses up to 50 students with 10% tolerance;
* size of lecture groups on master studies are up to 50 students with 10% tolerance;
* size of practice groups on master studies are up to 25 students with 10% tolerance.

Competence of teachers is determined on the basis of scientific work published in international journals, national journals, works published in collections from international scientific meetings, monographs, patents and textbooks. **Technical-technological sciences**For carrying out study programmes of undergraduate and master academic studies in the field of technical-technological sciences with quality it is necessary that the higher education institution fulfils the requirements regarding the number of students per teaching group.Undergraduate classes are organized in a way that lecture groups have up to 180 students, practice groups up to 60 students and laboratory practice groups up to 20 students, with 10% tolerance.For carrying out study programmes of master studies with quality, lecture groups have up to 32 students, practice groups up to 16 students and laboratory practice groups up to 8 students, with 10% tolerance.Representative references of the teaching staff in the field of technical-technological sciences are: scientific and professional works published in international and national journals, works published in collections from scientific and professional meetings, monographs, textbooks, articles, workbooks, practice books, patents, new products or significantly enhanced existing products, new plant types, new breeds of cattle and new technologies.**Medicine**The total number 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 per year, or up to 6 classes per week, with tolerance of 20%.Total engagement per teacher cannot be higher than 12 classes per week. The number of classes includes engagement on all accredited study programmes. The maximum of students in a group for practical classes on preclinical courses is 15, and on clinical courses 7. The maximum of students in a group for theoretical classes is 80, with 10% tolerance. Scientific competence of teacher and associates is evaluated in accordance with the legislation which deals with education and scientific conduct. **Art**Classes on higher education institutions in the field of art is carried out as:* individual;
* group;
* collective.

The organization of classes is based on all three methods of carrying out classes, depending on the type and nature of the course. The size of the group in group classes, depending on the type and nature of the course, is from 2 to 20 students.Collective classes are organized for groups of up to 300 students.Total engagement per teacher cannot be higher than 12 classes per week, and 15 classes per week per associate.Representative references for the educational-artistic field of musical arts are:* artistic work from the field of music (compositions) played at concerts in the country or abroad;
* artistic work from the field of music played at festivals in the country or abroad – soloist at a concert (piece done in its entirety) with a symphony or chamber orchestra, soloist in a vocal-instrumental piece, whole-evening concert, recital, role in an opera;
* concerts and operas in the country and abroad (performing);
* concerts and operas at festivals in the country and abroad;
* master courses, seminars, workshops, public lectures in the country and abroad;
* participating in music competitions in the country and abroad;
* participating in a jury at music competitions of national and international character;
* awards and honours for musical work;
* published theoretical works or textbooks in the country and abroad (books and professional periodicals), published CDs (with reviews).

Representative references for the educational-artistic field of stage and audio-visual arts are:* public performance of the work regularly performed in public;
* public performance of the work at meetings and festivals;
* commercial realization of the artwork;
* participation or organization of special artistic courses, seminars or master workshops in the country and abroad;
* participation in juries at national and foreign festivals;
* awards and honours for artistic work in the country and abroad;
* published theoretical works or textbooks in the country and abroad (books and professional periodicals).

Representative references for the educational-artistic field of fine arts, applied arts and design are:* public display of works of art at independent exhibitions;
* public display of works of art at collective exhibitions with juries and manifestations;
* commercial realization of the artwork;
* participation or organization of special artistic courses, seminars or master workshops in the country and abroad;
* participation in national or international contests for works of art;
* participation in juries at national and foreign exhibits, contest and manifestations;
* awards and honours for artistic work in the country and abroad;
* published theoretical works or textbooks in the country and abroad (books and professional periodicals).

**Note**: A teacher who participates in carrying out master professional career studies besides the references provides the data on participation on scientific, research, artistic, commercial and professional projects carried out in cooperation with commercial businesses. |

|  |
| --- |
| **Standard 10. Organizational and material resources****Adequate human, space, technical, technological, library and other resources meeting the character of the study programme and other resources meeting the character of the study programme and predicted number of students shall be provided.** |
| **Guidelines for the application of standard 10:** 10.1. The higher education institution shall ensure adequate premises for the performance of study programme, namely the buildings with at least 4 sq meters gross per student, namely 2 sq m for teaching in shifts, except in the field of arts. The stated square is calculated as the ratio of the total gross space and the total number of accredited students to the institution in all study programs and each year of study.* 1. If the higher education takes out a lease on the object, to contract duration should be minimum of seven-years term and should contain the description of the structure.
	2. The higher education institution has amphitheatres, classrooms, laboratories or similar rooms for Guidelines, library space and reading room, in accordance with the necessities of the study program, adequate to certain educational/scientific, i.e. educational-artistic fields. Higher education institution provides the place in amphitheatre, reading room and laboratory for every student on the study program.
	3. The higher education institution provides the technical equipment necessary for modern Guidelines in accordance with the necessities of study program.
	4. The higher education institution provides the room that must be accessible to students and professors, as well as other academic and non-academic personnel with walking difficulties, in accordance with the Rulebook on technical standards of accessibility (Official Gazette of the Republic of Serbia, No 46/2013), i.e. the principle of universal design.
	5. Library has at least 100 library units relevant for the execution of the study programme of the higher education institution.
	6. Higher education institution shall provide the coverage of all courses by the adequate textbook literature, study books and auxiliary means available on time and in sufficient number for the regular course of Guidelines at the study program.
	7. Necessary information technology shall be provided for the Guidelines.
	8. Regarding the execution of study programme on master studies, excluding the field of arts, the higher education institution shall prove the fulfilment of the conditions for practicing scientific-research work by being accredited as a scientific institution in accordance with the law.

**Natural science and mathematics**The higher education institution provides additional laboratory space for experimental Guidelines, conditions for field Guidelines and other conditions in accordance with the necessities of study programme in relation to the number of courses with experimental Guidelines.**Technical and technological sciences**For the execution of the study programme appropriate teaching and educational bases shall be provided. The bases can be own bases and the bases in economy.Own teaching and scientific bases are teaching laboratories, scientific laboratories and the laboratories of research and development, technical centres and other scientific units, the units of research and development and innovation units within the higher education institution.Teaching and scientific bases in economy are institutes, the centres of exquisite value, organization for execution of innovation activity, organizations for providing infrastructural support to innovation activity and the enterprises producing food, repromaterial, equipment and services. Teaching bases are equipped with necessary measure, demonstration, computer, information and communication equipment for performing teaching activities of experimental, demonstrational and simulatory character in all the courses within the group of educational-professional and professional-applicative courses.In the field of biotechnical sciences, the following shall be provided: adequate experimental lands of total surface of at least 100 acres of arable land on which various sorts of plants are produced and various sorts of cattle are bred, plant nursery and semination production with the application of modern technology supported by good quality mechanisation conformed with the requests of the study programs in the possession of the higher education institution or on the basis of lease. In the field of forestry, the following shall be provided: adequate experimental lands of total surface of least 1000 acres of the land on which various sorts of forest ingredients are bred, the production of seeds and nursery plant material with the application of modern technology supported by good quality mechanisation. The contents of experimental lands meet the requests of the study programs realized in the higher education institution.The higher education institutions not belonging to biotechnical sciences, but perform study programs in agriculture and forestry, shall have minimal professional practice like the institutions in biotechnical sciences. The higher education institution shall have the usage over at least 50 acres of arable land for the programs in agriculture and 500 acres in forest ingredients for the programs in forestry. The above mentioned shall be also applied to the higher education institutions in biotechnical sciences and higher education institutions not having the status of legal person and not residing in the seat of the institution, which enrol up to 200 students on the first year of studies.**Medical sciences**Laboratories, i. e. Guidelines bases for practical Guidelines on pre-clinic courses shall correspond to the number of enrolled students and the specificities of studies and courses, so that the capacity is sufficient for minimally 20% of aggregate number of enrolled students.The clinical tutorial of students requests the connection of the university, i.e. faculties of medicine, with clinics as partners in medical education.Clinical bases and clinical teaching capacities must cover related clinical courses of the study program. The higher education institution signs cooperation agreements defining responsibilities of both parties with every clinic it uses as a scientific base, within the educational-scientific field of medical science.**Arts** An adequate space for Guidelines with the surface of at least five squared meters gross space per student shall be provided for the execution of study programme Necessary separate rooms shall be provided for the execution of study programme depending of the specificity of the artistic field: workrooms, laboratories, space for exhibitions, concert hall, tone and opera studio, theatre hall, movie hall, film and TV studio and similar.The equipment necessary for modern Guidelines shall be provided depending on the specificity of the artistic field. |

|  |
| --- |
| **Standard 11: The quality control**The control of the quality of the study programme is carried out regularly and systematically be means of self-evaluation and the external quality-verification. |
| **Guidelines for the application of standard 11:**1. The control of the quality of the study programme purports regular and systematic surveillance of its realization and taking measures for the improvement of quality in terms of curriculum, Guidelines, teaching staff, student-grading, textbooks and literature.
2. The control of the quality of the study programs shall be performed in certain time periods determined in advance. The period equals three years as to self-evaluation, and five years as for external quality-verification.

Active role of the students and their grade of the programme quality shall be provided in the course of quality-verification. |

|  |
| --- |
| **Standard 12. Studies in a foreign language**Higher education institution can organize a study programme on any world’s language in every area and for every educationally-scientific field and educationally-artistic field, if it possesses human and material resources that enable the teaching content to be created in accordance with the standards. |
| **Guidelines for the application of standard 12:**12.1 When lectures are conducted in the world’s language, lecturers and associates must have adequate competences for giving lectures in that language.12.2 For lectures in world’s language, it is necessary to establish a minimum of 100 library units on that language. 12.3 The institution provides teaching materials and publications in the language in which the lectures are given. 12.4 Services that work with students must be able to provide services in the world’s language.12.5 Public and administrative documents are issued on the form printed bilingual, in Serbian language in Cyrillic letters and in the language and letters in which the lectures are conducted.12.6 Students must have an adequate language competence from world’s language in which study programme is conducted.12.7 The study programme in the world’s language is accredited as a separate study program, if it is performed only in that language.12.8 If the same programme is accredited in Serbian and in one world’s language, in the assessment of professors' and associates' obligations, as well as in determining the required space, the total number of students in both languages is taken into account. 12.9 The institution for accreditation of the study program, which is conducted in Serbian and in the world’s language, submits a translation of all standards, appendix to the diploma, book of courses and book of professors' in the world’s language as well. |

|  |
| --- |
| **Standard 13. Joint Study Program**A joint study programme (JS-program) is a study programme for obtaining all forms of joint degrees that are organized and carried out by several higher education institutions with the status of a legal entity. Through joint study programme one can obtain a joint diploma, double (two) diplomas, or one diploma issued by an institution determined by mutual agreement of participating institutions... |
| **Guidelines for the application of standard 13:****Realization of joint study programs**13.1 JS-programs can be organized in one or more fields (IMT study programs) at all levels and for both types of higher education studies. Joint study programs shall be conducted by accredited higher education institutions. 13.2. If some of higher education institutions are registered in another country, it must be accredited in that country.13.3 Higher education institutions that organize and perform the JS-Program conclude a contract by which all the elements necessary for the realization of the study programme are regulated. 13.4 The competent organs adopt a Document of realization of the joint study programme or the IMT programme at the University level, in which all the elements that ensure the fulfilment of the adequate standards for the implementation of the JS-study programme are defined. It contains the Act on adopting documents by professional organs of the HI.The basic elements of the document content are: * Information about the study programme which provides the fulfilment of the standard and
* Specifics

Specifics include:1. Engaging personnel, material and spatial resources of each HI in particular.
2. Report from the electronic form for the JS in general and for each HI in particular.
3. Location where JS programme is performed in time and by parts of JS.
4. Obligations of each HI in the process of performing the JS (from the application to issuing of the diploma).
5. Sources of funding and ways to cover the costs.

13.5 Institutions that are jointly accredited for the implementation of the JS-program, material for accreditation of the JS-program jointly submit two or more higher education institutions that have the status of a legal entity and which must have a license for work issued by the Ministry of Education of Serbia.**Request for accreditation of higher education institutions**13.3 Two or more higher education institutions may submit a request for accreditation of the JS-program if jointly they ensure that more than 70% of active class hours in the study program, and for study programme in art more than 50% of active class hours, are performed by professors employed full-time. The accreditation material is unique, so that the request for accreditation is submitted jointly by all the involved higher education institutions. The documentation for accreditation should list all the elements that define the participation of each higher education institution in the realization of the study program.**Place of realization of JS-program**13.4 JS-programs are conducted in the seats of accredited higher education institutions, where the parts of study programme that are conducted in other seats are precisely defined.13.5 Higher education institutions, within one or more levels of study, can be accredited for more JS- programs, whereby they are obliged to indicate for each programme the number of students enrolled and the documentation which shows the fulfilment of standards.13.6 The certification for accreditation of the JS-program provides all the necessary elements that define the participation of each higher education institution in meeting the standards and realization of the study program.**Application, Diploma and Appendix to the Diploma**13.5 The application form for students’ enrolment on JS-programs is jointly announced by accredited higher education institutions. 13.6 Diploma and Appendix to the Diploma shall be signed by the persons authorized by accredited higher education institutions that participates in the realization of the JS-program in the case of a joint diploma, or persons authorized to sign a double diploma, or an authorized person of the institution who, according to the agreement of the participants in the programme can issues one diploma. 13.7 Diploma and Appendix to the Diploma shall be issued on the prescribed form in the Serbian language in Cyrillic letters, in the language of the organizer of the joint programme and in the English language.13.8 When teaching is realized in the language of a national minority, or in one of the world’s languages, public documents are issued on a form printed bilingually in the Serbian language in Cyrillic letters and in the language and letters in which the teaching is conducted. |

|  |
| --- |
| **Standard 14: IMT (interdisciplinary, multidisciplinary and transdisciplinary) study programme**IMT study programmes refer to the interdisciplinary, multidisciplinary and transdisciplinary study programs that include courses from two or more domain within the same or different fields. IMT study programmes can be organized at all three study levels and both types of higher education. |
| **Guidelines for the application of the standard 14:** **Levels and types of studies**14.1 An application for the accreditation of an IMT study programme may be submitted by one or more higher education institutions that ought to possess an accreditation certificate.**Applicants**14.2 An application for accreditation of the IMT study programme may be submitted by one or more independent higher education institutions that must possess an accreditation certificate. If a higher education institution is registered in another country, it must possess appropriate accreditation. Application for accreditation can be submitted by: a Faculty; an University; a College. A higher education institution, within one or more study levels, can accredit several IMT study programmes, whereby it shall indicate the number of enrolling students for each program.**Teaching staff**14.3. The faculty, university or college with the status of a legal entity shall submit an application for accreditation if they provide more than 70% of the competent teaching staff required for the realization of a study programme provided that they are full-time employed at a higher education institution.14.4. In case the IMT programme is realized within the framework of international cooperation, the applicant must provide at least 50% of the competent teaching staff required for the realization of the study programme, provided that the remaining 20% of the teaching staff is being covered with the visiting professors from accredited foreign universities.**Implementation of IMT through a higher education unit within the university**14.5. The realization of the IMT SP within the HU must be defined in the Statute of the University. If the university is not integrated, it shall sign an agreement with higher education institutions within the university whose resources are being used for the realization of a study program, which sets forth the mutual rights and obligations of the HU and these institutions.14.6. In the documentation submitted for accreditation, evidence substantiating the fulfilment of all standards shall be provided, and in particular the total engagement of teachers, including the engagement in already accredited study programs in the country in accordance with the relevant standard. The consent of the Teaching-and Scientific Council of higher education institutions (faculties) with the status of legal entities for engaging their personnel, material, spatial and other resources shall be also enclosed.The diploma and diploma supplement shall be signed by the head of the appropriate higher education unit (president of the corresponding Expert council IMT) and the Rector of the University.**Realization of IMT by several higher education institutions**14.7. Total staff coverage in the sum of all HI must be 70%; The accreditation material is unique; The application for accreditation shall be signed and submitted by all higher education institutions.The study programme shall be deemed as IMT if each of the two main areas contains at least 25% ECTS courses from the given area. These two areas should represent at least 70% of the ECTS of a given study program.**Standards’ compliance**14.8. Each study programme is accredited separately and as such it should meet the envisaged standards, while ensuring compliance with the standards based on the remaining available resources (personnel, material and spatial) that are not engaged in other study programs that are accredited or are in the process of accreditation. The number of students in the group shall correspond to the number of the students in the area where this number is minimal.14.9. Competent teaching staff from other higher education institutions may also take part in the realization of the study programme, provided that the approval of the Teaching and Scientific Council of the parent institution which indicates the type, scope and time of their engagement in the specific IMT study programme has been obtained.**Professional, academic and scientific titles**14.10. Professional, academic and scientific titles are proposed by the applicant for accreditation of the IMT study programme, which refers to accreditation (from the available list of titles). In the process of accreditation of the study program, the appropriate IMT professional, academic and/or scientific title shall be defined, which shall be determined by the National Council for Higher Education. The titled which has been determined in the described manner, shall be stated in the decision on accreditation.14.11. When formulating professional, academic and scientific titles acquired by completing the IMT study, a combination of the whole or parts of the two most predominant areas that make up an interdisciplinary programme shall be used.The two most predominant areas and their order in the title are determined: • based on the relative size of the teaching materials of the given areas • based on the number of ECTS points given in the study programmeIn a diploma supplement, a higher education institution may, if necessary, add to the IMT professional academic and scientific titles - after the dash - and additional determination of the given title. |

|  |
| --- |
| **Standard 15. Distance learning**A study programme based on a distance learning methods and technologies is supported by resources that ensure the quality of a study program. A higher education institution may organize a distance learning programme for each course and any educational, scientific and educational-art field, provided that teaching contents, supported by available resources, can be well-received through distance learning, and if the same level of knowledge of graduates is ensured, the same learning efficiency is achieved and the same rank (quality) of the diploma is obtained as in the case of the usual way of realization of the study programme. |
| **Guidelines for the application of the standard 15:****Programme****15.1.** A distance study programme can be accredited only if the higher education institution has a study programme which is accredited under the same title as the one which is being implemented in a classical manner at the institution headquarters.**Teaching process and communication****15.2.** The content of the study programme is contemporary conceptualized and adapted to the distance learning with the indicated time for consultations (according to the pre-determined schedule).**15.3.** *On line* distance learning is realized in defined terms according to the established and published schedule.**A distance learning package****15.4**. The teaching materials in terms of quality, content and volume shall fully correspond to the goals of education, curriculum, and course programmes and shall be adapted so as to enable an independent and successful acquisition of the necessary knowledge. **15.5.** Distance learning regulation shall ensure a continuous improvement of learning materials.**15.6.** The guidelines provided by the higher education institution contain concrete proposals and suggestions regarding the student learning strategies and independent knowledge testing.**15.7.** The higher education institution is obliged to ensure the use of an adequate media and technologies that correspond to the nature of the programme, as well as appropriate training and expert support for teachers and associates.**Equivalence of the quality of the diploma acquired through the classical learning and distance learning system****15.8**. The distance learning programme can be organized for each area and every educational, scientific and educational-art field provided that the content can be well-grasped through distance learning and provided that it ensures the same learning outcomes, study efficiency and qualification level, compared to the classical way of the study programme realization.realization oet ensures.ss of an independant and succesfull **15.9.** The working method, the teaching staff and the information and communication platform for distance learning shall provide the same quality of the diploma as in the case of classical learning.**15.10.** Comparable to the classical studies, the study programme is formally and structurally harmonized with at least three accredited programmes of foreign higher education institutions, of which at least two belong to the European educational institutions.**Enrolment****15.11.** The enrolment of students to distance learning programmes is performed according to the same criteria that apply to study the programmes that are being conducted in a classical way.**15.12.** The number of the first year students for whom the distance learning programme is accredited cannot exceed 40% of the number of students on the same programme that is realized in a classical manner.**15.13.** Students enrolled in distance learning programme have the flexibility to continue their studies at an appropriate programme that is conducted in a classical manner and vice versa, in the manner and under the conditions defined by the regulations of the higher education institution.**Evaluation and progress of students**15.14. The subsystem aimed at testing of the acquired knowledge of the students is integrated in the remote learning management system and it supports the security function when identifying students, teachers and associates, as well as different forms of learning and knowledge testing (consultations, self-exams, testing, reports, exams), which enable gaining of the appropriate competencies.**15.15.** **The security of establishing a student’s identity for testing purposes is ensured.**The security of establishing student’s identity for testing is ensured. **15.16.** Testing and evaluating of the students' knowledge are carried out through various forms of pre-examination and through the final exam, under the same conditions as in classical studies.**15.17.** The exam shall take place at the headquarters of the higher education institution, that is, in the facilities listed in the work permit of the higher education institution.**Teaching staff** **15.18.** The higher education institution shall have qualified and competent teaching staff for the realization of a study programme carried out as a distance learning programme. Teachers are responsible for drafting of the teaching materials, pre-examination tests and final exams, as well as for aligning all activities so as to enable the acquisition of the necessary knowledge.**15.19.** All teachers and associates who participate in the realization of the study programme shall have the experience in preparing materials for distance learning, or shall attend an appropriate training and obtain adequate certificates as a precondition for conducting a distance learning programme.**15.20.** One teacher shall be in charge for up to three courses per semester. Consultations with students are carried out by teachers or associates. One teacher or associate can conduct consultations with up to 80 students in one semester. In calculating the minimum number and workload of teachers and associates on the realization of the DLS study programme, the following approach is used: **a.** teachers’ workload is determined from the electronic form at the level of a single group of  students, whereas the teacher shall have 50% of the workload that he/she would have in the case  of classical studies. **b.** the minimum number of teachers required for the realization of the DLS study programme is  determined as in the case of classical studies for one group, whereas the calculated minimum  number of the teacher’s workload shall amount to 50% of the workload for classical studies (3  hours of lectures per week).**v.** the minimum number of associates is determined according to the following formula: the number of courses in the semester (the one that has a higher number of courses) shall be multiplied with the number of students, after which that score shall be divided with the maximum number of students per associate (80).**g.** the workload of associates for engaging in DLS consultations (interactive work with students) is calculated on the basis of the number of students with whom DLS consultations take place, whereby the load for the work with 16 students shall be equivalent to a workload of one hour of active teaching per week (up to a total maximum workload of 5 hours per week ).**d**. in the case that the teacher is engaged in DLS consultations, the effective teacher’s workload is, as in classical teaching, half as much as the workload of the associate to work with the same number of students.**15.21.** The required number of teachers and associates in permanent employment is 70% of the minimum number of teachers and associates required for the implementation of the study programme. The total required number of teachers and associates is determined as in the classical way of teaching. A higher education institution must indicate the engagement for each course through the following categories: lectures and other forms of teaching (interactive work - load of teachers/associates on realization of panels, tests, seminar papers, etc.). The modified electronic form is to be filled out in the same way as in the case of classical teaching for one group of students, whereby instead of engaging teachers and associates in conducting the practical courses through associated classes, here the teachers and associates receive the appropriate number of students for DLS consultations.**15.22.** There is a responsible teacher - the manager of a study programme that is realized by distance learning.**Resources (equipment, library and space)** **15.23.** Higher education institution provides equipment and communication and information technologies for the establishment and maintenance of two-way communication on the teacher-student line in order to realize distance learning activities (parts of teaching, consultations, self-examination, knowledge testing in the context of pre-examination obligations, projects, seminar papers, etc.). In the framework of the management system for distance learning, the higher education institution must provide:**а.** one own or leased integrated computer platform with DLS (Distance Learning System), with specialized software for accommodating and distributing multimedia teaching content intended for self-learning (text, audio and video information) and for complete learning process management;**b.** different forms of Guidelines: public broadcasting of a time-planned learning event (broadcasting of lectures or discussions of teachers / experts recorded with the help of a video made by a camera, be it live or previously made and prepared), delivery of lectures and multimedia teaching materials from the server and consultations for guided and informally through discussion forums;**v.** a unique user interface that supports multiple categories of users, including students, teachers and administrators;**g.** the obligation to record the time spent by the student in studying teaching materials and texting and evaluating students with the help of tests, with the support and control of a specialized software package;**d**. high reliability of the system through the appropriate access control system and content protection;**dj.** determining the authority for uploading materials by teachers and associates, administrative staff and students;**e.** communication of teachers and associates with students involving the use of e-mail, discussion forums and real-time discussions;**ž.** testing and evaluating students at a distance (self-exams, pre-examination, reporting, exam);**z.** recording the access to the system by all users.**15.24.** The infrastructure of the distance learning system must be designed and maintained to ensure the confidentiality and integrity of the data, or the continuity of the teaching process.**15.25.** The higher education institution provides access to its own or other appropriate libraries, and in particular to organizations that specialize in the delivery of electronic textbooks and other educational and scientific publications.**15.26.** The higher education institution has a space that, by size and conditions, ensures the normal performance of the final exam, the work of administrative staff and accommodation and work on maintaining an integrated computer platform to support distance learning.**15.27**. A higher education institution which conduct a study programme through a distance learning should have an organizational unit (department / centre) for distance learning.**Quality control of distance studies and maintenance of the system****15.28.** The higher education institution issues a rulebook on the performance of distance learning programme, in which they all elements that guarantee the appropriate level of quality shall be defined through:a. respect of appropriate working standards, primarily in the field of education (organization of work and methodological aspect of studies), as well as in the field of information technology (e-learning).b. quality control by the competent authorities,v. continuous improvement of study quality, as wellg. a systematized work post at the institution for maintaining the infrastructure of the distance learning system.  |

|  |
| --- |
| **Standard 16. Studies in a higher education unit without the status of a legal person outside the headquarters of the institution**A higher education institution may organize a study programme in a unit without the status of a legal person outside the headquarters of the institution if it is supported by the available resources and if the same level of knowledge of graduated students, the same efficiency of study and the same grade (quality) of the diploma as in the case of the realization of the study programme at the headquarters are provided. |
| **Guidelines for the application of standard 16:**16.1. The institution is obliged to regulate the procedure of establishment of a higher education unit, enrolment of students and realization of study programmes by the statute of the institution as the founder.16.2. Institutions that are conducting the study programmes in higher education units outside the headquarters must be accredited by the Commission for Accreditation and Quality Assurance.16.3. In a higher education unit without the status of a legal person outside the institution's headquarters, can also be conducted the study programmes that are accredited for the performance in that unit only.**Teaching staff****16.4.** Teaching staff engaged in a higher education unit is employed in an institution that conducts study programmes outside the headquarters. The number of teachers and associates must be in accordance with applicable standards.**16.5.** When calculating the workload of the teaching staff, students in a higher education unit are calculated as new groups for lectures and exercises according to the applicable standards and for a particular field. To calculate the workload of teachers and associates electronic form shall be used, which has been prepared for the programme performed in a unit outside the headquarters, which shall then be included in the uniform electronic form for the institution.**Non-teaching staff****16.6.** Non-teaching staff engaged in the higher education unit provides successful realization of the study programmes and objectives of the higher education institution through their expert and professional work.**16.7.** Non-teaching staff engaged in a higher education unit is employed in an institution that conducts study programmes outside the headquarters. Their number must be in accordance with applicable standards.**Students****16.8.** Students in a higher education unit without the status of a legal person must be represented in the student's parliament of the institution, the commission for quality and other student bodies, as well as in the institution's management bodies, in accordance with the Law on Higher Education and the Statute of the institution.**Facilities and equipment** **16.9.** The higher education institution provides the facilities and equipment necessary for the quality performances of all forms of teaching in the unit outside headquarters. Standards of facilities and equipment are determined by the educational-scientific, i.e. educational-artistic field.**Library, textbooks and IT support****16.10** The higher education institution shall provide the unit outside headquarters with an appropriate library equipped with necessary teaching textbooks and information resources and services which are used in achieving the objectives. |