By virtue of the Article 12, paragraph 1, item 12) 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 for Initial Accreditation of Higher Education Institutions and**

**Study Programmes**

Article 1

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

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

Article 2

The process of initial accreditation shall determine if the standards are met for the initial accreditation of a HEI and study programmes.

Article 3

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

On behalf of a higher education institution, the request referred to in paragraph 1 of this Article shall be submitted by a temporarily management body, upon a previously passed decision of an expert body.

An application for accreditation 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).

Ministry is obliged, within 30 days after receiving of an application, to check if an application is submitted in accordance with the paragraphs. 3 and 4 of the Article 52 of Law on Higher Education**.**

In case when the Ministry finds that application was not submitted in accordance with the paragraphs 3 and 4 of this Article, it shall determine the additional time up to 30 days for correction of identified deficiencies.

If an applicant fails to correct the deficiencies on time it shall be considered that an application has been withdrawn.

Complete application for initial accreditation with the supporting documents the Ministry shall send to the National accreditation body, within ten days from the date when it finds the application accurate.

Article 4

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

Article 5

The Accreditation Commission shall set:

1. Guidelines for preparation of documents for initial accreditation of HEIs and study programmes;
2. Guidelines for a Peer-review panel on the assessment of standards for initial accreditation of HEIs and study programmes.

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

Article 6

A temporary management body of a HEI shall guarantee:

1. that the internal regulations of a HEI are in accordance with the Law;
2. that the documentation for initial accreditation of a HEI and study programmes is in accordance with the standards and related Guidelines for initial accreditation of HEIs and study programmes;
3. that the data in the documentation for initial accreditation of a HEI and study programmes 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 a 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 for initial accreditation, 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 initial accreditation of a HEI and study programmes 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 initial accreditation of a HEI and study programmes 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 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 initial accreditation of a HEI and study programmes 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 initial accreditation of a HEI and 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 initial accreditation of a HEI and study programmes 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 initial accreditation of a HEI and study programmes and evaluate:

* whether the standards for initial accreditation of HEIs and study programmes are met, which are partially met and which are not met;
* content, quality and scope of study programmes;
* required number of teaching and other staff with appropriate scientific, artistic and professional qualifications;
* appropriate space and equipment, in accordance with the number of students which HEI intends to enrol and required quality of study.

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 and submit it to the sub-commission for consideration.

Article 11

Based on a Report of a Peer-review panel for initial accreditation of a HEI and study programmes, the Sub–commission shall determine a proposal of the Decision on initial accreditation of the HEI and study programmes 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 the 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 initial 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 initial accreditation.

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

The National Accreditation Body shall, within nine months from the date of receiving the application, draw up a Report on the initial accreditation of a HEI and study programs and submit it to the Ministry with the recommendation to:

1. issue a work permit to a higher education institution;
2. deny the application of a HEI for issuing a work permit.

Article 13

If the Ministry, upon receiving of the report of the National Accreditation Body with a recommendation to deny the application of a HEI, issues the ruling by which it denies the application for a work permit (which is final in the administrative procedure), a HEI may initiate an administrative dispute.

Article 14

This Regulation shall enter into force on the eighth day after its publication in the "Official Gazette of the Republic of Serbia".

President of National Council for Higher Education

Professor Bela Balint PhD

**STANDARDS FOR THE INITIAL ACCREDITATION OF INSTITUTIONS OF HIGHER EDUCATION AND STUDY PROGRAMMES**

Standard 1: Objectives and main tasks of higher education institution

Standard 2: Organisation of higher education institution

Standard 3: Studies

Standard 4: Scientific research and artistic work

Standard 5: Quality of teachers and associates

Standard 6. Requirements regarding the number of teachers and associates

Standard 7. Non-teaching staff

Standard 8. Students

Standard 9. Premises and equipment

Standard 10. Library, textbooks, IT support

Standard 11. Provision of financial resources

Standard 12. Internal mechanisms for quality assurance

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| **Standard 1: Objectives and basic tasks of a higher education institution**  **The founder of the higher education institution recognizes the reasons for establishing the institution in accordance with the needs and priorities of the development of the society, improvement of the qualification structure, the development of profession, science and art, and the existence of conditions for higher education. The higher education institution has the adopted basic goals in accordance with the goals of higher education that are determined by law.** |
| **Guidelines for implementation of the standard 1:**  1.1. The founder indicates in the elaborate the reasons for the establishment, goals and tasks.  1.2 The basic tasks of the higher education institution, summarized, are determined by the temporary management body of the higher education institution.  1.3 The goals of the higher education institution determine the specific results that this higher education institution wants to achieve and are they represent the basis for the control of its work.  1.4 The objectives are specific, achievable and measurable in accordance with available opportunities and more specifically determine the activity of the higher education institution.  1.5 All activities of the higher education institution, and in particular the development of study programmes, are in accordance with the established goals of the higher education institution |

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| **Standard 2: Organization of a higher education institution**  The founder of the higher education institution has temporary organs that allow performing the necessary activities required for obtaining a license for performing activities. The organizational structure and management system ensure the attainment of goals and achievement of the tasks of the higher education institution. |
| **Guidelines for implementation of the standard 2:**  2.1 The temporary managing body of the institution by number and composition should correspond to the performance of higher education activities.  2.2 The acting manager shall organize work on the preparation of syllabus and curriculum and necessary teacher profiles, as well as other documentation necessary for the initial accreditation |

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| **Standard 3: Studies**  The content of qualifications and diplomas of certain types and levels of studies correspond to the character and objectives of the study programmes. The qualification description of each study programme must be precisely defined and correspond to a certain level of the national qualification’s framework. The study programmes of the higher education institution are in accordance 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 3.**  3.1. Guidelines for the application of standards relating to the type and level of studies:  3.1.1 Qualifications that signify the completion of basic applied studies are acquired by students:  who have shown knowledge in the field of studying which is based on prior education and which enables to use 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 teamwork ability.   3.1.2 Qualifications that signify 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 indicates a professional approach to a job 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.   3.1.3 Qualifications that signify completion of master applied studies are acquired by students:   * who have demonstrated knowledge and understanding in the field of study, which complements the knowledge acquired in basic applied studies and forms the basis for developing critical thinking and applying knowledge in practice; * capable of applying 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 ability to integrate knowledge, solve complex problems and to judge on the basis of available information that contains considerations on social and ethical responsibilities related to the application of their knowledge and judgements; * who have the ability to transfer their knowledge and the way of reasoning in a clear and unequivocal way to the expert public; * who are capable to solve practical problems in business enterprises and public institutions; * who have the ability to continue their studies in a way that they will choose independently.   3.1.4 Qualifications that signify the completion of master academic studies are acquired by students:   * who have demonstrated knowledge and understanding in the field of study, complementing the knowledge gained in basic academic studies and providing a basis for developing critical thinking and applying knowledge; * who have the ability 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 ability to integrate knowledge, solve complex problems and to judge on the basis of available information that contain considerations on social and ethical responsibilities related to the application of their knowledge and judgements; * who have the ability to transfer their knowledge and the way of reasoning in a clear and unequivocal way to the expert and general public; * who have the ability to continue studies in a way that they will choose independently   3.1.5 Qualifications that signify the completion of specialist academic studies are acquired by students:   * who have demonstrated deepened knowledge, understanding and skills in selected narrow scientific and artistic fields of specialization, based on knowledge and skills acquired in master academic studies which is suitable for research in the narrower scientific and artistic areas of studies; * who have the ability 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 judge and, on the basis of the 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 judgements; * who are capable of effectively tracking and adopting innovations and results of research in the field of specialization and to transfer their conclusions, knowledge and the way of reasoning in a clear and unequivocal way to the expert and general public.   3.1.6 Qualifications that signify the completion of specialist vocational studies are acquired by students:   * who have demonstrated deepened knowledge, understanding and professional skills in selected narrow areas of specialization, which is based on knowledge and skills acquired in basic applied or basic academic studies as a form of special preparation and appropriate for successful work in the field of specialization; * who have the ability to apply deepened knowledge, understanding and skills to successfully solve complex problems in partly new or unknown environments in narrower scientific and artistic areas of studies; * who have acquired the knowledge and skills necessary for teamwork in solving complex problems; * who have an increased ability to integrate the acquired knowledge and skills, to evaluate and, on the basis of available information, to provide possible conclusions which at the same time contain reflections on social and ethical responsibilities related to the application of their knowledge and judgements; * who have the ability to effectively monitor and adopt innovations in the field of specialization and to transfer their conclusions, knowledge and the procedure of reasoning in a clear and unequivocal way to the expert and general public.   3.1.7 Qualifications that signify the completion of doctoral studies are acquired by students:   * who demonstrated a systematic understanding of a particular field of study; * who have mastered the skills and methods of research in this field; * that have demonstrated the ability to design, project and implement; * who have shown the ability to adapt the research process to the necessary degree of academic integrity; * who have, through the original research and work, made an achievement that extends the boundaries of knowledge, which is 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.   3.1.8 The initial accreditation application may only be applied to studies that take place in a classical manner at the headquarters of the institution.  3.2 Transfer of ECTS points may be carried out between different study programmes.  3.3 Higher education institution has procedures for adoption and analysis of study programmes.  3.4. Learning outcomes are described according to descriptors of the learning outcomes of the national qualifications framework, proposed by the National Council for Higher Education and adopted by the Ministry.  **Note.** The documentation for the accreditation of each study programme is prepared in accordance with the Instruction for preparation of documentation for the accreditation of study programmes. |

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| **Standard 4: Scientific-research and artistic work**  **A higher education institution that performs academic studies has organized and planned scientific-research and artistic work.** |
| **Guidelines for the Application of Standards 4:**  4.1 The higher education institution has teachers who are participants in scientific-research and artistic national and international projects.  4.2. The higher education institution has a plan for scientific-research, i.e. artistic work.  4.3 The higher education institution has established the procedure and criteria for systematic monitoring and evaluation of the scope and quality of scientific-research and artistic work of teaching staff |

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| **Standard 5: Quality of teachers and associates**  Higher education institution provides competent teachers and associates in accordance with the Law on Higher Education in a manner that ensures the necessary quality of teaching staff. |
| **Guidelines for application of standard 5:**  **5.1** The higher education institution provides teachers who meet the conditions for election to a certain position. Lecturers, senior lecturers, professors of vocational studies, assistant, associate and full professors must have a valid position (excluding the field of art) at one of the accredited higher education or scientific institutions in the Republic of Serbia which have a competent elective body in the field for which the election is made.  5.2 The higher education institution provides teaching staff whose scientific, artistic and professional qualifications correspond to the educational-scientific i.e. educational-artistic field and level of their duties. Qualifications are proved with degrees, published articles, works of art, as well as Supporting Documents of pedagogical qualities and appropriate professional experience. In the assessment of the fulfilment of this standard, the Regulation on standards and procedure for accreditation of higher education institutions and study programmes are applied accordingly.  The consent of the higher education institution for the engagement of teaching staff at another higher education institution for the purposes of accreditation. The consent should include the name of the study programmes and courses for which the approval and the accreditation engagement is given, as follows: in the institution that gives the consent, in the institutions where the consent has already been given and in the institution, which requests the consent. In addition to the consent, the Statement of a given employee should also be attached, where it is stated that he is in accordance with the data specified in the consent.  The consent for accreditation for the engagement of teaching staff engaged on other bases (supplementary work/outside employment ...) from all higher education institutions where the employee has an employment contract. The consent should include the name of the study programmes and courses for which the consent is required and accreditation engagement, as follows: in the institution from which the consent is sought, in the institutions where the consent has already been given, and the institution which requests the consent. In addition to the consent, the Statement of a given employee should also be attached, where it is stated that he is in accordance with the data specified in the consent.  All the engagements of the teaching staff listed in the consent should be written in the columns of the electronic form for the study programme: O - Active teaching hours in other HEIs in Serbia and S - The name of the second HEI in Serbia where the teacher is hired.  It is necessary to submit the statements of teachers and associates who will, after receiving the accreditation for the engagement of the higher education institution, sign the employment contract.  The total engagement of teachers in Serbia will be checked by Commission for Accreditation and Assurance for Quality (hereinafter abbreviated CAAQ), which should not exceed 12 hours of active teaching. For teaching staff who signed the statement that it is in accordance with the data specified in the consent, and by checking it is established that the engagement exceeded 12 hours, the MNTR of Serbia will be informed, and the CAAQ will take the measures against teacher i.e. associate. At the same time, CAAQ will notify the Institution about this and the Institution is obliged to submit the corrected documentation within 15 days. |

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| **Standard 6: Required number of teachers and associates**  The higher education institution provides the necessary number of competent teachers and associates for the quality of study programmes. |
| **Guidelines for application of standard 6:**   * 1. The condition for the required number of teachers is fulfilled by a higher education institution if it provides evidence that the required number of full-time employment teachers is provided for performing at least 70% of active teaching hours in the study programme for which a work permit is required, and at least 20 teachers for conclusion of a full-time employment contract. The exception are study programmes in the field of art where this number cannot be less than 50%. Of the total number of teachers required for teaching by the years of studies for the study programme for which a work permit is required, academies of vocational studies and a college of vocational studies, apart from the field of art, must have at least 50% of teachers with a scientific title of doctor of science. On master vocational studies all teachers have to have Ph.D. degrees, except in the field of art.   2. If the institution plans to hire part-time teachers, or teachers engaged under a part-time employment contract, these teachers can achieve active teaching at the institution concerned on a weekly basis according to the following rules. A teacher who is hired at several higher education institutions achieve active teaching in each institution in proportion to the percentage of engagement from the prescribed maximum of 12 hours, with the fact that his total engagement cannot exceed 12 hours of active teaching per week at all higher education institutions in the Republic of Serbia. A part-time teacher who reaches most of his working hours out of higher education, i.e., a teacher engaged a part-time employment contract, can weekly achieve an active teaching at the institution concerned for a maximum of 4 hours per week.   3. Of the total number of full-time teachers, at least 80% of them must have a teacher’s rank, a lecturer, senior lecturer, professor of vocational studies, assistant professor, associate professor and full professor.   4. The required number of teachers for full-time employment is provided if the higher education institution encloses evidence that mentioned persons have a valid election to the position of teacher and the concluded work contract (with delayed effect). Those persons have to have the citizenship of the Republic of Serbia or residence permit for the period of accreditation.   5. The number of teachers corresponds to the needs of the study programmes the institution carries out. The total number of teachers must be sufficient to cover the total number of classes in the study programmes which the institution implements, so that the teacher earns an average of up to 180 hours of active teaching (lectures, consultations, exercises, practical work and fieldwork) annually, i.e. up to 6 hours per week, with a tolerance of 20%. Engagement per teacher cannot exceed 12 hours of active teaching per week at all higher education institutions in the Republic of Serbia.   6. Teachers in the title of lecturer, senior lecturer or professor of vocational studies can only teach at vocational studies. Teachers in the title of assistant professor, associate professor and full professor can teach at all types of studies.Professor emeritus counts as a full-time teacher. Professor emeritus can participate in all forms of teaching at second and third level of academic studies, be a mentor and member of the commission in the process of drafting and defending doctoral dissertations, i.e., doctoral art projects, to be a member of the commission for preparing proposals for the selection of teachers of university and to participate in scientific research work.   A member of the SASA, who, prior to retirement, had a teaching or scientific rank, can participate in the performance of all forms of teaching at doctoral academic studies, be a mentor and member of the commission in the process of drafting and defending the doctoral dissertation, to be a member of the commission for the preparation of proposals for the selection of teachers of university and participate in scientific research work.  A person elected to the scientific position in the manner and in accordance with the procedure prescribed by the law regulating scientific research activity, can participate in the performance of all forms of teaching at the master and doctoral academic studies, be a mentor and member of the commissions in the process of drafting and defending the final paper on master studies and doctoral dissertations, to be a member of the commission for preparing proposals for the selection of teachers and associates of universities and to participate in scientific research work. If the person from the previous paragraph does not have a working relationship in the higher education institution where the programme is being performed, the institution concludes with him the contract for retaining services. A visiting professor who participates in the realization of a study programme is counted as a teacher in a additional employment.  The higher education institution may, on the proposal of an expert body, engage in active teaching, including lectures and exercises, at the first and second level of study, up to one third of classes per course during the semester, lecturers outside employment relationship who have obtained higher education at least at level of master academic studies and who has the necessary knowledge and skills in the appropriate field and shows the sense of teaching.  Also, in the field of Medical Science, a higher education institution may, on the proposal of an expert body, engage in active teaching, including lectures and exercises, at the first level of study, up to one third of the classes per course during the semester, to the vocational part-time lecturer, a person with a first degree higher education and a minimum of completed medical specialization from a narrow scientific field of course for which he is selected and who has the necessary knowledge and skills in the appropriate field and shows the sense for teaching. Lecturer outside employment relationship can only be engaged on vocational-applicative courses. The course holders employed at a higher education institution are responsible for ensuring the quality of teaching delivered by teachers outside employment relationship.   * 1. The number of associates corresponds to the needs of carrying out the study programmes. The total number of associates must be sufficient to cover the total number of classes in the study programmes that the institution carry out, with each contributor achieving an average of up to 300 hours of active teaching per year, i.e., an average of up to 10 hours of active teaching per week with 20% tolerance, except in the field of art. Engagement by associate cannot exceed 16 hours of active teaching per week.   2. Associates are: teaching assistant, assistant and assistant with doctorate. Associates teaching in the course of study programmes within the educational and artistic field of art are: artistic associate, senior artistic associate, independent artistic associate, expert associate, senior expert associate and independent expert associate. Associates teaching in foreign language study programmes are: lecturer and senior lecturer.   For the purposes of the realization of study programmes, a higher education institution may also hire associates outside employment relationship.   * 1. The higher education institution in the field of teaching assistant's engagement provides a student who is on a first master's degree programme or specialist academic studies, which completed the first-year of studies with an average grade of at least eight (8).   Exceptionally, the higher education institution of vocational studies can provide for a teaching assistant a student on first-level studies and a student on master vocational study programmes or specialized vocational studies, which completed the first-degree studies with an average score of at least eight (8).  A higher education institution can, in the field of teaching assistant's engagement in the field of art provide a person with a first degree higher education with a total average grade of at least eight (8) and at least nine (9) from the group of courses for which it is provided, in accordance with the general act of higher education if there are no master academic studies envisaged in that area.   * 1. The higher education institution in the field of an assistant provides a doctoral student who has completed each of the previous studies levels with an average grade of at least eight (8) and who shows the sense for teaching. Under the terms of the previous paragraph, a higher education institution may provide an assistant who is master of science or a master of arts whose topic of the doctoral dissertation i.e., a doctoral art project has been accepted. Exceptionally, for teaching on clinical courses, a higher education institution may also provide a person with an appropriate medical specialization for an assistant. An assistant from an art field may be a person who has the academic title of a master of arts and works of art which show a sense of independent artistic creativity, if no doctoral studies are envisaged in the artistic area for which they are elected.   An assistant from an art field may be a person who has completed academic studies of the first degree and has works of art which show a sense of independent artistic creativity, provided that master's academic or doctoral studies are not envisaged in the artistic area for which they are elected.   * 1. The higher education institution may provide for an assistant with a doctorate a person who has acquired the scientific title of a doctor of science, or the artistic name of the doctor of art and who shows the sense for the teaching.   2. The higher education institution may engage an associate outside the employment relationship (demonstrator, etc.) for teaching assistance in first-level studies, a student of first, second- and third-degree studies, provided that at least 120 ECTS credits have been obtained in studies of the first degree with an overall average grade of at least 8 (eight).   3. For the purpose of realization of a part of practical teaching, which is carried out outside the higher education institution, the higher education institution can engage associates outside the employment relationship (assistant practitioner, clinical assistant, etc.) employed at an institution where a part of practical teaching is realized.   **Note**:  Form MA (Confirmation of submitting, changing and cancelation of compulsory social insurance), which is certified by the seal and signature of the authorized person of the institution, for teachers and associates with foreign citizenship and who are engaged in full-time employment since 2013 with signature and seal in electronic and paper form along with the Request.  Certified photocopy of the form M1 / ​​M2 (Certificate of filed application - cancelation of insurance, conclusion and termination of employment) for each teacher with employment contract registered before 2013, with signature and seal in electronic and paper form along with the Request.  The consent of the higher education institution for the engagement of teaching staff at another higher education institution for the purposes of accreditation. The consent should include the name of the study programmes and courses for which the approval and the accreditation engagement is given, as follows: in the institution that gives the consent, in the institutions where the consent has already been given, and in the institution, which requests the consent. In addition to the consent, the Statement of a given employee should also be attached, where it is stated that he is in accordance with the data specified in the consent.  Approvals for accreditation for the engagement of teaching staff engaged on other bases (additional employment...) from all higher education institutions where the employee has a working relationship. The consent should include the name of the study programmes and courses for which it requires approval and accreditation engagement, as follows: in the institution from which the approval is sought, in the institutions where the consent has already been given, and the institution and in the institution, which requests the consent. In addition to the consent, the Statement of a given employee should also be attached, where it is stated that he is in accordance with the data specified in the consent.  All the tasks of the teaching staff listed in the consent should be entered in the columns of the electronic form for the study programme: O - Active teaching hours in other HEIs in Serbia and S - The name of the second HEI in Serbia where the teacher is hired.  The total engagement of teachers in Serbia will be checked by CAAQ, which should not exceed 12 hours of active teaching. For teaching staff who signed the statement that it is in accordance with the data specified in the consent, and by checking it is established that the engagement exceeded 12 hours, the MNTR of Serbia will be informed, and the CAAQ will take the measures against teacher i.e. associate. At the same time, CAAQ will notify the Institution about this and the Institution is obliged to submit the corrected documentation within 15 days. |

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| **Standard 7: Non-teaching staff**  The higher institution shall provide non-teaching staff who provides successful realization of study programs, as well as the basic tasks and goals of the higher education institution, with their expert and professional work. |
| **Guidelines for the application of standard 7:**  7.1 The institution of higher education shall provide at least one librarian.  7.2 The higher education institution shall organize students services with at least one executor.  7.3 The institution of higher education shall provide at least one executor with higher education degree on the tasks of information system.  7.4 The institution of higher education shall provide at least one LLB executor on the duty of the secretary. |

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| **Standard 8: Students**  In accordance with its basic tasks, the higher education institution shall establish the terms of enrolment. The higher education institution provides students necessary conditions for successful completion of study programs. |
| **Guidelines for the application of Standard 8:**  8.1 The higher education student shall adopt terms of enrolment contest as a plan document. The terms of enrolment contest contain: the number of students for study programs, terms of enrolment, criteria for ranking of 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, space, technics and technology.  8.3. The higher education shall plan entrance examination or the examination aimed to determine inclinations and skills, in accordance with the statute of the higher education institution. 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 person who completes studies obtain expert, academic, i.e. scientific title in accordance with the law. The status of student shall cease in cases prescribed by the law. |

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| **Standard 9: Space and equipment**  Higher education institution shall provide necessary space and equipment for good quality of all forms of instruction. The standards of space and equipment shall be determined by educational-artistic field. |
| **Guidelines for the application of Standard 9:**  9.1. The higher education institution provides room for lectures and tutorials, i.e. – buildings spreading for at least four squared meters gross room per student, i.e. two squared meters per students for lectures and tutorials on shifts, excluding the field of arts – room per student shall be calculated by dividing gross room of the institution by the overall number of accredited students at the institution attending all study programmes and all years of studies, whereby the students following distance learning study shall not be counted in aggregate number of students, amphitheatres, laboratories, i.e. other rooms for lectures and tutorials, as well as room for library and reading room, in accordance with the necessities of educational process of a scientific or an artistic field, the adequate working room for teachers and associates, the place for every student in amphitheatre, classroom and laboratory.  The room must be accessible to students and professors, as well as other academic and non-academic personnel with walking difficulties, in accordance with the Regulation on technical standards of accessibility (Official Gazette of the Republic of Serbia, No 46/2013), i.e. the principle of universal design.  9.2. Higher education provides the room for administrative tasks, at least two offices for the needs of students’ services and the secretary’s office.  9.3. The room provided by the higher education institution for the purpose of instruction and administration must fulfil adequate urbanistic, technical, technological and hygienic conditions. The room must be in objects for which building permit and inspection acceptance certificate have been obtained. If the objects for the purpose of instruction and administration are not the property of the higher education institution or it  9.4. The higher education institution provides the technical equipment necessary for modern instruction in accordance with the necessities of study programme.  9.5. The institution of higher education provides equipment and instruction in accordance with health and safety standards, which upon it shall inform the students.  The higher education institution provides the room for the students’ parliament’s work.  **Natural sciences and mathematics**  The higher education institution provides additional laboratory space for experimental instruction, conditions for field instruction and other conditions in accordance with the necessities of study programme in relation to the number of courses with experimental instruction.  **Medical sciences**  Laboratories, i. e. instruction bases for practical instruction 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. For the purpose of students’ tutorials on clinics, the university and the faculties of medicine within it cooperate with appropriate clinics as partners in medical education, on what cooperation contract shall be concluded. Clinical bases and clinical instruction capacities fully cover courses regarding clinics of a study programme.  **Technical and technological sciences**  The higher education institution shall provide adequate teaching and scientific bases, which can be own bases and 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 and scientific bases in economy shall be 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 higher education institution shall provide at least one adequate experimental land. Experimental lands in the field of agriculture shall be in the possession of the higher education institution or taken out on lease. Their surface equals 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. The contents of experimental lands meet the requests of the study programmes realized in the higher education institution.  The higher education institutions not belonging to biotechnical sciences, but perform study programmes 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 programmes in agriculture and 500 acres in forest ingredients for the programmes 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.  **Arts**  An adequate space for instruction 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 instruction shall be provided depending on the specificity of the artistic field.  **Annotation:**  If the higher education institution does not have ownership over the objects for the purpose of instruction or management, or it was not given usage over these objects, the higher education institution shall take out a lease on the object for at least seven-year term. |

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| **Standard 10: Library, books and informational support**  The higher education institution has an adequate library supplied with the necessary books for the realization of the teaching process and informational resources and services which uses in order to fulfil the main tasks. |
| **Guidelines for the application of standard 10:**  10.1 The higher education institution has the library equipped with the literature which by its level and extent provides support for the teaching process, scientific research and artwork. The library has at disposal at least 1000 library units from the area which is the courses of the teaching process.  10.2 The higher education institution provides that all courses are covered by appropriate literature, teaching instruments and auxiliary teaching resources. Teaching instruments and auxiliary teaching resources must be available for a sufficient period of time and in the sufficient number to ensure normal unfolding of the teaching process.  10.3 The higher education institution has at disposal informational equipment which is necessary for studies, scientific research and artwork. The higher education institution ensures at least one computer room with access to the internet. |

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| **Standard 11: Providing of financial resource**  The higher education institution provides sufficient financial resources for the continuing and completion of studies in the case of termination of work of the institution or the termination of realization of a certain study programme. |
| **Guidelines for the application of standard 11:**  11.1 Higher education institution for which establishment the financial resources are not provided from the Budget of the Republic of Serbia, delivers a bank guarantee for the continuation and completion of studies in the case of termination of work of the institution or the termination of realization of a certain study programme, to the amounts 25% of scholarship for the number of students for which the work permit is required.  11.2 The higher education institution has the financial plan for the period of duration of the study programme set by the law, which is an integral part of the business plan of the higher education institution.  The financial plan contains clearly presented the future planned income and outcome sorted by types and dynamic. |

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| **Standard 12. Intern mechanisms for ensuring the quality**  The higher education adopts a strategy for ensuring the quality of its work |
| **Guidelines for the application of standard 12:**  12.1 The higher education institution determines clearly and properly formulated strategy for ensuring the quality of the teaching process, managing the higher degree institution, non-teaching activities, as well as the conditions of work and study.  12.2 The higher education institution creates a special committee for ensuring the quality, out of teaching staff, associates, non-teaching staff and students.  12.3 The higher education institution has a general act on course books. |