

## **INSTRUCTIONS FOR THE PEER REVIEW PANEL FOR THE ASSESSMENT OF THE FULFILMENT OF STANDARDS FOR THE ACCREDITATION OF HIGHER EDUCATION INSTITUTION EXCLUDING UNIVERSITIES AND ACADEMIES OF APPLIED STUDIES**

The aim of accreditation is to determine that the higher education institution and study programmes fulfil the standards from article 12 paragraphs 13) and 14) of the Law on Higher Education ("Official Gazette of the Republic of Serbia" 88/17, 27/18 and 73/18) and that higher education institution is entitled to issue public documents according to this law.

During the process of the accreditation of the higher education institution, it is to be determined whether standards for the accreditation have been fulfilled, whether the institution fulfills the respective conditions from articles 44–48 of the Law on Higher Education ("Official Gazette of the Republic of Serbia" 88/17, 27/18 and 73/18) as well as whether it fulfills the condition regarding the required number of teachers.

The condition regarding the required number of teachers is fulfilled by the higher education institution if it has teachers employed with full-time working hours for the performance of at least 70% of classes of active teaching process within the study programme for which the working licence is required, and at least 20 teachers employed with full-time working hours at the higher education institution.

The exception are the study programmes in the field of art where the number cannot be fewer than 50%

Out of total number of teachers required for the performance of teaching process by each study year for the study programme for which the working licence is required, academies of applied studies and colleges, except in the field of art, are required to have at least 50% of teachers who have acquired the scientific title of a Ph.D.

The process of accreditation is regularly conducted in a seven-year period, or sooner if requested by the higher education institution.

Documentation to be submitted by the institution, as well as the review report, are based on the following documents

1. Regulations and Standards on Procedure for Accreditation of Study Programmes
2. Instructions and Standards for Preparation of Documentation for the Accreditation of Higher Education Institutions (Faculty, College, College of applied studies)

The enlisted documents are available at the website [www.nat.rs](http://www.nat.rs).

Members of the Peer review panel are acquainted with the National Entity for Accreditation and Quality Assurance in Higher Education of Serbia Code of Ethics and they conduct review in accordance with the Code and the according documents.

Peer review panel, depending on the object of review, follows the standards, instructions and documentation submitted by the institution, upon which it makes the REVIEW REPORT.

It is mandatory for the Peer review panel to make the report both in the electronic and paper form.

Peer review panel is obliged to submit the review report in both forms before the deadline enlisted in the review contract.

Members of the Peer review panel receive:

- documentation in electronic form,
- Regulations on Standards and Procedure for Accreditation of Higher Education Institutions
- Instructions for Preparation of Documentation for the Accreditation of Higher Education Institutions (Faculty, College, College of applied studies)
- Standards for Accreditation of Higher Education Institutions (Faculty, College, College of applied studies)
- Regulations on the list of professional, academic and scientific titles
- Regulations on scientific, art or applied areas within educational-scientific/educational-artistic fields.

Peer review panel analyses each standard relevant for the higher education institution.

It is determined in the instructions that the institution proves the fulfilment of standards by an according description, as well as attachments and tables in which according data which document the fulfilment of given standard are depicted. The institution can prove fulfilment of the standard in a different way as well, or by additional attachments and tables that are not enlisted in the Instructions on Preparation of Documentation for the Accreditation.

Reviewers follow the Instructions for the Peer review panel, which are organised in the same manner as Instructions on Preparation of Documentation for the Accreditation. Instructions for review are given in textual descriptions along with each standard, whereby reviewers can open the according files related to the tables and attachments submitted by the institution in its documentation.

After the insight in the submitted documentation, Peer review panel analyses the fulfilment of each individual standard.

Peer review panel prepares a preliminary report on the review form based on the previous analysis and assesses:

- whether self-evaluation is conducted in accordance to the Standards on Self-evaluation and Quality Assessment of Higher Education Institution;
- which standards are, during the self-evaluation and quality assesment, fulfilled entirely, which ones partially, and which ones have not been fulfilled;
- which areas of the higher education institution functioning are satisfactory quality-wise, which are partially satisfactory and which are dissatisfactory.
- which standards have been, during the accreditation of the institution, fulfilled entirely, which ones partially, and which ones have not been fulfilled.
- whether the institution acted in accordance with the recommendations from the previous decision on accreditation and the report on external quality assessment.

Peer review panel for accreditation of higher education institution, establishes additional facts relevant for the making of the decision on the request for accreditation via direct insight into the work of the higher education institution, while the information on its arrival to the higher education institution is to be provided by the coordinator 15 days prior to the planned visit at the latest.

During the visit, the higher education institution is obliged to provide the Peer review panel for accreditation of higher education institution with all the requested data, free access and insight into the teaching process as well as management process, insight into the useful space, encounter with teachers, students, non-teaching staff, self-evaluation commission, alumni organisation, as well as everything else relevant for the process of accreditation.

After the insight into the submitted documentation and the direct insight into the work of the institution, Peer review panel analyses and assesses the fulfilment of each individual standard and gives a numerical grade on the scale from 5 to 10 as well as a descriptive grade, comments and recommendations which are incorporated in the review report.

Peer review panel delivers the review report to the coordinator. The coordinator delivers the report to the higher education institution that can give, within 15 days from the delivery of the report, potential remarks regarding facts enlisted in the report.

After the expiration of the 15-day deadline, Peer review panel makes the final report, in Serbian, and an abstract in English, based on the report and the accepted remarks of the higher education institution and submits it to the subcommissions for consideration.

Based on the final report of the Peer review panel for the accreditation of the higher education institution, subcommission adopts a proposal of the Decision on Accreditation of the Higher Education Institution and delivers it to the Commission for Accreditation within 30 days from the day of the delivery of the final report of the Peer review panel for accreditation of the higher education institution.

The final report is to be delivered along with the proposal of the Decision on Accreditation of the Higher Education Institution.

At its first session after the reception of the proposal of the Decision on Accreditation, the Commission takes the delivered proposal into consideration, requests additional clarifications of the Peer review panel if necessary, after which it renders the decision on accreditation.

Technical instruction for the Peer review panel is organised so that in:

- part one, the depicted item is: Standard

- part two: Description of the institution of the given standard according to the Instructions for Application of Standards as well as the Instructions for Application of Standards,
- part three: Record: Attachments and Tables
- part four: Instructions for Peer review panel for Fulfilment of Standards Assessment.

**Instruction for Peer review panel for assessment of standard fulfilment:**

**REQUEST FOR ACCREDITATION AND THE INTRODUCTORY TABLE**

Peer review panel determines the scope of the accreditation by an insight into the Request for accreditation.

Peer review panel checks whether the higher education institution fulfills the legal conditions for accreditation (number of study programmes of the according type and degree of studies). In the event of the first accreditation of a higher education institution, Peer review panel checks whether the higher education institution submitted the minimum number of study programmes of the appropriate type and degree.

In the event of the first accreditation of a higher education institution, it is conducted at the same time with the submitted study programmes for the accreditation.

Peer review panel enlists

- all the study programmes:
  - which were accredited in the previous period with the date of accreditation, for which accreditation is not requested (cancelled study programmes),
  - study programmes currently in force accredited in the previous period with the date of accreditation, for which accreditation is not requested
  - which were accredited in the previous period, for which accreditation is requested (in case the name of the study programme has changed, a remark is needed),
  - new study programmes for which accreditation is requested,
- duration, total number of accredited students by each study programme (number of students enrolled for the first time, times the number of years of the duration of studies), number of points, educational-scientific or educational-artistic field, IMT studies for each study programme
- total number of accredited students.

Peer review panel determines whether the faculty or the academy of arts with as a legal entity accredits simultaneously all study programmes and the institution, and whether it accredits at least three study programmes of academic studies, one of which being a study programme of basic academic studies.

Peer review panel determines whether the request for a faculty or an academy of arts within an integrated university without the attributes of a legal entity was submitted by the university whose part the faculty is, taking into account, during the review, that in that case total resources are considered at the level of university.

Peer review panel determines whether the college accredits simultaneously the institution and the study programmes, and whether one of them is a study programme of basic academic studies.

Peer review panel determines whether the college of applied studies accredits simultaneously the institution and the study programmes, and whether one of them is a study programme of basic applied studies.

Peer review panel states and inserts as a comment specifics of the relation between study programmes on different degrees of studies (e.g., if there are study programmes at a certain degree of studies and not at other degrees of studies and which study programmes are those, etc).

Peer review panel states separately whether the higher education institution is being accredited for the first time so that the Commission for Accreditation and Quality Assurance would keep in mind other segments of accreditation (study programmes,... ).

Each study programme is accredited for a certain number of students. Total number of students at a study programme is calculated as a number of students enrolled in the first year multiplied with the number of years of the duration of the study programme. Total number of students in the higher education institution that is being accredited is calculated as a total number of students at all study

programmes. Peer review panel checks whether the data provided in the Request are identical to the rest of the documentation submitted by the institution, as well as the data the commission receives before/during/after the visit to the institution.

Peer review panel inserts these data as well as the educational-scientific or educational-artistic fields in which the institution intends to be accredited in the report.

Table INTRODUCTION – Institution, includes basic data on the higher education institution:

- 1) Name of the higher education institution in which the study programme is performed.
- 2) Educational-scientific/educational-artistic field enlisted in accordance with the law.
- 3) Number of accredited students in the higher education institution by each degree of studies.
- 4) Classes of active teaching on all programmes of the institution from the united electronic form (lectures+tutorials) by each degree of studies.
- 5) Space (space, library and space, total amount of square meters); Proportion of total amount of square meters /total number of students; Total number of library units from the area in which the teaching process is performed (base of electronic units) and Total number of computers in computer classrooms.
- 6) Number of teachers /titles of teachers and number of associates/titles of associates).

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

The higher education institution has the adopted objectives which are in accordance with the objectives of higher education and which are determined by law.

#### **Instructions for preparation of documentation for accreditation:**

##### **Description (up to 300 words)**

##### **Instructions for implementing the standard 1:**

1.1. The objectives show the social justification of the existence of a higher education institution, determine the general direction of its activity and are the basis for recognizing the priorities of the higher education institution in the future work.

1.2. The objectives of the higher education institution, summarized, are determined by the management body of the higher education institution and published in the appropriate publication of the institution.

1.3. The objectives are specified, achievable and measurable in accordance with the available possibilities and more closely determine the activity of the higher education institution.

1.4. All activities of the higher education institution, and in particular the development of study programmes, are in accordance with the established basic tasks and objectives of the higher education institution

##### **Documents**

**Attachment 1.1.** Publication of the institution or a website of the institution

#### **Instructions for the Peer review panel for the Standard Compliance Assessment:**

The review commission assesses whether the basic tasks of a higher education institution are determined by the management body, whether they are published, and other requirements of the standard.

In addition to the assessment of the compliance with the standard, the Peer review panel provides explanations of the assessment related to the fulfillment of this standard, based on the attachments to the application for accreditation, the facts established during the visit and the documents provided by the institution on request of the Peer review panel before / during / after the visit.

### **Standard 2: Planning and Control**

In order to fulfill the basic tasks and objectives, the higher education institution plans and controls the results of all forms of educational, scientific, artistic, research and professional activities within the scope of its activity

<b>Instructions for preparation of documentation for accreditation:</b>
<b>Description (up to 100 words):</b>
<p><b>Instructions for implementation of the standard 2:</b></p> <p>2.1. The higher education institution has a stipulated procedure for short-term and long-term planning. Planning is based on an analysis of internal and external factors. Planning is based on systematic and continuous data collection and their expert analysis. The planning results are plan documents that are open to the public and applied in practice.</p> <p>2.2. The higher education institution regularly and systematically controls the fulfillment of basic goals. The control is done by comparing the planned and achieved goals and by comparing the results of the higher education institution with its results in the previous period and with the results of similar higher education institutions in the country and the world. A higher education institution makes a report on the results of the control which is open to the public.</p> <p>2.3. The higher education institution reviews regularly the effectiveness of the implemented planning and control and works on their improvement</p>
<b>Documents</b>
<p><b>Attachment 2.1.</b> Adopted work plan of the institution.</p> <p><b>Attachment 2.2.</b> Annual report of the institution or similar document.</p>
<b>Instructions for the Peer review panel for the Standard Compliance Assessment:</b>
<p>The review commission checks whether the institution has a Work Plan, and what it contains and assesses whether the planning is based on systematic and continuous data collection, lists them - provides a brief description to their professional analysis and whether the planning documents are open to the public.</p> <p>The Peer review panel determines whether the institution carries out control by comparing the planned and achieved goals and by comparing the results of the higher education institution with its results in the previous period, comparing it with the result of the comparison and whether it makes a report that is open to the public, analyzes whether the report contains elements which document complete activity of the institution.</p> <p>In addition to the assessment of the compliance with the standard, the Peer review panel provides explanations of the assessment related to the compliance of this standard, based on the attachments to the application for accreditation, the facts established during the visit and the documents provided by the institution on request of the Peer review panel before / during / after the visit.</p>

<b>Standard 3: Organization and management</b>
The higher education institution has an organizational structure and a management system which ensure the achievement of the objectives of the higher education institution.
<b>Instructions for preparation of documentation for accreditation:</b>
<b>Description of the organizational structure and the institution management body (up to 300 words):</b>
<p><b>Instructions for implementation of the standard 3:</b></p> <p>3.1. The organization of a higher education institution, which is in accordance with the objectives and social needs, is regulated by the statute of the institution.</p> <p>3.2. Authorities and responsibilities of the management bodies, professional bodies of the higher education institution, and the student parliament are determined by the statute of the higher education institution.</p> <p>3.3. The work of the management bodies, professional bodies and the student parliament is periodically evaluated.</p>
<b>Documents</b>

**Table 3.1.** A list of all organizational units within the institution.

**Attachment 3.1.** Statute of the institution.

**Attachment 3.2.** Act on Organization - if applicable.

**Attachment 3.3.** Decision on the members of the Council of the higher education institution.

**Instructions for the Peer review panel for the Standard Compliance Assessment:**

Based on the description, the data given in the table and the attachments, the Peer review panel assesses whether there is a statutory organization structure and management system.

In addition to the assessment of the compliance with the standard, the Peer review panel provides explanations of the assessment related to the fulfillment of this standard, based on the attachments to the application for accreditation, the facts established during the visit and the documents provided by the institution on request of the Peer review panel before / during / after the visit.

**Standard 4: Studies**

The content of qualifications and diplomas of certain types and levels of studies correspond to the character and goals of the study programmes. The qualification description of each study programme must be precisely defined and correspond to a certain level of the national qualifications framework. The study programmes of the higher education institution are in line with the basic goals and serve their fulfillment. The higher education institution systematically and effectively plans, implements, monitors, evaluates and improves the quality of study programmes.

**Instructions for preparing documentation for accreditation:**

**Description (up to 100 words):**

Description of the qualification that marks completion of basic vocational studies

Description of qualifications that marks the completion of specialist vocational studies

Description of the qualifications that mark the completion of basic academic studies

Description of the qualification that marks completion of master academic studies

Description of the qualification that marks completion of master vocational studies

Description of the qualifications that marks the completion of specialist academic studies

Description of qualifications that marks the completion of doctoral studies

(Each individual description is given with a maximum of 100 words in the case of a higher education institution)

**Instructions for the application of standard 4:**

**4.1. Instructions for the application of standard relating to the type and level of studies:**

4.1.1 Qualifications that mark the completion of basic vocational studies are acquired by students:

- who have shown knowledge in the field of studying based on prior education and who are capable of using professional literature;
- who are able to apply knowledge and understanding in the profession;
- who are able to transfer knowledge to others;
- who have the ability to continue their studies;
- who have the capacity for teamwork.

4.1.2 Qualifications that mark the completion of basic academic studies are acquired by students:

- who have demonstrated knowledge in the field of study based on prior education and which is at a level that allows the use of professional literature, but at the same time includes some aspects that rely on the key knowledge of their field of study;
  - who are able to apply their knowledge and understanding in a way that indicates professional approach to work or profession and who have the skills most often expressed by conceiving and defending arguments and solving problems within the field of study;
  - who have the ability to collect and interpret the necessary data;
  - who have the ability to think about relevant social, scientific or ethical issues;
  - who are able to inform the professional and general public about their work and the results of their work;

- who have developed the abilities necessary for continuing studies.

#### 4.1.3 Qualifications that mark the completion of specialist vocational studies are acquired by students:

- who showed deepened knowledge, understanding and professional skills in selected narrow areas of specialization, based on knowledge and skills acquired in basic vocational or basic academic studies, as a form of special preparation and suitable for successful work in the field of specialization;
- who are able to apply deepened knowledge, understanding and skills to successfully solve complex problems in a partially new or unknown environment in the narrower fields of study;
- who have acquired the knowledge and skills necessary for team work in solving complex problems from the profession;
- who have an increased ability to integrate the acquired knowledge and skills, to evaluate and provide on the basis of available information possible conclusions that at the same time contain reflections on social and ethical responsibilities related to the application of their knowledge and opinions;
- who are able to efficiently monitor and adopt new development in the field of specialization and to communicate their conclusions knowledge and way of conclusion in clear and unambiguous manner, to the professional and general public.

#### 4.1.4 Qualifications that mark the completion of master vocational studies are acquired by students:

- who have demonstrated knowledge and understanding in the field of study, complementing the knowledge gained in basic vocational studies and representing the basis for developing critical thinking and applying knowledge in practice;
- who are able to apply knowledge in solving problems in a new or unknown environment in wider or multidisciplinary areas within the educational, scientific or educational-artistic field of studies;
- who have the capacity to integrate knowledge, solve complex problems and to judge on the basis of available information that contains reflections on social and ethical responsibilities related to the application of their knowledge and opinions;
- who are able to to communicate their conclusions knowledge and way of conclusion in clear and unambiguous manner, to the professional and general public;
- who are trained to solve practical problems in business enterprises and public institutions.

#### 4.1.5 Qualifications that mark the completion of master academic studies are acquired by students:

- who have demonstrated knowledge and understanding in the field of study, complementing knowledge gained from basic academic studies and representing the basis for developing critical thinking and applying knowledge;
- who are able to apply knowledge in solving problems in a new or unknown environment in wider or multidisciplinary areas within the educational, scientific or educational-artistic field of studies;
- who have the capacity to integrate knowledge, solve complex problems and to judge on the basis of available information that contains reflections on social and ethical responsibilities related to the application of their knowledge and opinions;
- who are able to to communicate their conclusions knowledge and way of conclusion in clear and unambiguous manner, to the professional and general public.

#### 4.1.6 Qualifications that mark the completion of specialist academic studies are acquired by students:

- who have demonstrated deepened knowledge, understanding and skills in selected narrower scientific and artistic areas of specialization, based on knowledge and skills acquired at master academic studies and suitable for research in the narrower scientific and artistic areas of studies;
- who are able to apply acquired deepened knowledge, understanding and skills acquired during specialist studies to successfully solve complex problems in a new or unknown environment, in the narrower scientific and artistic fields of studies;
- who have an increased ability to link the acquired knowledge and solve complex problems, to consider and on the basis of available information to bring conclusions that at the same time contain reflections on social and ethical responsibilities related to the application of their knowledge and opinions;
- who are able to efficiently monitor and adopt new development and results of research in the field of specialization and to communicate their conclusions knowledge and way of conclusion in clear and unambiguous manner, to the professional and general public.

#### 4.1.7 Qualifications that mark the completion of doctoral studies are acquired by students:

- who showed a systematic understanding of a particular field of study;
- who mastered the skills and methods of research in this field;

- who showed the ability to comprehend, design and apply;
- who have shown the ability to adapt the research process to the necessary degree of academic integrity;
- who through original research and work have achieved a performance that extends the boundaries of knowledge, which has been published and which is a reference at the national and international level;
- who are capable of critical analysis, assessment and synthesis of new and complex ideas;
- who can transfer professional knowledge and ideas to colleagues, the broader academic community and the society as a whole;
- who are able to promote technological, social or cultural advancement in the academic and professional environment.

For the purpose of vocational training of persons with acquired higher education for inclusion in the work process, a short programme of studies with a clearly defined structure, purpose and learning outcomes is carried out, and for which a certificate of completion of the short study programme and acquired competencies is issued.

#### **4.2 Instructions for the application of standards relating to study programmes**

4.2.1 Each study programme is a connected and coherent entity that includes the goals, structure and content, the policy and procedure of enrollment of students, learning methods and methods of checking knowledge, learning outcomes and student competence.

4.2.2 A higher education institution offering several study programmes ensures that all programmes meet the basic quality standards and that there is a required degree of compliance between them.

4.2.3 The higher education institution publishes the goals of each of the study programmes. Goals include achieving certain knowledge and skills and methods for acquiring them. Goals can include the development of creative abilities and mastering the specific practical skills needed to develop a career.

4.2.4 Study programmes have a consistent structure of appropriate width and depth and appropriate learning methods.

4.2.5 The higher education institution regularly plans and evaluates the results of its study programmes. These activities are based on established goals and available resources.

4.2.6 The higher education institution constantly develops, improves and re-examines the contents of its study programmes, in which the teaching staff plays the decisive role.

4.2.7 Each subject from a study programme or a short study programme is indicated by the number of ESPB credits. The scope of the study is expressed by the sum of ECTS credits. The number of ECTS credits required for obtaining a diploma is regulated by law.

Between the different study programs, the transmission of ECTS credits can be carried out within the same degree and type of studies.

Criteria and conditions for transferring ESPB credits and appropriate examination of knowledge are prescribed by the general act of an independent higher education institution, i.e., agreement of higher education institutions.

A short study program can be conducted in the range of 30 to 60 ECTS credits.

4.2.8 The higher education institution has procedures for the adoption and analysis of study programmes.

#### **Record**

**Table 4.1.** List of study programmes accredited since 2011 in a higher education institution.

**Attachment 4.1.** Decisions on the acceptance of study programmes for which accreditation is requested at the moment of submitting an application for accreditation adopted by the competent bodies of the Institution.

**Attachment 4.2.** Certificates on the accreditation of study programmes at the Institution since 2011.

#### **Instructions for the Peer review panel for compliance assessment:**

The Peer review panel determines whether all the programmes listed in the study programmes list are accepted by the competent authority and the facts related to it are entered in the comment.

The Peer review panel assesses whether students gain qualifications that correspond to the completion of a particular degree of study and whether qualification descriptions are appropriate to the degree of study, on the basis of the attachments along with the request for accreditation, the facts that were determined



during the visit and the documents provided by the institution upon request of the Peer review panel before / during / after the visit.

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

Higher education institution which has academic studies organizes scientific research and artistic work

#### **Guide for preparing documents for accreditation:**

#### **Description of scientific research and artistic work (no longer than 300 words):**

##### **Guide for applying standard 5:**

5.1. Higher education institution constantly devises, prepares and carries out scientific, artistic, professional and other types of programmes in as well as national and international projects.

5.2. Higher education institution determines the procedure and criteria for systematic monitoring and evaluating the scope and quality of the scientific research and artistic work of the teaching staff.

5.3. Contents and results of scientific research, artistic work and professional conduct of the institution are in line with the goals of the higher education institution and with the national and European goals and standards of higher education.

5.4. Knowledge which becomes available to the higher education institution through carrying out scientific research and artistic work is included into the teaching process.

5.5. Higher education institution encourages and provides the teaching staff conditions to actively engage in scientific research, artistic work and expert conduct and to publish results of such work as often as possible.

5.6. Higher education institution engages in and encourages publishing activities in accordance with its abilities.

5.7. In order to commercialize the results of scientific research and artistic work the university, or other higher education institution can found a center for the transfer of technology, innovation center, technological-business park, start-up company, spin-off company and other organizing units.

#### **Record**

**Table 5.1.** List of associates of the UAS involved in scientific, artistic and professional projects which are currently being carried out at the Institution.

**Table 5.2.** Joint overview of scientific, artistic and professional results in the previous year at the Institution.

**Attachment 5.1.** Plan of scientific research and artistic work at the Institution.

**Attachment 5.2.** Accreditation document of the Institution as NIO

**Attachment 5.3.** Yearly report of the Institution or similar document.

**Attachment 5.4.** List of the most important results of the Institution and for each VJ for the previous year (sorted by the marks given by the competent Ministry, not more than 50 references)

**Attachment 5.4.A** Bylaw of the Institution which regulates scientific research and artistic work.

**Attachment 5.4.B** Plan of improving scientific and artistic youth for the accreditation period.

**Attachment 5.4.V** Results of scientific research and artistic work in the last five years.

#### **Guide for the Peer review panel for determining the fulfillment of the standard**

The Peer review panel on the basis of the data provided in the tables, description and attachments determines whether the institution prepares and carries out scientific and artistic, professional, national and international projects.

The Peer review panel determines whether the content and the results of scientific research, artistic work and professional activities are in line with the goals of the higher education institution and with the national and European goals and standards of higher education, and whether the knowledge that becomes available to the higher education institution through scientific research and artistic work is included in the teaching process. On the basis of the presented data regarding scientific research and artistic work the Peer review panel determines whether the institution encourages the teaching staff to actively engage in scientific research, artistic work and professional activities, whether it provides

conditions for carrying out these activities and whether it publishes the result of these activities.

The Peer review panel elaborates the evaluation of scientific research and/or artistic work and comments on the achieved results.

The Peer review panel besides the evaluation of the fulfillment of the standard gives explanation of the evaluation regarding the fulfillment of this standard, on the basis of the attachments to the request for accreditation, facts which it determined during the visit and documents which were provided by the institution on the request of the Peer review panel before/during/after the visit.

For higher education institutions of professional career studies the Peer review panel only gives comments without evaluation.

#### **Standard 6: Teaching staff**

Higher education institution employs teachers, researchers and associates who, with their scientific, artistic and teaching activities enable the fulfillment of the institution's goals. Teaching staff is competent to achieve the study programmes. Teachers have the obligation to improve their teaching, scientific and artistic competence.

#### **Guide for preparing documents for accreditation:**

##### **Description (up to 300 words):**

##### **Guide for applying standard 6:**

**6.1.** The minimal number of lecturers with full-time employment in a higher education institution is 20. At least 80% of the total amount of lecturers with full-time employment must have teaching ranks in the following categories: lecturer, higher lecturer, professor of professional career studies, docent, associate professor and full professor, foreign language teacher and skills teacher.

Teachers in the rank of lecturer, higher lecturer or professor of professional career studies can perform lectures only on professional career studies.

Teachers in the rank of docent, associate professor and full professor can perform lectures on all levels of studies.

**6.2.** The total amount of teachers must be sufficient to cover the total number of classes on the study programmes which the institution carries out in a way that the teachers average a minimum of 180 classes of active teaching (lectures, exercises, practical work and field work) a year, or up to 6 classes per week, with tolerance of 20%. A teacher who is engaged on multiple higher education institutions performs active teaching in each institution proportionate to the engagement percentage from the prescribed maximum of 12 classes, with regard that his total engagement cannot be higher than 12 classes of active teaching per week on all higher education institutions in the Republic of Serbia. Teacher with part-time employment, who conducts a minor part of his working hours outside higher education, can on a weekly basis actively teach in the relevant institution proportionate to the engagement percentage from the prescribed maximum of 12 classes. Teacher with part-time employment, who conducts the majority of his working hours outside higher education, or a teacher engaged on the basis of a supplementary employment contract, can actively teach in the relevant institution within the maximum of 4 classes on a weekly basis. From the total number actively taught classes on each study programme at least 70% are conducted by teachers with full-time employment, as for the study programmes in the field of art that number cannot be lesser than 50%. From the total number of teachers needed for teaching on the years of study of the study programme for which the permit is being sought, academies of professional career studies and higher education career studies, besides the field of arts, must have at least 50% of teachers with the title of a doctor (Ph.D. in Science or Arts). On the master career studies all teachers must have a Ph.D. except in the field of arts.

Professor emeritus is considered as a teacher with full-time employment. A professor emeritus may participate in all types of teaching on academic studies of the first and second degree, be a mentor and member of commissions in the procedure of writing and defending doctoral dissertations, or doctoral artistic projects, be a member of a commission for preparing propositions for the appointment of university teachers and participate in scientific research.

Full member of the Serbian academy of Science and Arts (SANU), who had a title in teaching or science before retiring, may participate in all types of teaching on doctoral studies, be a mentor and member of

commissions in the procedure of writing and defending doctoral dissertations, be a member of a commission for preparing propositions for the appointment of university teachers and participate in scientific research.

A person chosen in a scientific rank in a way and in a procedure prescribed by law which regulates scientific research, may participate in all types of teaching on master and doctoral studies, be a mentor and member of commissions in the procedure of writing and defending master thesis and doctoral dissertations, be a member of a commission for preparing propositions for the appointment of university teachers and associates and participate in scientific research.

If the person from the previous paragraph is not employed in a higher education institution in which the programme is carried out, the institution concludes a contract on teaching engagement with him.

Guest professor, who participates in carrying out the study programme, is considered as a teacher with supplementary employment.

Higher education institution may on the proposal of the expert body, in the field of active teaching, including lectures and exercises, engage, on the first and second level of studies, up to one third of classes of a course within a semester, a lecturer without employment who has achieved higher education at least of master academic studies and who has the necessary knowledge and skills in the relevant field and demonstrates talent for teaching.

Moreover, in the field of medicine the higher education institution may on the proposal of the expert body in the field of active teaching, including lectures and exercises, engage on the first level of studies up to one third of classes of a course within a semester, with the title of professional career study lecturer, and a person who has higher education of the first degree and has completed health specialization from a narrower scientific field of the course he is appointed for and who has necessary knowledge and skills in the relevant field and demonstrates talent for teaching.

A lecturer without employment can be engaged only on applied professional course.

Heads of courses employed by the higher education institution are responsible for ensuring quality of teaching carried out by lecturers who are not employed.

**6.3.** Titles of associates are: teaching assistant, assistant, assistant with a Ph.D. Titles of associates in carrying out classes within study programmes within the field of education and arts are: artistic associate, senior artistic associate, independent artistic associate, technical associate, senior technical associate and independent technical associate.

Titles of associate in carrying out classes within study programmes of foreign languages: lector and senior lector.

Higher education institution may for the purpose of carrying out study programmes engage associates who are not employed as well.

The number of associates fits the need for carrying out the study programmes. The total number of associates must be sufficient to cover the total number of classes of the study programmes which are being carried out by the institution, at the same time having each associate average a maximum of 300 classes of active teaching per year, i.e. to average 10 classes of active teaching per week, with 20% tolerance, except in the field of art. Individual limit of associate engagement is 16 classes per week.

**6.4.** Scientific, artistic and professional qualifications of the teaching staff fit the educational-scientific or educational-artistic field and the level of their responsibilities. Qualifications are proven by diplomas, published works, works of art, as well as records of teaching qualities and adequate professional experience.

**6.5.** Higher education institution appoints to the rank of a teaching assistant on the first degree studies a student engaged in master academic studies or specialist academic studies, who finished he's studies of the first degree with the average grade of at least eight (8).

Exceptionally, higher education institution of professional career studies can appoint to the rank of teaching assistant the first degree studies a student engaged in master professional career studies or specialist professional career studies, who finished he's studies of the first degree with the average grade of at least eight (8).

In the field of arts, as a teaching assistant a person can be appointed if it has higher education of the first degree, the total average grade of at least eight (8) and at least nine (9) from the group of classes he is designated to, in accordance with the bylaws of the higher educational institution, if master academic

studies are not scheduled in that field.

**6.6.** Higher education institution may appoint to the rank of assistant with a Ph.D. a person who [*this fragment of the sentence is lacking in the original text*]

Higher education institution appoints to the rank of assistant, a student on the doctoral studies who has finished each of the previous degrees of studies with the average grade of at least eight (8) and who demonstrates talent for teaching.

Under the conditions set in the previous paragraph the higher education institution may appoint to the rank of assistant also a master of science, or master of art, whose doctoral dissertation subject, or doctoral artistic project is accepted.

Exceptionally, for teaching on the clinical subjects the higher educational institution appoints to the rank of assistant a person with the adequate health specialization.

In the field of arts, a person can be appointed as an assistant if he has a degree of a master of arts and works of art which demonstrate the talent for independent artistic creation, if doctoral studies are not scheduled in the field he is appointed to.

In the field of arts, a person can be appointed as an assistant if he has finished academic studies of the first degree and has works of art which demonstrate talent for independent artistic creation, if master and doctoral academic studies are not scheduled in the field he is appointed to.

Higher education institution may appoint to the rank of assistant with a Ph.D. a person who has the scientific title of a doctor of science, or the title of doctor of arts and who demonstrates talent for teaching.

Special requirements for the appointment to the rank of assistant are prescribed by bylaws of the higher education institution.

The higher education institution provides a sufficient number of assistants for carrying out the study programmes with quality and the permanent rejuvenation of the teaching staff.

**6.7.** Higher education institution may appoint to the rank of associate without employment (student instructor, etc.) to help with teaching on the studies of the first degree, students on the first, second or third degree studies, under the condition that they achieved at least 120 ECTS points with the average grade of at least eight (8) on their first degree studies.

**6.8.** For the purposes of carrying out practical classes, which are being done outside the higher education institution, the institution may appoint to the rank of an associate without employment (associate practitioner, clinical assistant, etc.) a person who is employed in the institution where the part of the class is being carried out.

Special requirements for the appointment are prescribed by bylaws of the higher education institution.

**6.9.** The institution provides the conditions for scientific, artistic and professional progress and development of their teachers and associates. The institution provides the conditions for scientific and artistic work, research, involvement in scientific meetings, literature, planning and conducting research, for their teachers and associates.

**Note:**

MA form (Certificate of the submitted entry, change and cancelation to the compulsory social insurance), which is certified by seal and signature of the competent person within the institution, for teachers and associates who have foreign citizenship and who are engaged in full-time employment since 2013 with signature and seal and in electronic form and hardcopy together with the Request.

Certified photocopy of the M1/M2 form (Certificate of the submitted entry-cancelation of insurance, beginning and the cancelation of employment) for each teacher with full-time employment registered before 2013, with signature and seal in electronic form and hardcopy together with the Request.

Consent of the higher education institution for the engagement of their teaching staff in another higher educational institution for the purposes of accreditation. Consent shall contain the title of the study programmes and courses for which the consent is given and the accreditation burden, and that: in the institution giving the consent, in the institutions where the consent is already given and the institution seeking consent. Beside the consent a Statement of the employee in question that he agrees with the data provided in the consent should be provided.

Consent for accreditation for work of the teaching staff engaged on other basis (supplementary employment...) and that from all higher education institutions where the employee is employed.

Consent shall contain the title of the study programmes and courses for which the consent is given and the accreditation burden, and that: in the institution giving the consent, in the institutions where the

consent is already given and the institution seeking consent. Beside the consent a Statement of the employee in question that he agrees with the data provided in the consent should be provided.

Each burden of the teaching staff enlisted in the consent should be written in the columns of the electronic form for the study programme: O – Classes of active lectures in other HEI in Serbia and S – Name of the other HEI in Serbia in which the teacher is engaged.

Total burden of the teachers in Serbia will be checked by the CAQA, which cannot be longer than 12 classes of active teaching. For the teaching staff that has signed a statement that they agree with the data provided in the consent, and a check finds out that the burden is larger than 12 classes, the MESTD of Serbia will be notified, and the CAQA will undertake measures against the teacher or associate in question. Simultaneously the CAQA will inform the Institution about the issue and the Institution is obliged to send the corrected documents within 15 days.

## **Record**

**Table 6.1.** List of teachers with full-time employment.

**Table 6.2.** List of teachers with part-time employment.

**Table 6.3.** List of other engaged teachers (supplementary employment, guest professors, professors emeritus, employees with a title in science...)

**Table 6.4.** List of associates with full-time employment.

**Table 6.5.** List of associates with part-time employment.

**Table 6.6.** List of other engaged associates (supplementary employment...)

List of other engaged associates- supplementary employment-artistic courses at UAS.

**Table 6.7.** Joint overview of the number of teachers per field, narrower scientific, artistic, professional fields.

**Table 6.8.** Organization of classes for the study programmes.

**Attachment 6.1.** Excerpts from the electronic database (EDB) of the Tax administration of the Republic of Serbia (TARS) with signature and seal in electronic form and hardcopy with the Request.

**Attachment 6.2.** Rulebook on the appointment of the teaching staff.

**Attachment 6.3.** Employment contracts, appointments, diplomas, consents, statements, MA and M1/M2, of teachers with full-time employment.

**Attachment 6.4.** Employment contracts, appointments, diplomas, consents, statements, MA and M1/M2, of teachers with part-time employment.

**Attachment 6.5.** Engagement contracts, appointments, diplomas, consents, statements, of teachers – supplementary employment.

**Attachment 6.6.** Employment contracts, appointments, diplomas, consents, statements, MA and M1/M2, of associates with full-time employment.

**Attachment 6.7.** Employment contracts, appointments, diplomas, consents, statements, MA and M1/M2, of associates with part-time employment.

**Attachment 6.8.** Engagement contracts, appointments, diplomas, consents, statements, of associates – supplementary employment.

**Attachment 6.9.** Decision of the expert body of the higher education institution on engaging staff in the teaching process which does not have ranks of teachers and associates according to the Law on higher education (personnel with scientific ranks, ministry scholarship holders, research trainees, research assistants, assistants who are not employed, teacher who are not employed...)

**Attachment 6.10.** List of staff engaged in the teaching process which does not have ranks of teachers and associates according to the Law on higher education (personnel with scientific ranks, ministry scholarship holders, research trainees, research assistants, assistants who are not employed, teacher who are not employed...)

## **Guide for the Peer review panel for determining the fulfillment of the standard:**

The Peer review panel ascertains the total number of teachers engaged at the higher education institution, determines whether the excerpts from electronic databases of the tax administration of the Republic of Serbia or other adequate documents are provided for all teacher employed full-time or part-time and whether the adequate contracts and consents are provided for all teachers engaged by supplementary employment, and whether the conditions prescribed by law regarding the dates of appointment and years of age are fulfilled. This data is given in numbers as well. If the list of teachers differs from the determined data the Peer review panel enters the number of teacher for who the documents of

engagement are not provided, number of teachers whose years surpass the limit as well as the number of teachers for who the period for which they were appointed had expired. On the basis of the provided documents and reports the Peer review panel enters into the report the number of teachers employed in the institution with 100% of their working hours.

The Peer review panel then, on the basis of the reports and tables provided by the institution, enters the data on active teaching classes per week conducted by teachers and the percentage of active teaching classes which are carried out by teachers employed with 100% of their working hours. The Peer review panel then enters, from the reports and tables, data on the required number of teachers and the average burden of teachers on all study programmes.

The Peer review panel also determines whether there are teachers whose engagement on all study programmes of the institution or the total engagement in the Republic of Serbia is larger than the prescribed maximum of 12 classes per week and mentions their names and numbers.

For carrying out study programmes of basic professional career studies and specialist professional career studies, besides the field of arts, the Peer review panel determines whether at least 50% of teacher has the rank of a doctor of science. For master professional career studies determines whether all teachers have the rank of a doctor of science from the relevant scientific field except the field of arts.

On the basis of the provided data the Peer review panel determines whether the number of teachers matches the needs of managing study programmes.

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 each teacher averages a minimum of 180 classes of active teaching per year, or an average of 6 classes a week, with 20% tolerance. In the report the Peer review panel enters the average burden of teachers on all study programmes which cannot be larger than 7,2 classes.

On the basis of the provided data the Peer review panel determines whether the number of associates matches the needs of managing study programmes.

The total number of associates must be sufficient to cover the total number of classes of the study programmes which are being carried out by the institution, at the same time having each associate average a maximum of 300 classes of active teaching per year, i.e. to average 10 classes of active teaching per week, with 20% tolerance, except in the field of art. The Peer review panel enters into the report the average burden of associates on all study programmes.

The Peer review panel also determines whether there are associates whose engagement on all study programmes of the institution or the total engagement in the Republic of Serbia is larger than the prescribed maximum of 16 classes per week and mentions their names and numbers.

The Peer review panel compares the data with the data provided in the reports which follow from the electronic forms.

The Peer review panel besides the evaluation on the fulfillment of the standard also gives an explanation of the evaluation regarding the fulfillment of this standard on the basis of the attachments to the request for accreditation, fact determined during the visit and documents provided by the institution on the request made by the commission before/during/after the visit.

#### **Standard 7: Non-teaching staff**

Higher education institution shall have non-teaching staff who provide successful realization of study programmes and the institution's goals by means of their expert and professional work.

#### **Instruction for preparation of documentation for accreditation:**

#### **Description (up to 100 words):**

#### **Instructions for the application of standard 7:**

7.1. Higher education institution shall have at least one librarian. Higher education system having over 1000 students shall have at least two highly educated librarians and plain librarian. Higher education institution in applied studies having over 1000 students shall have at least one highly educated librarian and one plain librarian.

7.2. Higher education institution having less than 1000 students shall organize students' services having at least two executors and one additional executor for each additional 2000 students.

7.3. Higher education institution shall have at least one highly educated executor in work regarding information

system.

7.4. Higher education institution shall have at least one executor, with LLB degree, on the duty of secretary.

**Annotation:**

The MA form (certificate of filed application, alteration or deregistration from obligatory social insurance), certified by the seal and the signature of an authorized person of the institution, for non-teaching staff who are foreign citizens and who have been engaged on full-time job since 2013, with signature and seal, in both paper and electronic form as an attachment to the application.

Certified copy of M1/M2 form (certificate of filed application or deregistration from insurance and commencement and cease of employment) for each employee engaged before 2013, with signature and seal, in both paper and electronic form as a supplement to the application.

**Evidence**

**Table 7.1.** Summary overview of non-teaching staff by titles and designations at the university or the academy of applied studies

**Table 7.1A** (Field: natural sciences and mathematics, technical and technological sciences, medical sciences) List of expert associates who participate in the realization of laboratory and experimental tutorials with students at university or the academy of applied studies.

**Attachment 7.1.** Excerpts from electronic database of tax administration of the Republic of Serbia with signature and seal in both paper and electronic form as a supplement to the application.

**Attachment 7.2.** Employment contracts of non-teaching staff and other (diplomas, MA and M1/M2) at the university or the academy of applied studies.

**Instructions for Peer review panel regarding the rate for fulfilment of standards:**

The Peer review panel shall determine whether there is enough qualified staff for the execution of librarian's work and the work regarding information systems. If the institution has study programmes in natural science and mathematics, technical and technological sciences and medical science, the Peer review panel shall determine whether there is enough qualified staff for the execution of laboratory, experimental and field tutorials of students.

Besides, the Peer review panel shall check whether there are enough qualified staff for the execution of the duty of secretary and tasks regarding students services.

In addition to rating fulfilment of standards, the Peer review panel provides motivation of rates in terms of fulfilment of this standard, based on supplements filed with the application form, of facts determined during its visit and the documents provided by the institution at request of the Peer review panel before/ in the course of/after the visit.

**Standard 8: Students**

In accordance with its basic tasks, higher education institution shall determine the conditions for the enrollment of students, on the basis of which it selects the candidates. Higher education institution provides students necessary conditions for successful completion of study programmes.

**Instruction for Peer review panel regarding the rate for fulfilment of standards:**

**Description (up to 500 words):**

**Instruction for the application of standard 8:**

8.1. Higher education system shall open contest for enrollment. The terms of contest consist of the number of students for each study programme, the terms of enrollment, criteria for ranging the candidates, the procedure of contest, the manner of filing a complaint against the determined ranking and the deadline within which it shall be filled, as well as the sum of tuition fee paid by the students whose studies are not financed at the expense of the state.

8.2. The number of students enrolled by the higher education institution must be in accordance with its possibilities in terms of personnel, room, technics and technology.

8.3. The candidate for enrollment at basic studies shall take entrance examination or the examination aimed to

determine inclinations and skills in accordance with the higher education institution's statute. The rank of candidates shall be determined on the basis of general grading during secondary school and results in entrance examination or the examination aimed to determine inclinations and skills.

8.4. The higher education institution permanently and systematically follows the success of students and their progress in each study programme that it carries out, and takes the measures of supports in case of the students' unsatisfactory results.

8.5. The students' success in completing a subject shall be ceaselessly followed and evaluated during the course. The students' overall grade in a subject consists of the grade received for pre-examination obligations and his/her performance at the examination. The grade attained for pre-examination obligations shall make at least 30% and at most 70% of the overall grade.

8.6. The person who completes studies shall obtain expert, academic or scientific title in accordance with the law. The quality of student shall cease in cases prescribed by the law.

Higher education system provides additional support to students belonging to sensitive groups.

Additional support shall be provided without discrimination on any basis to every student belonging to sensitive social groups who has the need for the additional support in education due to unfavored social and financial position and or sensory, motorical, intellectual or other form of disability, difficulties concerning studying or other reasons whatsoever.

Additional support contains services provided to students for the sake of fulfillment of study obligations under equal conditions.

The forms of additional support are:

1. providing the interpreter of sign language for the purpose of lectures and tutorials, examinations and the execution of faculty administrative obligations;
2. adaptation of textbooks (electronic form, sound form, the form of Braille and others) in accordance with the Rulebook on the manner of the adaptation of contents and/or the format of a textbook;
3. the organization of study courses in accordance with time- and other limitations of a student (limitations in respect of the transportation of a user of a wheelchair, organization of study courses in an accessible room within the competence of a higher education institution and other)
4. providing necessary assistive technology for the purpose of completing study obligations;
5. providing all other services in accordance with the law and this rulebook necessary for student from sensitive groups in order to be able to complete study obligations under equal conditions.

The higher education institution shall introduce the rulebook on criteria and means of providing support to students from sensitive social groups.

The rulebook shall contain detailedly elaborated mechanisms of support provided by the higher education institution, the conditions under which they shall be provided and the source for financing these services.

The higher education institution shall have at least one executor with higher education in humanities on the tasks of support-planning.

## Evidence

**Table 8.1.** Summary overview of the number of students by fields studying at the university or the academy of applied studies and the students on interdisciplinary and multidisciplinary studies in the current academic year

**Table 8.2.** Summary overview of the number of students by fields and the students on interdisciplinary and multidisciplinary studies studying at the university or at the academy of applied studies.

**Table 8.3A.** Statistical data on the progress of students at the university or at the institution (studies of the first degree carrying 180 ECTS credits).

**Table 8.3B.** Statistical data on the progress of students at the institution (studies of the first degree carrying 240 ECTS credits).

**Table 8.3. c.** Statistical data on the progress of students at the institution (studies of the first degree carrying 60 ECTS credits).

**Table 8.3. d.** Statistical data on the progress of students at the institution (studies of the second degree carrying 120 ECTS credits).

**Table 8.3. e.** Statistical data on the progress of students at the university or at the academy of applied studies (studies of the second degree carrying 60 ECTS credits).

**Table 8.3. f.** Statistical data on the progress of students at the university or at the academy of applied studies



(studies of the second degree carrying more than 60 ECTS).

**Табела 8.3Е.** Статистички подаци о напредовању студената интегрисаних основних и мастер академских студија на Установи (студије са најмање 300 ЕСПБ).

**Table 8.3. g.** Statistical data on the progress of students at the integrated basic and master studies at the institution (studies carrying at least 300 ECTS).

**Table 8.3. h.** Statistical data on the progress of students at the integrated basic and master studies at the university or at the academy of applied studies (studies of the third degree carrying 180 ECTS).

**Attachment 8.1.** Contest for the enrollment of students in current academic year for the study programmes of the institution.

**Attachment 8.2.** Decision on the appointment of the commission for the enrollment of students at study programmes of the institution

**Attachment 8.3.** Ranking list of students enrolled at the institution in previous academic year.

**Attachment 8.4.** Evidence of passed examinations by subjects and the years of studies of the institution

**Attachment 8.5.** Data on students' parliament of the institution

#### **Instruction for Peer review panel regarding the rate for fulfillment of standards:**

On the basis of the supplements, the Peer review panel shall determine whether the enrollment contest contains the number of students for study programmes, terms of enrollment and the sum of tuition fee, as well as whether the ranking list of the candidates is annexed.

Based on the descriptions and data provided in tables, the Peer review panel checks whether the higher education institution constantly and systematically follows the results of the students.

On the basis of **attachment** regarding the results of students by subjects and academic years, the Peer review panel shall estimate whether the institution follows students' successfulness in passing a subject.

In addition to rating fulfillment of standards, the Peer review panel provides motivation of rates in terms of fulfillment of this standard, based on supplements filed with the application form, of facts determined during its visit and the documents provided by the institution at request of the Peer review panel before/ in the course of/after the visit.

#### **Standard 9: Space and Equipment**

The higher education institution provides the space and equipment necessary for the quality performance of all forms of lectures. Standards of space and equipment are determined by the educationally-scientific, namely educationally-artistic field.

#### **Instruction for the preparation of the documentation for accreditation:**

##### **Description (up to 200 words):**

##### **Instructions for the application of Standard 9:**

9.1. Higher education institution provides space for teaching, as follows: - facilities with at least 4 m<sup>2</sup> of gross space per student, or 2 m<sup>2</sup> per student for teaching in shifts, except in the field of art; - space per student is calculated by dividing the gross space of the institution with the total number of accredited students at the institution in all study programmes and all years of study, whereby the total number of students does not include students who are on a distance study programmes. - amphitheatres, classrooms, laboratories or other premises for teaching, as well as library space and reading room, in accordance with the needs of the educational process of a particular educationally-scientific, or educationally-artistic field; - appropriate working space for professors and associates: - place in the amphitheater, classrooms and laboratories for each student.

Space must be accessible to students and professors, as well as other academic and non-academic staff with difficult mobility, in accordance with the Rulebook on Technical Accessibility Standards (Official Gazette of the Republic of Serbia No. 46/2013) or the principle of universal design.

9.2. The higher education institution provides space for administrative works, at least two offices for the needs of student services and the secretariat.

9.3. The space provided by the higher education institution for the purposes of teaching and for administration needs must satisfy appropriate urban, technical, technological and hygiene conditions.

Space must be in buildings that have the necessary construction and use permits. If facilities for teaching and management purposes are not owned by a higher education institution or are not provided for use, it must provide a lease of these facilities for a period of at least seven years.

9.4. The higher education institution provides the necessary technical equipment for modern teaching in accordance with the needs of the study programme.

9.5. The higher education institution provides equipment and teaching in accordance with the health and safety standards it informs students of.

9.6. The higher education institution provides space for the work of the Student Parliament.

#### **Natural science and mathematics**

Higher education institution provides additional laboratory space for performing experimental teaching, adequate conditions for teaching in the field and other conditions in accordance with the needs of the study programme in relation to the number of students on subjects from which experimental teaching is carried out.

#### **Medical science**

Laboratories, namely teaching bases for performing practical teaching on pre-clinical subjects with capacity and size correspond to the number of students enrolled and the specifics of the studies and teaching subjects, so that the capacity is sufficient for a minimum of 20% of the total number of enrolled students. For the purpose of realization of clinical training for students, the university and the medical faculties within, shall cooperate with the appropriate clinics as partners in medical education, and sign a Cooperation agreement. Clinical bases and clinical teaching capacities fully cover the clinical subjects of a particular study programme.

#### **Technical and technological sciences**

For the implementation of study programmes, the higher education institution provides adequate teaching and learning bases, which can be private and in commerce. The private educationally-scientific bases are: teaching laboratories, scientific and research-development laboratories, experimental fields, technical centers and other scientific, research and development and innovation units within higher education institutions. Teaching-scientific bases in the commerce are: institutes, centers of exceptional values, organizations for carrying out innovation activities, organizations for providing infrastructure support to innovation activities and enterprises for the production of food, intermediate goods, equipment and services. Teaching-scientific bases in the commerce are equipped with the necessary measuring, demonstration, computer and information and communication equipment for carrying out teaching activities of experimental, demonstration and simulation character from all subjects within a certain group of scientific-professional and professional-applicative subjects. In the field of biotechnical sciences, the higher education institution provides at least one appropriate experimental good. Experimental goods in the field of agriculture is in the possession of a higher education institution or uses them on the basis of a lease and covers an area of at least 100 ha of arable land on which different plant species are produced and cultivated by various types of livestock, nursery and seed production, using modern technology supported by quality machinery, according to the requirements of study programmes. Experimental goods in the field of forestry are in the possession of a higher education institution or they are used on a lease basis and covers at least 1000 ha of land, where different types of forest stands are grown, produces seeds and nursery material using modern technology, supported by quality machinery. The contents of the experimental goods correspond to the requirements of the study programmes conducted by the higher education institution. Higher education institutions that are not in biotechnical sciences and have study programmes in agriculture and forestry have minimal professional practice as well as higher education institutions in biotechnical sciences. For agricultural programmes, a higher education institution must have at least 50 ha of arable land, and in forestry 500 ha under forest stands. This also applies to higher education institutions in biotechnical sciences and higher education units without the status of a legal entity outside the headquarters of the institution, which enrolls up to 200 students for the first year of study.

#### **Art**

For the implementation of the study programme, adequate space for teaching with at least 5 m<sup>2</sup> of gross space per student shall be provided. For the study programme, special spaces are needed depending on the specifics of the art field: workshops, laboratories, exhibition space, concert hall, tonal and opera studio, theater hall, movie projection room, film and TV studio, etc. To carry out the study programme,

the necessary equipment for modern teaching is provided, depending on the specificity in the art field.

**Note:**

If facilities for teaching and management purposes are not owned by a higher education institution or are not provided for use, it must provide a lease of these facilities for a period of at least seven years.

**Record**

**Table 9.1.** List of buildings with a surface area in higher education institution

**Table 9.1A** (Field: Natural Science and Mathematics, Technical and Technology Sciences and Medical Sciences) Specification of the laboratory space which the higher education institution has provided for experimental teaching.

**Table 9.2.** A list of more valuable equipment used in the teaching process of UAS students.

**Table 9.3.** A List of capital equipment used in the teaching process of students in Institution - (equipment worth more than 100,000 EUR).

**Attachment 9.1.** Proof of ownership, usage contracts or lease contracts.

**Attachment 9.2.** Excerpt from the inventory book.

**Instruction for the Peer review panel for the assessment of the fulfillment of standard:**

The total number of students enrolled in the study programme is counted as a number of students enrolled in the first year of studies multiplied with the number of years of duration of the study programme. The total number of students enrolled in high education institution which is accrediting is counted as a total number of students on all study programmes.

The Peer review panel determines on the basis of data filled in tables and attachments whether the institution has adequate space area for the realization of studies.

The minimum required space area is calculated by dividing the total gross square by the total number of students and this ratio should be greater than 2m<sup>2</sup> / student in all cases except in the field of art, where the minimum required space per student is 5 m<sup>2</sup> / student net.

The review committee, based on the attached list of facilities and number of places in them, determines whether the space area is in accordance with the needs of the educational process of a particular educationally-scientific or educationally-artistic field, whether there is a suitable working space for professors and associates, and whether there is a place in amphitheater, classrooms and laboratories for each student.

The Peer review panel especially evaluates whether there is an adequate laboratory space if the institution accredits study programmes in the field of natural science and mathematics or in technical and technological science.

The Peer review panel must determine on the basis of the attachment whether space is owned by a higher education institution, whether it has been given for use or whether it has been leased which may not be shorter than 7 years. The reviewer must enter this information into the comment space. If an institution uses a number of facilities in different locations, the Peer review panel is required to indicate that in its report. For all premises used, the Peer review panel determines whether required construction and use permits are given as an attachment.

Based on the data given in the tables and attachment, the Peer review panel assesses whether the institution provides the necessary technical equipment for the modern teaching in accordance with the needs of the study programme and whether the teaching is in accordance with the health and safety standards.

The Peer review panel shall determine whether a higher education institution provides a facility for administrative works, and at least two offices for the needs of the student service and the secretariat.

The Peer review panel determines whether the premises of the institution are accessible to students and professors, as well as other academic and non-academic staff with difficulty in moving.

The Peer review panel determines whether a higher education institution provides space for the work of the student parliament.

The Peer review panel apart from the assessment on the fulfillment of standard provides an explanation of evaluations related to the fulfillment of this standard, on the basis of the attachments submitted with the request for accreditation, facts which it has determined during the visit and documents which the institution has provided on the request of the Peer review panel before/during/after the visit.

**Standard 10: Library, Textbooks and IT support**

The higher education institution has the appropriate library equipped with the necessary textbooks for the teaching and IT resources and services that are used for fulfilling the basic tasks.

**Instruction for the preparation of documentation for accreditation:****Description (up to 200 words):****Instructions for the application of Standard 10:**

10.1. The higher education institution has a library with literature, which, with by its level and scope, provides support to the teaching process and scientific and artistic work. The library has at least 1000 library units from areas from which the teaching process is conducted.

10.2. The higher education institution provides coverage of all subjects with appropriate teaching materials, publications and additional teaching resources. Publications and teaching resources must be available promptly and in sufficient numbers, to ensure that the teaching process is normally carried out.

10.3. The higher education institution has IT equipment, which is necessary for studying and scientific and artistic work. A higher education institution provides at least one computer classroom with internet access.

10.4. The higher education institution provides the necessary training of professors, associates and students in order to effectively use the library and other IT resources.

**Record**

**Table 10.1.** An overview of the number of library units in higher education institution.

**Table 10.2.** An overview of the number of textbooks sorted by fields (in Serbian and other languages) available to students.

**Attachment 10.1.** Excerpt from the Institution's library inventory book.

**Attachment 10.2.** Statement on possession of computer laboratory and the number of computers in Institution.

**Instruction for the Peer review panel for the assessment of the fulfillment of standard:**

On the basis of the data provided in tables and attachments the reviewer commission checks and determines whether the higher education institution has a library with literature which with its level and scope provides support to the teaching process and scientific research and artistic work, whether the library has at least 1000 library units from the area from which it operates the teaching process, bearing in mind the educationally-scientific or educationally-artistic fields in which the institution implements study programmes. On the basis of the data provided in tables and attachments the reviewer commission determines whether the higher education institution ensures the coverage of all subjects with appropriate teaching literature. The Peer review panel has to take into account the available electronic database of textbooks and magazines as well.

The Peer review panel in its report determines whether the higher education institution has the IT equipment necessary for study and scientific research and artistic work and lists the number of computers with Internet access in computer laboratories available to students, giving a comment on whether this number of computers is in accordance with the number of students studying at a higher education institution.

The Peer review panel apart from the assessment on the fulfillment of standard provides an explanation of evaluations related to the fulfillment of this standard, on the basis of the attachments submitted with the request for accreditation, facts which it has determined during the visit and documents which the institution has provided on the request of the Peer review panel before/during/after the visit.

**Standard 11: Internal quality assurance mechanisms**

The higher education institution adopts and implements a quality assurance strategy in its work..

**Instruction for the preparation of documentation for accreditation:****Description (no more than 300 words):****Instructions for the application of standard 11:**

11.1. The higher education institution determines a clear and in detail formulated strategy aimed to assure the quality of the teaching process, management of the higher education institution, non-institutional activities as well as working and studying conditions, which are accessible to the public.

11.2. The higher education institution includes all parties interested (representatives of students, labor market, professional associations, etc.) in the process of creating a quality assurance strategy.

11.3. The higher education institution forms a special commission for quality assurance, from among professors, associates, non-teaching staff and students.

11.4. The higher education institution implements a quality assurance strategy established in practice and, for that purpose, undertakes the necessary activities for the implementation of the quality assurance strategy and undertakes measures to eliminate the observed irregularities. The higher education institution especially monitors the quality of teaching process, exams, students' success in studying as a whole and on individual subjects, the quality of textbooks and undertakes necessary measures to eliminate the observed shortcomings

11.5. Students have an active role in the adoption and implementation of the quality assurance strategy. Particularly significant is the assessment of the quality of the teaching process, which is determined by student surveys.

11.6. Self-evaluation is an integral part of the quality assurance strategy and is carried out at intervals of up to three years. In the process of self-evaluation, students marks about the quality of the teaching process are taken into consideration.

11.7. The higher education institution has a general act on textbooks.

**Record**

**Table 11.1** List of members of the commission of quality assurance units (quality commission, ...) in Institution.

**Table 11.2.** List of board members of the quality commission – if it exists.

**Attachment 11.1.** Report on the results of self-evaluation in Institution.

**Attachment 11.2.** Publicly published document - Quality Assurance Policy - Institution.

**Attachment 11.3.** Rules on textbooks at Institution.

**Attachment 11.4.** Excerpt from the Statute of Institution regulating the establishment and scope of work of organizational units in charge of quality (quality commission...)

**Instruction for the Peer review panel for the assessment of the fulfillment of standard:**

The Peer review panel determines whether the management body of a higher education institution has adopted a quality assurance strategy and whether such document is available to the public. Assessment of the fulfillment of this standard is entered into the comment space. The Peer review panel assesses the strategic planning of the Institutions in Higher Education and the resources needed to achieve those aims. The Peer review panel provides a descriptive assessment assessing the commitment of a higher education institution to build an organizational culture of quality

Specific comments and evaluations are: Measures for quality assurance, control and improvement of quality, quality assurance subjects; quality assurance areas.

The Peer review panel assesses in particular the self-evaluation report and the external quality check report by analyzing the content, attachments and descriptions.

The Peer review panel apart from the assessment on the fulfillment of standard provides an explanation of evaluations related to the fulfillment of this standard, on the basis of the attachments submitted with the request for accreditation, facts which it has determined during the visit and documents which the institution has provided on the request of the Peer review panel before/during/after the visit.

**Standard 12: Sources of funding**

Sources of funding a higher education institution are sufficient if they can ensure the quality of teaching at least for a duration of the study programme.

**Instruction for the preparation of documentation for accreditation:****Description (100 words the most)****Instructions for the application of standard 12:**

12.1. Higher education institution achieves positive financial results in a period of at least three years.

12.2. The higher education institution has an available financial plan for the period of the legally prescribed duration of the study programme, which is an integral part of the business plan of the higher education institution. The financial plan contains clearly presented future planned revenues and expenditures by types and dynamics.

12.3. If necessary, the higher education institution provides the necessary banking loans and guarantees.

**Note:**

For the duration of the whole study programme, apart from mentioned planned revenues and expenditures, sources of financing the planned expenditures should also be stated.

**Record**

**Attachment 12.1.** Institution's financial reports for the last three years.

**Attachment 12.2.** Institution's financial plan for the current year.

**Instruction for the Peer review panel for the assessment of fulfillment of standard**

The Peer review panel assesses whether the institution has attached financial results for the last three years. Peer review panel assesses whether the sources of financing of the education institution are sufficient to ensure the quality of teaching programmes by analyzing the given attachments.

The Peer review panel, apart from the assessment on fulfillment of standard, provides the explanation of assessment related to fulfillment of this standard, on the basis of the attachment with the request for accreditation, facts which it has determined during the visit to the higher education institutions in which students are enrolled and in which the teaching process is performed and in documents which the institutions have provided on the request of the Peer review panel before/during/after the visit.

**Standard 13: Transparency of work**

The higher education institution publishes complete, precise, clear and accessible information about its work intended for students, potential students and other interested persons.

**Instruction for the preparation of documentation for accreditation:****Description (100 words the most):****Instructions for the application of standard 13:**

13.1. The information that a higher education institution publishes allows students and potential students to make appropriate decisions about their education.

13.2. Higher education institution announces aims, expected educational outcomes, description of study programmes and description of courses it offers, conditions for enrollment and transfer of ECTS points, amount of scholarship, status of institution and its accreditation, quality assurance strategy, financial results and other relevant data, such as address of the seat and address of the other units of the Institution, relevant telephone numbers and E-mail addresses intended for contact with parties.

All the above stated information the higher education institution must put on the website of the

institution. The web presentation is identical in both alphabets (there are also Cyrillic and Latin versions), and it is desirable that it exists in English as well. Web presentation meets basic technical standards of accessibility:

- The visual presentation of the text has a minimal contrast against the background of 4.5: 1,
- Web presentation is identically displayed in the most common browsers (*Firefox, Internet Explorer, Chrome, Safari, Opera*),
- Front page or first non-introductory page shall pass validation by an internationally recognized validator (<http://validator.w3.org/unicorn>),
- there is navigation through the entire presentation with the help of the *Tab* key and it is visually visible,
- all the documents on the web presentation that are offered for download are in a readable format - there are no scanned documents in the form of an image (jpg, mpeg, etc.)
- “There is a functionality of scalable magnification of the presentation (18-point magnification as well as a proportional increase in presentation parts).”

13.3. The higher education institution publishes a list of members of the management board, as well as a list of professors and associates, with data about their qualifications and engagement in a higher education institution.

13.4. The higher education institution has its web presentation on the Internet.

13.5. The University is obliged to establish a digital repository in which electronic versions of defended Ph.D. thesis or Ph.D. art thesis are permanently stored together with the report of the commission for evaluation of the Ph.D. degrees, the data on the mentor and the composition of the commission and data on the protection of copyrights, as well as to make all the above data publicly available.

## **Record**

**Attachment 13.1.** Informator for students - Institutions, Student Guide, Site of the Institutions, etc.

## **Instructions for the Peer review panel for the assessment of fulfillment of standard:**

The Peer review panel, by inspecting the attachments and by reviewing the institution's website, analyzes whether the institution has publicly announced the basic tasks, aims, expected educational outcomes, a description of study programmes and a description of the subjects it offers, the conditions for enrollment and transfer of ECTS points, the amount of tuition, the status of the institution, the quality assurance strategy, financial results, a list of professors and associates with data about their qualifications and engagement in a higher education institution, and other relevant data.

The Peer review panel, apart from the assessment on fulfillment of standard, provides the explanation of assessment related to fulfillment of this standard, on the basis of the attachment with the request for accreditation, facts which it has determined during the visit to the higher education institutions in which students are enrolled and in which the teaching process is performed and in documents which the institutions have provided on the request of the Peer review panel before/during/after the visit.