

INSTRUCTIONS FOR THE PEER REVIEW PANEL FOR THE ASSESSMENT OF THE FULFILMENT OF STANDARDS FOR THE ACCREDITATION OF STUDY PROGRAMMES OF FIRST AND SECOND DEGREE OF HIGHER EDUCATION

The aim of accreditation is to determine that 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 – other law and 73/18) and that higher education institution is entitled to issue public documents according to this law.

During the process of accreditation of a higher education institution, it is to be determined whether standards for the accreditations 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 of applied studies, 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.

Degrees of studies:

Studies of first degree are:

BAS - basic academic studies (180-240 ECTS)

BApS - basic applied studies; (180 ECTS)

SAS - specialist applied studies. (60 ECTS)

Studies of second degree are:

MAS - master academic studies; (60-120 ECTS)

MApS - master applied studies; (120 ECTS)

SAS - specialist academic studies (60 ECTS)

The study programmes of the academic studies in medical sciences may be organised integrally within the basic and master academic studies, with a total scope of a maximum of 360 ECTS credits.

IBM – Integrated basic and master academic studies (300 ECTS)

IBMAS - Integrated basic and master academic studies from the field of medical science (up to 360 ECTS)

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 on Standards and Procedure for Accreditation of Study Programmes
2. Instructions and Standards for Preparation of Documentation for Accreditation of Study Programmes of first and second degree

The enlisted documents are available at the website www.nat.rs.

Members of the Peer review panel are acquainted with the National Entity for Accreditation 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 file 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 Study Programmes
- Instructions for Preparation of Documentation for the Accreditation of Study Programmes of first and second degree
- Standards and Instructions on Accreditation of Study Programmes of First and Second degree
- 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 submitted study programme of first and second degree.

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 a 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 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 Institutions;
- 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 files 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.

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.

REQUEST FOR ACCREDITATION AND THE INTRODUCTORY TABLE

In the process of accreditation of study programmes of the first and second degree, it is to determine the fulfilment of standards for accreditation, respective legal conditions and conditions regarding the required number and competency 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, at least 80% of total number of teachers employed with full-time working hours must have teaching titles within the following categories: lecturer, senior lecturer, professor of applied studies, docent, associate professor and full professor, 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 arts 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 of applied studies, 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.

Study programmes are realised within one or more educational-scientific, or educational-artistic fields:

- 1) Natural sciences and mathematics;
- 2) Social studies and the humanities;
- 3) Medical science;
- 4) Technical and technological sciences;
- 5) Art;
- 6) IMT studies

Scientific, artistic or applied areas within the fields are determined by the Regulations on Scientific, Artistic and Applied Areas Within Educational-scientific, or Educational-artistic Fields, which is in accordance with the law and the decisions of the National Council.

The aim of the academic studies is to perform academic study programme, which enables students to develop and implement scientific, artistic and applied accomplishments.

The aim of the applied studies is to perform applied study programme, which enables students to

implement and develop applied knowledge and skills necessary for the inclusion in the working process.

Studies of the first degree are:

1. basic academic studies;
2. basic applied studies;
3. specialist applied studies,

Studies of the second degree are:

1. master academic studies;
2. master applied studies;
3. specialist academic studies;
4. integrated basic academic and master academic studies;

Studies on a world language

Study programmes for the acquisition of a joint diploma (JD)

IMT study programmes

Distance learning study programmes DLS

Studies in higher education institution without the attributes of a legal entity outside the seat of the institution

Instruction for the preparation of documentation for accreditation:

Introductory table:

Table INTRODUCTION – Study programme, includes basic data on the study programme for which the accreditation is requested:

- 1) Data on the higher education institution in which the study programme is performed and the names of the study programmes.
- 2) Educational-scientific/educational-artistic field enlisted in accordance with the law
- 3) Scientific, applied or artistic area enlisted in accordance with the list of areas determined by the National Council.
- 4) Extent, type and length of studies in accordance with the law.
- 5) Name of the diploma enlisted in accordance with the list of titles determined by the National Council.

It is required to attach a line of appropriate tables and attachments for each standard, which need to be marked and attached. Textual descriptions used to elaborate the fulfilment of the given standard are within the enlisted number of words. Apart from the mandatory attachments, the institution can attach other types of attachments which document the fulfilment of the given standard.

Along with enlisted attachments, the institution delivers the united electronic form and electronic forms of all 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.

Record

Introductory table:

Table INTRODUCTION – Study programme

Attachment 2. Study programmes

- study programmes currently in force accredited in the previous period, for which accreditation is not requested,
- study programmes which were accredited in the previous period, for which accreditation is

requested,

- new study programmes for which accreditation is requested

Remark: Reviewer checks whether the institution provided the united electronic form and electronic forms of all study programmes previously accredited (there is a Decision on Accreditation) and for which the accreditation is requested.

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

Via insight into the request for accreditation and the introductory tables, Peer review panel checks whether the higher education institution provided basic data requested, data on establishment, data related to the scope of accreditation:

- data on the higher education institution in which the study programme is performed.
- names of all study programmes with the duration period:
 - 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 multiplied with 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.
- educational-scientific/educational-artistic field enlisted in accordance with the law
- Scientific, applied or artistic area enlisted in accordance with the list of areas determined by the National Council
- Name of the diploma enlisted in accordance with the list of titles determined by the National Council
- extent, type and length of studies in accordance with the law.

Peer review panel checks whether the study programme is accepted by the appropriate bodies of the higher education institution and the independent higher education institution whose part it is. Peer review panel checks whether the data provided in the Request are identical to the documentation submitted by the institution.

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

If a higher education institution is being accredited for the first time as well as a study programme, accreditation of all the submitted study programmes is being done simultaneously with the accreditation of a higher education institution.

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 is a study programme at all degrees of studies. If not, to be elaborated separately.).

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. 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 accredit a study programme in the report.

All the data from the Introductory table and the Request for Accreditation of Study Programme, are inserted by the Peer review panel in the review report within the appropriate fields. In case that the aforementioned is not in accordance with the law and the decisions of the National Council, Peer review panel inserts that in the concluding comment of the report, and in the comment along the standard.

Standard 1: Structure of the study programme

Doctoral studies of art have at least 180 ECTS points with a previously completed study scope of at least 300 ECTS points in basic academic and master academic studies, or at completed integrated academic studies. The art project is the final part of the study programme of doctoral studies of art.

Instructions for preparation of documentation for accreditation:**Description (up to 300 words):****Instructions for implementation of the standard 1:**

1.1. Each study programme contains clearly stated following elements (which are detailed in the relevant standards):

- a. the title of the study programme;
- b. objectives of the study programme;
- c. the outcome of the study programme;
- d. title of diploma;
- e. conditions for enrollment in the study programme;
- f. a list of compulsory and elective study areas, or subjects, with a framework content;
- g. method of conducting studies - the score of each subject expressed in accordance with the European Credit Transfer System;
- h. the value of the doctoral dissertation expressed in ECTS points;
- i. preconditions for enrollment of certain subjects or groups of subjects;
- j. the method of selecting subjects from other study programmes at the same or another university;
- k. conditions for moving from other study programmes within the same or related fields of study;
- l. other issues of relevance to the performance of the study program.

Documents

Attachment 1.1. Publication of the institution (in printed or electronic form, website of the institution) ..

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

The Peer review panel checks whether the study programme contains all the elements envisaged by the Law and standards. If the structure of the study programme is such that it contains the modules, the Peer review panel fills it in into the comment space assessing the scope, content, and outputs of the modules.

The Peer review panel evaluates whether the structure of the study programme meets the requirements of the standards in relation to title, objectives, learning outcomes, enrollment conditions, manner of performance, conditions of transition from other study programmes.

The study programme of doctoral studies has at least 50% ECTS points envisaged for the realization of the doctoral artistic project. This number of points corresponds to elective subjects, study research work and elective modules related to the doctoral artistic project.

In addition to the assessment of the compliance with the standard, the Peer review panel provides explanations of the assessment related to the fulfilment 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: The purpose of the study programme

The study programme of doctoral studies of art has a clearly defined and published purpose and role in the education system.

Instructions for preparation of documentation for accreditation:**Description (up to 300 words):**

Instructions for implementation of the standard 2:

- 2.1. The purpose of the study programme is clearly formulated.
- 2.2. The purpose of the study programme of doctoral studies is the development of art, critical and theoretical thinking, and the education of professionals who are capable to independently conduct artistic research, contributing to the general development of society, and critical evaluate the research of others.
- 2.3. The purpose of the study programme must be in accordance with the mission and objectives of the higher education institution in which the programme is conducted

Documents

Attachment 1.1. Publication of the institution (in printed or electronic form, website of the institution) ..

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

The Peer review panel assesses whether the purpose is clearly defined, in accordance with the tasks of the institution and whether it ensures the acquisition of competencies.

In addition to the assessment of the compliance with the standard, the Peer review panel provides explanations of the assessment related to the fulfilment 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 3: The objectives of the study programme

The study programme of doctoral studies of art has defined and published objectives..

Instructions for preparation of documentation for accreditation:**Description (up to 300 words):****Instructions for implementation of the standard 3:**

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

Documents

Attachment 1.1. Publication of the institution (in printed or electronic form, website of the institution) ..

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

The Peer review panel compulsorily comments the Attachment 1.1.

In addition to the assessment of the compliance with the standard, the Peer review panel provides explanations of the assessment related to the fulfilment 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. Competencies of graduated students

By mastering the study program, students acquire general and subject-specific skills that are in the function of quality professional, scientific and artistic activity. The qualification description stemming from the study programme which must correspond to a certain level of the National Qualifications Framework.

Instructions for preparing documentation for accreditation:
Description general and subject-specific competencies of students (max. 200 words)
Description learning outcomes (max 200 words)
<p>Instructions for the application of standard 4:</p> <p>4.1 By mastering the study program, the student acquires the following general abilities:</p> <ul style="list-style-type: none"> - analysis, synthesis and forecasting of solutions and consequences; - mastering methods, procedures and research processes; - development of critical and self-critical thinking and approach; - application of knowledge in practice; - development of communication skills and abilities, as well as cooperation with a narrower social and international environment; - professional ethics <p>4.2 By mastering the study program, the student acquires the following subject-specific abilities:</p> <ul style="list-style-type: none"> - basic knowledge and understanding of the discipline of the relevant profession; - solving concrete problems using scientific methods and procedures; - linking basic knowledge from different fields and their application; - monitoring and application of new development in the profession; - development of skills and abilities in the use of knowledge in the appropriate field; - the use of information and communication technologies in mastering the knowledge of the respective area. <p>4.3. Learning outcomes are described according to descriptors of learning outcomes of the National Qualifications Framework.</p>
Record
Attachment 4.1. Diploma Supplement.
Instructions for the Peer review panel for compliance assessment:
<p>The Peer review panel assesses the compliance of the standard by providing a numerical assessment and explanation. The Peer review panel analyzes the described competences taking into account the content and outcomes given in the curriculum. Particularly assesses whether the general and specific competences are precisely defined and whether they are in accordance with the structure and content of the study programme and whether they are precisely described and aligned with the outcomes.</p> <p>The Peer review panel assesses whether the defined conditions and procedures necessary for completing the studies and obtaining a doctoral degree are available to the public, and whether they are in line with the goals, content and scope of the study programs. The Peer review panel is obliged to determine whether there is an Diploma supplement, analyzes and comments it.</p> <p>In addition to the assessment of compliance with the standard, the Peer review panel provides an explanation of the appraisal regarding the fulfilment of this standard 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.</p>

Standard 5: Curriculum
Curriculum of the study programme contains a list and a structure of compulsory and optional subjects and modules, with their descriptions. The basic optional trait of art studies is contained in the main course.
Instructions for preparation of accreditation documents:
Description (within 300 words)
<p>Instructions for application of standard 5:</p> <p>5.1 Structure of the curriculum is contained of a timetable of courses and modules per semester, trimesters, or blocks, number of classes of active courses and number of ECTS credits</p>

- 5.2 The forms of courses whose scope is expressed by number of classes are referred to as „active courses“.
- 5.3 The number of ECTS credits per semester needs to be 30, and number of ECTS credits per trimester needs to be 20, with allowed discrepancy in the percentage of 20%, for the reason of burdening the students evenly.
- 5.4 Study programme of basic studies, master studies or integrated studies must differ from other corresponding study programmes in courses that bring at least 35% of the total amount of ECTS credits, whereby the mentioned 35% is contained of the active courses from the group of professional – applicative, scientific – professional or artistic courses.
- 5.5 The study programme must have common ground with modules in the amount of at least 25% of the total amount of ECTS credits.
- 5.6 Description of a course contains the name, type of the course, year and semester of studies, number of ECTS credits, names of teachers, the purpose of the course with expected results, knowledge and skills, preconditions for course attendance, course content, recommended literature, methods of lecturing, methods of knowledge testing and evaluating and other important information.
- 5.7 The structure of the study programme of basic academic studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:
- General academic education – cca 15%,
 - Theoretical - methodological – cca 20%,
 - Scientific and artistic professional – cca 35%, and
 - Applied professional– cca 30%.
- 5.8 The structure of the study programme of basic applied studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:
- General academic education – cca 15%,
 - Professional - cca 40% and
 - Applied professional– cca 45%.
- 5.9 The structure of the study programme of master academic studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:
- Scientific and applied professional– cca 70%,
 - General academic education and theoretical - methodological – cca 30%.
- 5.10 The structure of the study programme of master applied studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:
- Professional and applied professional– cca 90% и
 - General academic education – cca 10%.
- 5.11 The structure of the study programme of specialist academic studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:
- Scientific and applied professional– cca 70%,
 - General academic education and theoretical - methodological – cca 30%.
- 5.12 The structure of the study programme of specialist applied studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:
- Professional and applied professional– cca 90% и
 - General academic education – cca 10%.
- 5.13 The structure of the study programme of integrated academic studies, except the field of art, contains the following groups of courses in relation to the total amount of ECTS credits:
- Scientific and applied professional– cca 70%,
 - General academic education and theoretical - methodological – cca 30%.
- 5.14 Within the structure of the study programme, optional courses are present with at least 20% in relation to the total amount of ECTS credits on basic academic studies and at least with 30% on master studies, except for the field of medicine. The list of optional courses should contain at least two times more courses than the number of optional courses that can be chosen.
- 5.15 Professional practice, which is to be realized in commercial organizations or public institutions, is the integral part of the curriculum of the study programme of master studies and it shall last at least 180 hours, i.e. 90 hours per year.
- 5.17. The final paper is compulsory for all levels of studies and all study programmes.
- 5.18. There must be at least 600 classes per year or 20 classes per week of active courses and no more

than 900 classes per year and 30 classes per week on both levels of studies and on every year of studies.

In particular:

- On the first level of studies 50% - 60% of 600 classes is reserved for lectures, while the rest can be used for exercises or other forms of active courses.
- On the second level of studies that last longer than one year, during the first year 50% - 60% of 600 classes is reserved for lectures, while the rest can be used for exercises or other forms of active courses
- During the final year of the second level studies and integrated studies, maximum 50% of classes can be used for study research work or applied research work, while the rest can be used for lectures, exercises and other forms of active courses.
- Classes of active courses that are spent for study research work and applied research work on the second level studies are to be divided by 2 while making the calculation of teacher's occupancy.

Natural sciences and mathematics

During the final year of the first and second level of studies, there shall be a 90 hour professional practice which will bring 3 ECTS credits, while on the integrated studies there shall be a 90 hour professional practice which will bring 3 ECTS credits on both fourth and fifth year of studies.

Technical – technological sciences

Professional practice and practical work in duration of least be 90 hours is the integral part of the curriculum of study programmes for basic and master studies in area of technical – technological sciences, which is to be realized in appropriate scientific-research institutions, organizations for performing innovative activities, organizations for providing support in infrastructure to innovative activities, in companies and public institutions.

In area of biotechnical sciences, agriculture and forestry, during basic studies, students realize working practice in duration of at least 90 hours, production practice in duration of at least 90 hours and technological – organizational practice in duration of at least 90 hours.

Social – humanistic sciences

During the last year of studies of first and second level there is professional practice in duration of 90 hours and 3 ECTS credits, while on integrated studies there is professional practice in duration of 90 hours and 3 ECTS credits on both fourth and fifth year of studies.

Medical sciences

The curriculum of the study programme for academic studies in areas from the frame of educational – scientific field of medical sciences must contain compulsory common grounds and possibilities for special studying modules, if it is prescribed that the curriculum shall contain them. Special studying modules should be connected to areas that are in direct relation to medicine, whether they are laboratory or clinical, biological or behavioral, research oriented or descriptive. Curriculum of the study programme shall contain at least 10% of optional courses.

Art

The structure of the study programme of basic academic studies in the field of art contains the following groups of courses in relation to the total amount of ECTS credits:

- Artistic and theoretical – artistic groups of courses - cca 80%, whereby artistic group of courses make at least 50%,
- Other groups of courses - cca 20%.

The structure of the study programme of basic applied studies in the field of art contains the following groups of courses in relation to the total amount of ECTS credits:

- Artistic and theoretical – artistic groups of courses- cca 50%,
- Applied professional groups of courses – cca 30%,
- Other groups of courses - cca 20%.

The structure of the study programme of master academic studies in the field of art contains the following groups of courses in relation to the total amount of ECTS credits:

- Artistic and theoretical – artistic groups of courses - cca 70%, whereby artistic group of courses make at least 50%,
- Other groups of courses - cca 20%.

The structure of the study programme of master applied studies in the field of art contains the following groups of courses in relation to the total amount of ECTS credits:

- Artistic and theoretical – artistic groups of courses- cca 45%,
- Applied professional groups of courses – cca 45%,
- Other groups of courses - cca 10%.

The structure of the study programme contains the following percentage of optional courses in relation to ECTS credits:

- Basic studies at least 20%,
- Master studies at least 30%,
- Integrated studies at least 25%.

Duration and realization of pedagogic practice

Higher education institutions that realize pedagogic study programmes must secure pedagogic practice during the second, third and fourth year of studies in duration of minimum 90 hours per year. During the fifth year of the studies pedagogic practice lasts 180 hours and brings 6 ECTS credits. Pedagogic practice is realized in pedagogic institutions.

Students of higher education institutions which do not have a study programme for pedagogic education, and whose finished students are supposed to become teachers of professional courses in high schools, must, according to the Law on the fundamentals of the education system, receive additional education in psychological, pedagogic and methodological disciplines from a higher education institution during the studies or after graduation, that is worth at least 30 ECTS credits and 6 ECTS credits of practice in pedagogic institutions.

Note:

Final paper on master studies is a project in which students solve a practical problem from commercial or public domain, which is accepted by commercial or public institution.

Final paper is prepared in commercial or public institution with which the higher education institution signed an agreement.

A representative of the institution in which the candidate realized the final paper shall be a member of a Commission for defence of the final paper.

Record

Table 5.1. Timetable of courses per semester and per year of studies.

Table 5.1 a. Timetable of courses per semester and per year of studies for basic applied studies, specialistic applied studies and basic academic studies.

Table 5.1b. Timetable of courses per semester and per year of studies for the studies of second degree: MAS, MAS и SAS.

Table 5.1v. Timetable of courses per semester and per year of studies for integrated studies.

Table 5.2. Specification of courses.

Table 5.2.a. The book of courses – study programme (the name of the program)

Table 5.3 Optional courses on the study programme.

Table 5.4. The list of courses on a study programme of the first level, per type of the course: (General academic courses, Theoretical – methodological courses, Artistic, i.e. artistic - professional, applied professional and professional, i.e. artistic – professional courses)

Report 1. Report on the structure of the study programme (this report is contained in the digital form and is to be formed after the input and calculation of all data in the digital form).

Block table 5.1. Study programme with optional fields - modules.

Attachment 5.1. Book of courses (in documentation and on institution website).

Attachment 5.2. Decision by professional bodies of higher education institution on accepting the study programme.

Attachment 5.3. The programme of scientific – research work, i.e. artistic – research work (with accreditation request of the study programme of second degree, master academic studies).

Attachment 5.4. Decision on accreditation of scientific – research organization (with accreditation request of the study programme of second degree, master academic studies).

Instructions for the Review Committee for evaluation whether the standards are fulfilled:

To ascertain in the report whether the mentioned conditions in regard to ECTS credits are fulfilled. According to Law on higher education, a student must have at least 20 classes of active courses per week (600 on per year), while the standard instructions limit it to 30 classes per week. According to the standard instructions, minimal number of classes should be arranged in the following way:

- On the first level of studies 50% - 60% of 600 classes is reserved for lectures, while the rest can be used for exercises or other forms of active courses.
- On the second level of studies which last longer than one year, during the first year 50% - 60% of 600 classes is reserved for lectures, while the rest can be used as exercises or other forms of active courses
- During the final year of the second level studies and integrated studies, maximum 50% can be used for study research work or applied research work, while the rest can be used for lectures, exercises and other forms of active courses.
- Classes of active courses that are spent for study research work and applied research work on the second level studies are to be divided by 2 while making the calculation of teacher's occupancy.
- SRW and ARW can be a component of a course or of a final paper. If the final year is constituted of a single semester, minimal number of classes for that semester is 20, while the maximum is 30. If the final year is constituted of a single semester, the last two semesters of the study programme shall be treated like the final year.

The review of the Peer review panel shall ascertain whether the number of classes of active courses and lectures is appropriate, by entering numeric values and written comments in relation to evaluation of fulfilment of the standard.

The Peer review panel whether the writing of a final paper is prescribed [*Sentence is not full in the original text*]. Final papers are compulsory in all degrees of studies, in all fields and for IMT studies. Final paper is presented as an independent course in all modules. It is presented through two positions:

1. Course Final paper - (PRW, RW, ARW, SRW) (researches) which is in direct connection with realization of the final paper and is presented like an active course (PRW, RW, ARW, SRW)
2. Final paper – preparation and defence, which is presented like other classes.

Researches contained in the final paper (active courses) are:

- for basic applied studies (BAS) - professional research work - PRW
- for basic academic studies (BAS) - research work - RW,
- for specialistic applied studies (SAS) - professional research work - PRW
- for master applied studies (MAS) - applied research work – ARW,
- for master academic studies (MAS) - study research work,
- for specialistic academic studies (SAS) - study research work – SRW

The way and procedure of preparation and defence of the final paper is prescribed by the general act of the higher education institution.

- PRW, RW is divided equally on to every teacher of the study programme that lectures on courses form the following categories:
 - Academic studies (except art) – scientific, ie artistic-professional and applied professional courses,
 - Applied studies (except art) – professional and applied professional courses,
 - Field of art: academic studies – artistic and theoretically – artistic courses,
 - Field of art: basic studies - artistic and professional – applicative courses.

The final paper is presented as a common course of a study programme for every module and is a part of 25% of the common courses in accordance with the standards. ECTS credits are part of the total amount of ECTS credits for the study programme and take the position of both compulsory and optional ECTS credits (compulsory 50%, optional 50% of the total amount of ECTS prescribed for the final paper).

The Peer review panel establishes whether the standard is fulfilled in regards to practice (professional, pedagogic...) Professional practice can be divided in two: Professional practice 1 and Professional practice 2 which take place in different years of studies of different semesters. It is important that the total amount of classes is in accordance with standards for the given area. This goes for other practices also. They are presented as a common course of a study programme for all modules and are a part of 25% of the common courses in accordance with the standards. The practices are expressed with other classes and with ECTS credits. ECTS credits are calculated into the total amount of ECTS credits.

The Peer review panel establishes whether the study programme is an IMT study programme. A study programme is presented as an IMT study programme if each of the two main areas contains courses that cover at least 25% of the courses of that area. These two areas should cover at least 70% of ECTS credits of a given study programme.

- The structure of the IMT study programme for basic academic studies (BAS), if one of the two main areas belongs to the field of art while the other one is from another field, contains the following groups of courses in relation to the total amount of ECTS credits:
 - applied professional and artistic group of courses - 40%;
 - academic education and other courses -15% and
 - theoretically - methodological, scientific – professional and theoretically – artistic group of courses - 45%.
- The structure of the IMT study programme for master academic studies (MAS), if one of the two main areas belongs to the field of art while the other one is from another field, contains the following groups of courses in relation to the total amount of ECTS credits:
 - applied professional and artistic group of courses - 35%;
 - scientific – professional and theoretically – artistic group of courses - 35%
 - general education, theoretically - methodological and other courses - 30%
- The structure of the IMT study programme for basic applied studies (BAS), if one of the two main areas belongs to the field of art while the other one is from another field, contains the following groups of courses in relation to the total amount of ECTS credits:
 - applied professional and applied professional group of courses - 40%;
 - academic education and other courses -15% and
 - professional, artistic and theoretical – artistic group of courses - 45%.
- The structure of the IMT study programme for master applied studies (MAS), if one of the two main areas belongs to the field of art while the other one is from another field, contains the following groups of courses in relation to the total amount of ECTS credits:
 - applied professional and applied professional- 45%;
 - professional, artistic and theoretical – artistic group of courses - 45%
 - academic education and other courses -10%

The Review Committee shall analyze thoroughly the book of courses with description of the course, course purpose with expected results, knowledge and skills, course content, recommended literature, methods of lecturing, ways of knowledge testing and other data, and gives comments whether there are information in relation to every course, evaluates given content. The Peer review panel ascertains whether the institution has attached the descriptions in relation to final paper and professional practice and other forms of teaching that are described by the information given in the tables. The Peer review panel gives comments about the presence of particular groups of courses and information about the presence of optional courses, gives numeric grades in comments spaces and explanations for those grades, all based on the reports (Report 1. or Report on parameters of a study programme which is based on input of data in the digital form). The Peer review panel necessarily states whether and which reports are attached in the textual description. In the case that the curriculum contains modules, the Peer review panel analyzes common contents for all modules and contents of particular modules, and gives descriptive evaluation of particular modules and of the curriculum as a whole.

The Peer review panel can find all quantitative information necessary for estimation of fulfilment of this standard in the worksheet Report in digital form, which is a required part of the documentation that the institution fills out.

The Peer review panel, alongside with the evaluation on fulfilment of the standard, also gives an explanation of the evaluation on fulfilment of this standard, based on attachments enclosed to the request for accreditation, facts determined during the visit and documents that the institution had provided on Peer review panel's request before/during/after the visit.

Standard 6: Quality, modernity and international conformance of the Study Programme The study programme is in accordance with modern world courses and states of profession, science and art in

corresponding educational – scientific, or artistic – educational fields and is comparable with similar programmes that exist on foreign higher education institutions, especially within the frame of european educational space.

Instructions for preparation of accreditation documents:

Description (within 300 words):

Instructions for application of Standard 6:

- 6.1 The study programme offers to students the latest scientific, artistic or professional knowledge in appropriate areas
- 6.2 The study programme is complete, universal and in conformity with other programmes of the higher education institution.
- 6.3 The study programme is in accordance with at least three accredited programmes of foreign higher education institutions, of which there are at least two from european educational space.
- 6.4 The study programme is substantially and formally in accordance with determined specific accreditation standards.
- 6.5 The study programme is in conformity with european standards in regards to conditions for admission, duration of studies, conditions for transition to the next year of studies, obtaining a diploma and ways of studying and comparability of programmes.

Medical science

Integrated academic studies of first and second degree (studies of medicine), for obtaining the title „doctor of medicine“, last 6 years or 5.500 classes of theoretical and practical courses, individual work and practice in medical institutions accordant to Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications in part related to medicine.

Schooling for nurses, accordant with the same Directive, in contained of at least 4.600 hours of theoretical and clinical training, with full hours, during at least three years of professional education or applied studies, which can bring an appropriate number of ECTS credits.

The duration of the theoretical education mentioned in paragraph 2 of this article must last at least in the duration of one third of the minimal duration of schooling, while clinical education must last at least one half of the minimal duration of the schooling.

The purpose of the Directive 93/16 of the European Council is to facilitate the freedom of movement of medical workers through mutual recognition of primary and specialistic qualifications of the citizens of EEA (european economic region).

Record:

Attachment 6.1, 6.2, 6. 3. Documents on at least three accredited foreign programmes with which the programme is in conformity with.

Attachment 6.4. PDF file of curriculums of accredited foreign study programmes with which the study programme is in conformity with (the list of courses).

Instructions for the Review Committee for evaluation whether the standards are fulfilled:

The Review Committee, alongside with evaluation, ascertains whether attachments 6,1,2,3 are available on internet, especially evaluating the comparable advantage of the programme that is being accredited. The Review Committee checks whether the PDF file of curriculums of accredited foreign study programmes with which the study programme is in conformity with is attached (list of courses).

The Peer review panel, alongside with the evaluation on fulfilment of the standard, also gives an explanation of the evaluation on fulfilment of this standard, based on attachments enclosed to the request for accreditation, facts determined during the visit and documents that the institution had provided on Peer review panel's request before/during/after the visit.

Standard 7: The enrollment of students

In accordance with the needs of the society and the institution's resources, the institution shall provide enrollment of students on study programme based on the results in their secondary school education and

the test of their knowledge, inclinations and skills.

Instruction for preparing accreditation documentation:

Description (up to 500 words):

Instruction for the application of Standard 7:

- 7.1 The number of students enrolled at a study programme shall be determined on the basis on disposable space and personnel resources of the higher education institution.
- 7.2. Necessary knowledges, inclinations and skills which shall be tested during enrolment competition, as well as the form of the testing corespond to the character of the study programme and shall be published in the terms of contest.

Record

Table 7.1. The overview of the number of the students enrolled on a study programme in current and two previous years.

Table 7.2. The overview of the number of the students on a study programme by years in the current academic year.

Attachment 7.1. The enrollment contest

Attachment 7.2. The decision on the nomination of the enrollment commission

Attachment 7.3. The terms of enrolment (excerpt from the statute of the institution or an other document) – (the attachments are the same as the attachments provided in the accreditation documentation, they shall be attachments to the programme in electronic version only). When enrolling students of master studies, the institution is obliged to take previously obtained competences of the candidatas into consideration.

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

The Peer review panel constates whether planned number of students on the study programme for which the accreditation is requested is in accordance with disposable capacities of the institution and whteher the abilities corresponding the character of the study programme are tested at enrolment contest.

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: Student-grading and the progress of students

Students shall be graded by constantly following their work and on the basis of credits obtained by completing pre-examination obligations and by passing examination.

Instruction for preparing accreditation documentation:

Description (up to 500 words):

The instructions for the application of standard 8:

- 8.1 The students complete study programme by passing exams, for which they obtain certain number of ECTS credits.
- 8.2 Each subject of the programme carries certain number of ECTS credits that the studen obtain by successfully passing the examination.
- 8.3. The number of ECTS credits that a subject carries shall be determined on the basis of work burden of a student in the course of completing a subject by the application of the unique methodology accepted in advance for all subjects and all programs of the higher education institution.
- 8.4. The students' result in completion of the subject is continuously followed in the course of instruction and it shall be expressed in credits. Maximally obtainable number of credits within the

subject equals 100.

8.5. The student obtains credits within the subject by working during the instruction, by fulfilling pre-examination obligations and by passing examinations. Minimal number of credits obtainable by fulfilling pre-examination obligation in the course of instruction equals 30, as the maximal number equals 70.

8.6. Every subject of the study programme shall have clear and published manner of credit-obtaining. The manner of credit-obtaining includes the number of credits that a student obtains on the basis of each type of activity during the instruction or by executing pre-examination obligations and passing the examinations.

The aggregate result of the student in a subject shall be expressed with grades from 5 (failed) to 10 (excellent)

The students' grade is based on the aggregate number of credits that the students has obtained by fulfilling pre-examination obligations and by passing the examination, according to the quality of acquired knowledge and skills.

Record

Table 8.1. Summary list of the credits that the student obtains by working during the instruction and by passing pre-examination obligations as well as at the examination.

Table 8.2. Statistical data on the progress of the student on the study program.

Attachment 8.2. The book of subjects (in the documentation and on the institution's website)

Instruction for preparing accreditation documentation:

By checking up the book of the subjects the Peer review panel determines whether the students obtain certain number of ECTS credits that shall be determined according to the burden of students and the unique methodology and whether the condition regarding minimal, respectively maximal number of credits obtained by the tests of knowledge in pre-examination obligations prescribed by the Law on higher education.

Based on the data provided in the Table 8.2, the Peer review panel shall give commentary on the results of the students.

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 9: Teaching staff

The teaching staff having necessary scientific, artistic and expert abilities shall be provided for the realization of study programme.

Instruction for preparing accreditation documentation:

Description (up to 200 words):

The instructions for the application of standard 9:

9.1 The number of teachers fits the needs of the study programme and depends on the number of courses and the number of classes on those courses. The total number of teachers must be sufficient to cover the total number of classes on the study programmes which the institution carries out in a way that the teachers average a minimum of 180 classes of active teaching (lectures, exercises, practical work and field work) per year, or up to 6 classes per week, with 20% tolerance. A teacher who is engaged on multiple higher education institutions performs active teaching in each institution proportionate to the engagement percentage from the prescribed maximum of 12 classes, with regard that his total engagement cannot be higher than 12 classes of active teaching per week on all higher education institutions in the Republic of Serbia. A teacher with part-time employment, who conducts a minor part of his working hours outside higher education, can on a weekly basis

actively teach in the relevant institution proportionate to the engagement percentage from the prescribed maximum of 12 classes.

9.2 A teacher with part-time employment, who conducts the majority of his working hours outside higher education, or a teacher engaged on the basis of a supplementary employment contract, can actively teach in the relevant institution within the maximum of 4 classes per week. If a teacher holds exercises, two classes of exercises count as one class of lectures, except in the field of arts. A course on distance studies burdens the teacher/associate with 50% burden which he would have had for studies of the classic type.

9.3 From the total number actively taught classes on a study programme at least 70% are conducted by teachers with full-time employment, as for the study programmes in the field of arts that number cannot be lesser than 50%. At least 80% of the total amount of teachers with full-time employment must have teaching ranks in the following categories: lecturer, higher lecturer, professor of professional career studies, docent, associate professor and full professor, foreign language teacher and skills teacher. Teachers in the rank of docent, associate professor and full professor can perform lectures on all levels of studies.

9.4 Teachers in the ranks of lecturer, higher lecturer or professor of professional career studies can perform lectures only on professional career studies. On the master career studies all teachers must have a Ph.D. except in the field of arts.

9.5 A teacher without employment who has achieved higher education at least of master academic studies can participate in active teaching, including lectures and exercises on the first and second level of studies, up to one third of classes of a course within a semester. Moreover, in the field of medicine the higher education institution may on the proposal of the expert body in the field of active teaching, including lectures and exercises, engage on the first level of studies up to one third of classes of a course within a semester, with the title of professional career study lecturer, and a person who has higher education of the first degree and has completed health specialization from a narrower scientific field of the course he is appointed for and who has necessary knowledge and skills in the relevant field and demonstrates talent for teaching. A lecturer without employment can be engaged only on applied professional course.

9.6 A professor emeritus may participate in all types of teaching on academic studies of the second and third degree, be a member of a commission for preparing propositions for the appointment of university teachers and participate in scientific research. The total number of staff with the rank of professor emeritus engaged in teaching cannot be larger than 3% of the total number of university teachers.

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

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

9.9 A guest professor, from another independent higher education institution, who participates in carrying out the study programme, is considered as a teacher with supplementary employment.

9.10 Teachers with full-time employment conduct at least 50% of classes from courses which belong to the following key categories: scientific and applied professional on undergraduate, master and specialist academic studies, or professional and applied professional on undergraduate, master and specialist professional career studies; art, theoretical-art and applied professional on undergraduate and specialist academic studies, or undergraduate, master and specialist professional career studies in the field of art; art, theoretical-art on master academic studies in the field of art.

9.11 Scientific, artistic and professional qualifications of the teaching staff fit the educational-scientific or educational-artistic field and the level of their responsibilities. Each teacher must have at least five references from a narrower scientific, artistic, or professional field that he teaches on a study programme.

- 9.12 The number of associates fits the needs of the study programme and depends on the number of courses and the number of classes on those courses.
- 9.13 The total number of associates must be sufficient to cover the total number of classes of the study programmes, in a way that each associate averages a maximum of 300 classes of active teaching per year, i.e. averages 10 classes per week, with 20% tolerance, except in the field of art. The limit of associate engagement is 16 classes of active teaching per week in all higher education institutions in Serbia.
- 9.14 Titles of associates are: teaching assistant, assistant, assistant with a Ph.D. Titles of associates in carrying out classes within study programmes within the field of education and arts are: artistic associate, senior artistic associate, independent artistic associate, technical associate, senior technical associate and independent technical associate. Titles of associate in carrying out classes within study programmes of foreign languages: lector and senior lector.
- 9.15 A teaching assistant on the first degree studies may be a student engaged in master academic studies or specialist academic studies, who finished he's studies of the first degree with the average grade of at least eight (8).
- 9.16 Exceptionally, a teaching assistant on the first degree of professional career studies may be a student engaged in master professional career studies or specialist professional career studies, who finished he's studies of the first degree with the average grade of at least eight (8).
- 9.17 In the field of arts, a teaching assistant may have higher education of the first degree, the total average grade of at least eight (8) and at least nine (9) from the group of classes he is designated to, in accordance with the bylaws of the higher educational institution, if master academic studies are not scheduled in that field.
- 9.18 An assistant may be a student on doctoral studies who has finished each of the previous degrees of studies with the average grade of at least eight (8) and who demonstrates talent for teaching. An assistant may be appointed if he is a master of science, or master of art, whose doctoral dissertation subject, or doctoral artistic project is accepted.
- 9.19 Exceptionally, for teaching on clinical courses a person with the adequate health specialization may be appointed to the rank of assistant.
- 9.20 In the field of arts, a person can be appointed as an assistant if he has a degree of a master of arts and works of art which demonstrate the talent for independent artistic creation, if doctoral studies are not scheduled in the field he is appointed to.
- 9.21 In the field of arts, a person can be appointed as an assistant if he has finished academic studies of the first degree and has works of art which demonstrate talent for independent artistic creation, if master and doctoral academic studies are not scheduled in the field he is appointed to.
- 9.22 An assistant with a Ph.D. may be a person who has the scientific title of a doctor of science, or the title of doctor of arts.
- 9.23 An associate without employment (student instructor, etc.) engaged to help with the teaching process, may be a person on the first, second or third degree studies, under the condition that he achieved at least 120 ECTS points with the average grade of at least eight (8) on their first degree studies. An associate (associate practitioner, clinical assistant, etc.) engaged for carrying out practical classes, which are being done outside the higher education institution, may be a person who is employed in the institution where the part of the practical class is being carried out.
- 9.24 Heads of courses employed by the higher education institution are responsible for ensuring quality of teaching carried out by lecturers who are not employed.
- 9.25 Data on teachers and associates (resume, appointments, references) must be available to the public.

The higher education institution's acceptances for the work of the teaching staff on another higher education institution for the purpose of accreditation. The acceptance should contain the name of the study programmes and subjects for which the acceptance is given and the accreditation burden, i.e. at the institution giving acceptance, at the institutions at which the acceptance has been already given and the institution requesting for acceptance. Besides the acceptance, the statement of the worker on accepting the data provided in the acceptance shall be annexed.

The acceptances for the accreditation for work of the teaching staff engaged on the other basis (additional work...) from all the higher education institution at which the worker is employed. The

acceptance should contain the name of the study programmes and subjects for which the acceptance is given and the accreditation burden, i.e. at the institution giving acceptance, at the institutions at which the acceptance has been already given and the institution requesting for acceptance. Besides the acceptance, the statement of the worker on accepting the data provided in the acceptance shall be annexed.

All burdens of the teaching staff cited in the acceptance shall be filled in the columns of the electronic form for the study programme: O- the classes of active instruction in other higher education institutions in Serbia and S – the name of other higher education institution in Serbia at which the teacher is engaged.

The aggregate burden of teachers in Serbia shall be checked by the Commission for the accreditation and quality-verification. The burden must not be greater than 12 classes of active instruction. As for the teaching staff who signed the statement of the accordance with the data cited in the acceptance and the verification shows that the burden is greater than 12 classes, the Ministry of Science and Technological Development of Serbia shall be informed, and the CAQV shall take measures against the teacher, i.e. associate. CAQV shall inform the institution on the circumstance and the institution is obliged to deliver corrected documentation in 15 days term.

Natural science and mathematics

Classes are organized in a way that lecture groups on the first degree of studies have up to 80 students, practice groups up to 25 students and laboratory practice groups up to 15 students, with 10% tolerance.

Classes are organized in a way that lecture groups on the master studies have up to 80 students, practice groups up to 25 students and laboratory practice groups up to 15 students, with 10% tolerance.

A teacher must have at least five representative references from a educational-scientific field that he is teaching on the study programme, including: monographs, books, articles, scientific and professional works, textbooks, practice books or workbooks, patents and software solutions.

Social-humanitarian studies

For carrying out study programmes in the field of social-humanitarian sciences with quality it is necessary to fulfill the requirements regarding the number of students per teaching group, so that:

- size of lecture groups on undergraduate studies for general and theoretical-methodical courses are up to 300 students with 10% tolerance, and for scientific-professional and applied professional courses up to 200 students with 10% tolerance;
- size of practice groups on undergraduate studies for general and theoretical-methodical courses are up to 70 students with 10% tolerance, and for scientific-professional and applied professional courses up to 50 students with 10% tolerance;
- size of lecture groups on master studies are up to 50 students with 10% tolerance;
- size of practice groups on master studies are up to 25 students with 10% tolerance.

Competence of teachers is determined on the basis of scientific work published in international journals, national journals, works published in collections from international scientific meetings, monographs, patents and textbooks.

Technical-technological sciences

For carrying out study programmes of undergraduate and master academic studies in the field of technical-technological sciences with quality it is necessary that the higher education institution fulfills the requirements regarding the number of students per teaching group.

Undergraduate classes are organized in a way that lecture groups have up to 180 students, practice groups up to 60 students and laboratory practice groups up to 20 students, with 10% tolerance.

For carrying out study programmes of master studies with quality, lecture groups have up to 32 students, practice groups up to 16 students and laboratory practice groups up to 8 students, with 10% tolerance.

Representative references of the teaching staff in the field of technical-technological sciences are: scientific and professional works published in international and national journals, works published in collections from scientific and professional meetings, monographs, textbooks, articles, workbooks, practice books, patents, new products or significantly enhanced existing products, new plant types, new breeds of cattle and new technologies.

Medicine

The total number of teachers must be sufficient to cover the total number of classes on the study programmes which the institution carries out in a way that the teachers average a minimum of 180 classes of active teaching per year, or up to 6 classes per week, with tolerance of 20%.

Total engagement per teacher cannot be higher than 12 classes per week. The number of classes includes engagement on all accredited study programmes.

The maximum of students in a group for practical classes on preclinical courses is 15, and on clinical courses 7. The maximum of students in a group for theoretical classes is 80, with 10% tolerance.

Scientific competence of teacher and associates is evaluated in accordance with the legislation which deals with education and scientific conduct.

Art

Classes on higher education institutions in the field of art is carried out as:

- individual;
- group;
- collective.

The organization of classes is based on all three methods of carrying out classes, depending on the type and nature of the course.

The size of the group in group classes, depending on the type and nature of the course, is from 2 to 20 students.

Collective classes are organized for groups of up to 300 students.

Total engagement per teacher cannot be higher than 12 classes per week, and 15 classes per week per associate.

Representative references for the educational-artistic field of musical arts are:

- artistic work from the field of music (compositions) played at concerts in the country or abroad;
- artistic work from the field of music played at festivals in the country or abroad – soloist at a concert (piece done in its entirety) with a symphony or chamber orchestra, soloist in a vocal-instrumental piece, whole-evening concert, recital, role in an opera;
- concerts and operas in the country and abroad (performing);
- concerts and operas at festivals in the country and abroad;
- master courses, seminars, workshops, public lectures in the country and abroad;
- participating in music competitions in the country and abroad;
- participating in a jury at music competitions of national and international character;
- awards and honors for musical work;
- published theoretical works or textbooks in the country and abroad (books and professional periodicals), published CDs (with reviews).

Representative references for the educational-artistic field of stage and audio-visual arts are:

- public performance of the work regularly performed in public;
- public performance of the work at meetings and festivals;
- commercial realization of the artwork;
- participation or organization of special artistic courses, seminars or master workshops in the country and abroad;
- participation in juries at national and foreign festivals;
- awards and honors for artistic work in the country and abroad;

- published theoretical works or textbooks in the country and abroad (books and professional periodicals).

Representative references for the educational-artistic field of fine arts, applied arts and design are:

- public display of works of art at independent exhibitions;
- public display of works of art at collective exhibitions with juries and manifestations;
- commercial realization of the artwork;
- participation or organization of special artistic courses, seminars or master workshops in the country and abroad;
- participation in national or international contests for works of art;
- participation in juries at national and foreign exhibits, contest and manifestations;
- awards and honors for artistic work in the country and abroad;
- published theoretical works or textbooks in the country and abroad (books and professional periodicals).

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

Evidence

Tables and attachments to standard 9:

Table 9.0. Total data on teaching staff at the institution (the list shall be formed when inputting the data in an electronic form, the institution is obliged to input all requested data in this table).

Table 9.1. Scientific, artistic and professional qualifications of the teachers and their tasks within the instruction

Table 9.1.a. The book of teachers – study programme (the name of the programme)

Table 9.2. The list of teachers engaged in realization of the study programme with full-time working hours/all programmes/other HEI

Table 9.3. The list of teachers engaged in realization of the study programme with part-time working hours/all programmes/other HEI

Table 9.4. The list of teachers engaged in realization of the study program of doctoral studies – additional work/all programmes/other HEI

Table 9.5. The list of associates engaged in realization of the study programme with full-time working hours/all programmes/other HEI

Table 9.6. The list of associates engaged in realization of the study programme with part-time working hours/all programmes/other HEI

Table 9.7. The list of other associates engaged in realization of the study programme with part-time working hours/all programmes/other HEI

Table 9.8. The summary overview of all teachers by fields and narrower scientific and artistic fields engaged on study programme/all programmes/other HEI

Attachment 9.1. Excerpts from electronic database of tax administration of the Republic of Serbia with signature and seal in both paper and electronic form as an annex to the application.

Attachment 9.2. Employment contracts, elections in the position, diplomas, acceptances, statement, MA and M1/M2 for the teachers with full-time working hours on study programme/all programmes/other HEI.

Attachment 9.3. Employment contracts, elections in the position, diplomas, acceptances, statement, MA and M1/M2 for the teachers with part-time working hours on study programme/all programmes/other HEI.

Attachment 9.4. The engagement contracts, elections in the position, diplomas, acceptances and statement, for teacher / additional work at study programme/all programmes/other HEI.

Attachment 9.5. Employment contracts, elections in the position, diplomas, acceptances, statement, MA and M1/M2 for the associates with full-time working hours on study programme/all programmes/other HEI.

Attachment 9.6. Employment contracts, elections in the position, diplomas, acceptances, statement, MA

and M1/M2 for the associates with part-time working hours on study programme/all programmes/other HEI.

Attachment 9.7.Engagement contracts elections in the position, diplomas, acceptances, statement, MA and M1/M2 for the associates – additional work on study program/all programmes/other HEI.

Attachment 9.6.The rulebook on the election of the teachers at the institution.

Attachment 9.7.Contracts on the engagement of foreign teachers for the study programme.

Attachment 9.8.The decision of the Senate on the election (engagement) of visiting professor

Attachment 9.9.The proof of residence for full-time employed foreign citizens, issued by the competent authority.

Annotation:

Tables and annexes for the higher education institution (i.e. Standard 6. Teaching staff, Table 6.1 – 6.7 and Annex 6.3 – 6.8) should be delivered in a separate folder.

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

The Peer review panel ascertains the total number of teachers engaged on a study programme, determines whether all requested data was provided for all teachers employed full-time and whether the adequate contracts and consents were provided for all teachers engaged on the basis of supplementary employment, and whether the conditions prescribed by law regarding the dates of appointment and years of age are fulfilled. If the list of teachers differs from the established data the Peer review panel enters the number of teachers for who the documents of engagement are not provided, number of teachers whose years surpass the limit (68) as well as the number of teachers for whom 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 determines whether the request that 70% of classes of classes of active teaching carried out by teachers, is done by teachers with full-time employment. For the study programmes in the field of arts, that number cannot be lesser than 50%.

The Peer review panel determines whether at least 50% of teachers on a professional career study programme, except in the field of arts, have the rank of a doctor of science.

The Peer review panel also determines the number of teachers whose engagement on a study programme or their total engagement is larger than 12 classes per week.

The Peer review panel also determines the number of associates whose engagement on a study programme or their total engagement is larger than 16 classes per week.

The Peer review panel analyses the Record of teachers, ascertaining whether the record has data on all teachers engaged on the study programme, whether the scientific, artistic and professional qualifications of the teaching staff match the educational-scientific and educational-artistic field and the scope of their responsibilities. The Peer review panel determines whether the teachers have at least five references from a narrower scientific, artistic or professional field for the field that they are teaching on the study programme. The Peer review panel must enter in the report a comment on the scientific, artistic and professional qualifications of teachers.

The Peer review panel enters into its report (using tables and reports provided by the institution) data on the number of associates, classes of active teaching held by associates, necessary number of associates, and average burden of associates on the study programme. 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 300-360 classes of active teaching per year, i.e. to average 10-12 classes of active teaching per week, with 20% tolerance, except in the field of art. On the basis of the provided data the Peer review panel determines whether the

number of associates matches the needs of carrying out the study programmes. The Peer review panel enters into the report the average burden of associates on this study programme.

By viewing the institution's website or other published documents, the Peer review panel shall determine whether the data on teaching staff are publicly accessible, and it marks its accretion in the commentary.

The Peer review panel shall establish whether the higher education institution has submitted Tables 6.1 – 6.7 and Annexes 6.3 – 6.8 and provides necessary data on the teachers and associates engaged at the higher education institution. The competence of the teachers and associates shall be particularly analyzed and the following shall be checked:

- The excerpts (EBR – PURS) and the number of teachers with full working hours in excerpt
- Employment contracts, elections in the position, diplomas, acceptances, statement, MA and M1/M2 for the teachers with full-time working hours.
- Employment contracts, elections in the position, diplomas, acceptances, statements, MA and M1/M2 for the teachers with full-time working hours on the study programme/all programmes/other higher education institution
- Engagement contracts, elections in the position, acceptances and statements of the teachers – additional work on the study programme/all programmes/other higher education institution
- Employment contracts, elections in the position, diplomas, acceptances, statements, MA and M1/M2 for the associates with full-time working hours on the study programme/all programmes/other higher education institution
- Employment contracts, elections in the position, diplomas, acceptances, statements, MA and M1/M2 for the associates with part-time working hours on the study programme/all programmes/other higher education institution
- Engagement contracts, elections in the position, diplomas, acceptances, statements, MA and M1/M2 for the associates – additional work on the study programme/all programmes/other higher education institution

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 10. Organizational and material resources

Adequate human, space, technical, technological, library and other resources meeting the character of the study programme and other resources meeting the character of the study programme and predicted number of students shall be provided.

Instruction for the preparation of documentation for accreditation:

Description (up to 100 words):

Instructions for the application of standard 10:

- 10.1. The higher education institution provides room for instruction, i.e. – objects spreading for at least four squared meters bruto room per student, i.e. two squared meters per student for instruction in, excluding the field of arts – room per student shall be calculated by dividing bruto room of the institution by the overall number of accredited students at the institution attending all study programs and all years of studies.
 - 10.2. If the higher education takes out a lease on the object, th shall betaken out for at least seven-year term and contain the description of the structure.
 - 10.3. The higher education institution has amphiteaters, classrooms, laboratories or similar rooms for instruction, library space and reading room, in accordance with the necessities of the study program, adequate to certain educational/scientific, i.e. educational-artistic fields. Higher education institution provides the place in amphitheater, reading room and laboratory for every student on the study program.
 - 10.4. The higher education institution provide the technical equipment necessary for modern instruction in accordance with the necessities of study program.

 - 10.5. The higher education institution provides the room that must be accessible to students and professors, as well as other academic and non-academic personnel with walking difficulties, in accordance with the Rulebook on technical standards of accessibility (Official Gazette of the Republic of Serbia, No 46/2013), i.e. the principle of universal design.
11. Library has at least 100 library units relevant for the execution of the study programme of the higher education institution.
 12. Higher education institution shall provide the coverage of all subjects by the adequate textbook literature, study books and auxiliary means available on time and in sufficient number for the regular course of instruction at the study program.
 13. Necessary information technology shall be provided for the instruction.
 14. Regarding the execution of study programme on master studies, excluding the field of arts, the higher education institution shall prove the fulfilment of the conditions for practicing scientific-research work by being accredited as a scientific institution in accordance with the law.

Natural science and mathematics

The higher education institution provides additional laboratory space for experimental instruction, conditions for field instruction and other conditions in accordance with the necessities of study programme in relation to the number of subjects with experimental instruction.

Technical and technological sciences

For the execution of the study programme appropriate teaching and educational bases shall be provided. The bases can be own bases and the bases in economy.

Own teaching and scientific bases are teaching laboratoties, scientific laboratories and the laboratories of research and development, technical centers and other scientific units, the units of research and development and inovational units within the higher education institution.

Teaching and scientific bases in economy are institutes, the centers of exquisite value, orgnization for execution of inovational activity, organizations for providing infrastructural support to inovational activity and the enterprises producing food, repromaterial, equipment and services. Teaching bases are equipped with necessary measure, demonstration, computer, information and communication equipment

for performing teaching activities of experimental, demonstrational and simulatory character in all the subjects within the group of educational-professional and professional-applicative subjects.

In the field of biotechnical sciences, the following shall be provided: adequate experimental lands of total surface of at least 100 acres of arable land on which various sorts of plants are produced and various sorts of cattle are bred, plant nursery and semination production with the application of modern technology supported by good quality mechanisation conformed with the requests of the study programs in the possession of the higher education institution or on the basis of lease. In the field of forestry the following shall be provided: adequate experimental lands of total surface of least 1000 acres of the land on which various sorts of forest ingredients are bred, the production of seeds and nursery plant material with the application of modern technology supported by good quality mechanisation. The contents of experimental lands meet the requests of the study programs realized in the higher education institution.

The higher education institutions not belonging to biotechnical sciences, but perform study programs in agriculture and forestry, shall have minimal professional practice like the institutions in biotechnical sciences. The higher education institution shall have the usage over at least 50 acres of arable land for the programs in agriculture and 500 acres in forest ingredients for the programs in forestry.

The above mentioned shall be also applied to the higher education institutions in biotechnical sciences and higher education institutions not having the status of legal person and not residing in the seat of the institution, which enroll up to 200 students on the first year of studies.

Medical sciences

Laboratories, i. e. intruction bases for practical instruction on pre-clinic subjects shall correspond to the number of enrolled students and the specificities of studies and subjects, so that the capacity is sufficient for minimally 20% of aggregate number of enrolled students.

The clinical tutorial of students requests the connection of the university, i.e. faculties of medicine, with clinics as partners in medical education.

Clinical bases and clinical teaching capacities must cover related clinical subjects of the study program. The higher education institution signs cooperation agreements defining responsibilities of both parties with every clinic it uses as a scientific base, within the educational-scientific field of medical science.

Arts

An adequate space for instruction with the surface of at least five squared meters bruto space per student shall be provided for the execution of study programme

Necessary separate rooms shall be provided for the execution of study programme depending of the specificity of the artistic field: workrooms, laboratories, space for exhibitions, concert hall, tone and opera studio, theater hall , movie hall, film and TV studio and similar.

The equipment necessary for modern instruction shall be provided depending on the specificity of the artistic field.

Record

Table 10.1. List of the rooms in the higher education institution in which the instruction is carried out, with their surface

Table 10.2. The list of equipment for the execution of study program

Table 10.3. The list of library units relevant for study program.

Table 10.4. The list of the textbooks available to the students in study program.

Table 10.5. The coverage of compulsory subjects by the literature (books, collections, practice books...) being in the library or on sale.

Attachment 10.1. Proof of ownership, usage or lease contracts.

Attachment 10.2. Excerpt from the book of inventory

Attachment 10.3. The proof of possessing information technology, numbers of internet connectors and other (the attachments are the same attachments provided in the institution's accreditation documentation, they shall be attachment to the programme in the electronic version only)

Annotation:

Tables and attachments for the higher education institution, namely Standard 9. Space and equipment

(Table 9.1 – 9.3 and Attachment 9.1 – 9.2) shall be delivered in a separate folder.

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

On the basis of the data provided in the tables and attachments, the reviewer determines whether the institution has the space for the execution of instruction in accordance with the standard. The reviewer shall mark the surface of the space for instruction in squared meters and the number of the students on the study program.

The Peer review panel determines whether the higher education institution has submitted tables 9.1 – 9.3. and Attachments 9.1 – 9.2. and shall mark the surface of the space for instruction in squared meters and the number of the students on the institution.

The aggregate number of students on the study programme shall be counted as the number of students enrolled on first year of studies multiplied by the years of duration of study program. The institution is obliged to provide the place for every student during the instruction and therefore is obliged to show spaca capacities expressed with the surface, bur also the number of available places, which shall also by marked by the reviewer in his/her report. Based on the data provided in the tables and attachments the Peer review panel judges whether the institution possesses necessary equipment for the realization of study program. The Peer review panel shall mark the number of library units possessed by the instittion in ints report and the commission judges the degree of coverage of the subjects by textbook literature and its availability to the students. The Peer review panel shall mark the data on the information resources available for the execution of sthe study program

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 11: The quality control

The control of the quality of the study programme is carried out regularly and sistematically be means of self-ervaluation and the external qulaity-verification.

Instruction for the preparation of documentation for accreditation:

Description (not more than 100 words):

Insturctions for the application of standard 11:

11.1 The control of the quality of the study programme purports regular and systematic surveillance of its realization and taking measures for the improvement of quality in terms of curriculum, instruction, teaching staff, student-grading, textbooks and literature.

11.2 The control of the quality of the study programs shall be performed in certain time periods determined in advance. The period equals three years as to self-evaluation, and five years as for external quality-verification.

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

Record

Table 11.1 The list of the members of the commissions of organizational units tasked with quality (Commission for quality...) at the institution.

Table 11.2. The list of the members of the Peer review panel, if it exists.

Attachment 11.1. The report on the results of self-evaluation of the institution; the report on self-evaluation of the study program.

Attachment 11.2. The policy for the ensurance of quality of the institution

Attachment 11.3. The rulebook on textbooks at the institution.

Attachment 11.4. Excerpt from the statute of the institution regulating foundation and scope of work of

organizational units tasked with quality (commission for quality...)

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

The review shall detailedly analyze the attachments given by the institution for the rate for fulfilment of this standard taking into consideration the results of the institution's self-evaluation report and the report on self-evaluation of study program. In its report, the Peer review panel shall mark the list of documents in relation to quality and quality-control that the institution has adopted and attachments.

The Peer review panel shall specially judge whether the higher education institution provides continuous modernization of the contents of the curriculum and their comparability to the curriculums of the corresponding foreign higher education institutions.

Based on the submitted documentation the Peer review panel shall judge the measures and procedures for the execution of the control of study programme quality. The Peer review panel shall mandatorily comment whether the higher education institution provides participation in rating and assurance of quality to the students

The Peer review panel shall check up the attachments on websites and comment on the fulfilment of the standard.

Besides the rate for fulfilment of the standards, the Peer review panel shall provide motivation of the grade referring to the fulfilment of this standard. The Peer review panel shall judge whether the Commission for accreditation and quality-verification has considered the report on self-evaluation of the institution of higher education and the report on self-evaluation of the study program, as well as the commission's attitude.

The Peer review panel shall check whether the management organ of the higher education institution has introduced the strategy of quality-provision and whether that document is available to the public. The rate for the fulfilment of this standard shall be written down in the space for commentary.

The Peer review panel shall judge strategic planning of the institution in higher education and the resources necessary for achieving these goals. The Peer review panel shall award descriptive rate by judging the determination of higher education institution to make organizational culture of quality.

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 12. Studies in the world's language

Higher education institution can organize a study programme on any world's language in every area and for every educationally-scientific field and educationally-artistic field, if it possesses human and material resources that enable the teaching content to be created in accordance with the standards.

Instruction for the preparation of the documentation for accreditation:

Description (up to 300 words, where it is necessary to specify whether the study programme is accredited in both the Serbian and the world's language – must be specified on which one, or if it is only on world's language – must be specified on which one):

Instructions for the application of standard 12:

12.1 When lectures are conducted in the world's language, lecturers and associates must have adequate competences for giving lectures in that language.

12.2 For lectures in world's language, it is necessary to establish a minimum of 100 library units on that language.

12.3 The institution provides teaching materials and publications in the language in which the lectures are given.

12.4 Services that work with students must be able to provide services in the world's language.

12.5 Public and administrative documents are issued on the form printed bilingual, in Serbian language in Cyrillic letters and in the language and letters in which the lectures are conducted.

12.6 Students must have an adequate language competence from world's language in which study programme is conducted.

12.7 The study programme in the world's language is accredited as a separate study program, if it is

performed only in that language.

12.8 If the same programme is accredited in Serbian and in one world's language, in the assessment of professors' and associates' obligations, as well as in determining the required space, the total number of students in both languages is taken into account.

12.9 The institution for accreditation of the study program, which is conducted in Serbian and in the world's language, submits a translation of all standards, appendix to the diploma, book of subjects and book of professors' in the world's language as well.

Record

Attachment 12.1. Documentation in world's language (point 12.9 of the Instruction)

Attachment 12.2. Documentation in Serbian and in world's language (if accreditation is in both languages)

Attachment 12.3. Evidence that the requirements from the Instruction for the Implementation of Standards 12 have been met.

Attachment 12.4. Evidence of the adequate competencies of professors and associates for lecturing in that language of teaching languages.

Level of language competencies:

- Certificate of Competency - Advanced Level = C1 according to the Common European Framework of Reference for Languages (CEFRL). For English: Cambridge Advanced Certificate in English (CAE) / IELTS (International English Language Testing System).
- or:
- Graduated on any degree of university education in a required language.
- Realized study stay or mobility for one semester in a required language.
- Had given a lecture by invitation at an international conference where the required language is official language.
- had given a lecture as a guest lecturer in a required language (enclosed certificate)

Attachment 12.5. Evidence of student competencies from the world's language on which the study programme is conducted.

Level of language competence:

Certificate for Competence Level: Upper Medium = B2 according to the Common European Framework of Reference for Languages (CEFRL)

For English: Cambridge Advanced Certificate in English (CAE) / IELTS (International English Language Testing System. / Finished secondary education on that language.

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

The Peer review panel checks if all standards of the Rules on Accreditation of Study Programs of the first and second degree have been fulfilled. Checks in which language the accreditation is required and whether the study programme is to be accredited only in the world's language (documentation is submitted only in the required world's language) or in Serbian and in English language (when two accreditation documents are submitted, both in Serbian and in the world's language). It checks if all the conditions for accreditation in the world's language are fulfilled.

The Peer review panel apart from the assessment on the fulfilment of standard provides an explanation of evaluations related to the fulfilment 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 13. Joint Study Program

A joint study programme (JS-program) is a study programme for obtaining all forms of joint degrees that are organized and carried out by several higher education institutions with the status of a legal entity. Through joint study programme one can obtain a joint diploma, double (two) diplomas, or one diploma issued by an institution determined by mutual agreement of participating institutions...

Instruction for the preparation of documentation for accreditation:

Description (300 words the most)

Instructions for the application of standard 13:

Realization of joint study programs

13.1 JS-programs can be organized in one or more fields (IMT study programs) at all levels and for both types of higher education studies. Joint study programs shall be conducted by accredited higher education institutions.

13.2. If some of higher education institutions are registered in another country, it must be accredited in that country.

13.3 Higher education institutions that organize and perform the JS-Program conclude a contract by which all the elements necessary for the realization of the study programme are regulated.

13.4 The competent organs adopt a Document of realization of the joint study programme or the **IMT** programme at the University level, in which all the elements that ensure the fulfilment of the adequate standards for the implementation of the JS-study programme are defined. It contains the Act on adopting documents by professional organs of the HI.

The basic elements of the document content are:

- Information about the study programme which provides the fulfilment of the standard and
- Specifics

Specifics include:

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

13.5 Institutions that are jointly accredited for the implementation of the JS-program, material for accreditation of the JS-program jointly submit two or more higher education institutions that have the status of a legal entity and which must have a license for work issued by the Ministry of Education of Serbia.

Request for accreditation of higher education institutions

13.3 Two or more higher education institutions may submit a request for accreditation of the JS-program if jointly they ensure that more than 70% of active class hours in the study program, and for study programme in art more than 50% of active class hours, are performed by professors employed full-time. The accreditation material is unique, so that the request for accreditation is submitted jointly by all the involved higher education institutions. The documentation for accreditation should list all the elements that define the participation of each higher education institution in the realization of the study program.

Place of realization of JS-program

13.4 JS-programs are conducted in the seats of accredited higher education institutions, where the parts of study programme that are conducted in other seats are precisely defined.

13.5 Higher education institutions, within one or more levels of study, can be accredited for more JS-programs, whereby they are obliged to indicate for each programme the number of students enrolled and the documentation which shows the fulfilment of standards.

13.6 The certification for accreditation of the JS-program provides all the necessary elements that define the participation of each higher education institution in meeting the standards and realization of the study program.

Application, Diploma and Appendix to the Diploma

13.5 The application form for students enrolment on JS-programs is jointly announced by accredited higher education institutions.

13.6 Diploma and Appendix to the Diploma shall be signed by the persons authorized by accredited higher education institutions that participates in the realization of the JS-program in the case of a joint diploma, or persons authorized to sign a double diploma, or an authorized person of the institution who, according to the agreement of the participants in the programme can issues one diploma.

13.7 Diploma and Appendix to the Diploma shall be issued on the prescribed form in the Serbian language in Cyrillic letters, in the language of the organizer of the joint programme and in the English language.

13.8 When teaching is realized in the language of a national minority, or in one of the world's languages, public documents are issued on a form printed bilingually in the Serbian language in Cyrillic letters and in the language and letters in which the teaching is conducted.

Record
<p>Attachment 13.1. Proof of Accreditation of Higher Education Institutions that realize JS-program.</p> <p>Attachment 13.2. Agreement between higher education institutions with the status of a legal entity on the realization of the JS-program.</p> <p>Attachment 13.3. Application form for students enrolment</p> <p>Attachment 13.4. Appendix to the Diploma</p>
Instruction for the Peer review panel for the assessment of fulfilment of standard
<p>The Peer review panel assesses the fulfilment of all accreditation standards. It particularly comments on the Agreement between higher education institutions with the status of a legal entity on the realization of the JS-program</p> <p>The Peer review panel, apart from the assessment on fulfilment of standard, provides the explanation of assessment related to fulfilment 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.</p>

Standard 14: IMT (interdisciplinary, multidisciplinary and transdisciplinary) study programme
<p>IMT study programmes refer to the interdisciplinary, multidisciplinary and transdisciplinary study programs that include subject matters from two or more domain within the same or different fields. IMT study programmes can be organized at all three study levels and both types of higher education.</p>
Instructions for preparing documentation for accreditation:
Description (maximum 300 words),
<p>Instructions for the application of the standard 14:</p> <p>Levels and types of studies</p> <p>14.1 An application for the accreditation of an IMT study programme may be submitted by one or more higher education institutions that ought to possess an accreditation certificate.</p> <p>Applicants</p> <p>14.2 An application for accreditation of the IMT study programme may be submitted by one or more independent higher education institutions that must possess an accreditation certificate. If a higher education institution is registered in another country, it must possess appropriate accreditation. Application for accreditation can be submitted by: a Faculty; an University; a College. A higher education institution, within one or more study levels, can accredit several IMT study programmes, whereby it shall indicate the number of enrolling students for each program.</p> <p>Teaching staff</p> <p>14.3. The faculty, university or college with the status of a legal entity shall submit an application for accreditation if they provide more than 70% of the competent teaching staff required for the realization of a study programme provided that they are full-time employed at a higher education institution.</p> <p>14.4. In case the IMT programme is realized within the framework of international cooperation, the applicant must provide at least 50% of the competent teaching staff required for the realization of the study programme, provided that the remaining 20% of the teaching staff is being covered with the visiting professors from accredited foreign universities.</p> <p>Implementation of IMT through a higher education unit within the university</p> <p>14.5. The realization of the IMT SP within the HU must be defined in the Statute of the University. If the university is not integrated, it shall sign an agreement with higher education institutions within the university whose resources are being used for the realization of a study program, which sets forth the mutual rights and obligations of the HU and these institutions.</p> <p>14.6. In the documentation submitted for accreditation, evidence substantiating the fulfilment of all standards shall be provided, and in particular the total engagement of teachers, including the engagement in already accredited study programs in the country in accordance with the relevant standard. The</p>

consent of the Teaching-and Scientific Council of higher education institutions (faculties) with the status of legal entities for engaging their personnel, material, spatial and other resources shall be also enclosed. The diploma and diploma supplement shall be signed by the head of the appropriate higher education unit (president of the corresponding Expert council IMT) and the Rector of the University.

Realization of IMT by several higher education institutions

14.7. Total staff coverage in the sum of all HI must be 70%; The accreditation material is unique; The application for accreditation shall be signed and submitted by all higher education institutions.

The study programme shall be deemed as IMT if each of the two main areas contains at least 25% ECTS subjects from the given area. These two areas should represent at least 70% of the ECTS of a given study program.

Standards' compliance

14.8. Each study programme is accredited separately and as such it should meet the envisaged standards, while ensuring compliance with the standards based on the remaining available resources (personnel, material and spatial) that are not engaged in other study programs that are accredited or are in the process of accreditation. The number of students in the group shall correspond to the number of the students in the area where this number is minimal.

14.9. Competent teaching staff from other higher education institutions may also take part in the realization of the study programme, provided that the approval of the Teaching and Scientific Council of the parent institution which indicates the type, scope and time of their engagement in the specific IMT study programme has been obtained.

Professional, academic and scientific titles

14.10. Professional, academic and scientific titles are proposed by the applicant for accreditation of the IMT study programme, which refers to accreditation (from the available list of titles). In the process of accreditation of the study program, the appropriate IMT professional, academic and/or scientific title shall be defined, which shall be determined by the National Council for Higher Education. The titled which has been determined in the described manner, shall be stated in the decision on accreditation.

14.11. When formulating professional, academic and scientific titles acquired by completing the IMT study, a combination of the whole or parts of the two most predominant areas that make up an interdisciplinary programme shall be used.

The two most predominant areas and their order in the title are determined:

- based on the relative size of the teaching materials of the given areas
- based on the number of ECTS points given in the study programme

In a diploma supplement, a higher education institution may, if necessary, add to the IMT professional academic and scientific titles - after the dash - and additional determination of the given title.

Record keeping

Chart 14.1. List of subjects from the first main field.

Chart 14.2. List of subjects from the second main field.

Attachment 14.1. Statute of the University in which the realization of the IMT SP within the HU (higher education unit) is defined.

Attachment 14. 2. Agreement with the higher education institutions within the university whose resources are used for the realization of a study program, which defines the mutual rights and obligations of the HEU and these institutions.

Attachment 14.3. Student Enrollment Contest.

Attachment 14.4. Diploma Supplement.

Compliance assessment instructions for the Peer review panel:

The Peer review panel shall check, in addition to the fulfilment of all accreditation standards, to which field the given study programme belongs, and which two scientific or artistic areas are most represented according to the number of ECTS. The Peer review panel shall check whether both areas belong to the same field or not. The Peer review panel shall check whether the institution meets all requirements for the accreditation of a given study program.

The Peer review panel shall establish if the study programme can be regarded as an IMT study programme, that is, if it meets the requirements being that two main scientific/artistic areas carry at least 70% ECTS, and that each of them separately carries 25% of the ECTS.

In addition to the standard compliance assessment, the Peer review panel provides a justification for the assessment regarding the fulfilment of this standard, on the basis of attachments filed together with

application for accreditation, the facts established during the visit and the documents provided by the institution upon request of the Peer review panel before/during/after the visit.

Standard 15. Distance learning

A study programme based on a distance learning methods and technologies is supported by resources that ensure the quality of a study program. A higher education institution may organize a distance learning programme for each subject and any educational, scientific and educational-art field, provided that teaching contents, supported by available resources, can be well-received through distance learning, and if the same level of knowledge of graduates is ensured, the same learning efficiency is achieved and the same rank (quality) of the diploma is obtained as in the case of the usual way of realization of the study programme.

Instructions for preparing documentation for accreditation:

Description (not more than 300 words):

Instructions for the application of the standard 15:

Programme

15.1. A distance study programme can be accredited only if the higher education institution has a study programme which is accredited under the same title as the one which is being implemented in a classical manner at the institution headquarters.

Teaching process and communication

15.2. The content of the study programme is contemporary conceptualized and adapted to the distance learning with the indicated time for consultations (according to the pre-determined schedule).

15.3. *On line* distance learning is realized in defined terms according to the established and published schedule.

A distance learning package

15.4. The teaching materials in terms of quality, content and volume shall fully correspond to the goals of education, curriculum, and course programmes and shall be adapted so as to enable an independent and successful acquisition of the necessary knowledge.

15.5. Distance learning regulation shall ensure a continuous improvement of learning materials.

15.6. The guidelines provided by the higher education institution contain concrete proposals and suggestions regarding the student learning strategies and independent knowledge testing.

15.7. The higher education institution is obliged to ensure the use of an adequate media and technologies that correspond to the nature of the programme, as well as appropriate training and expert support for teachers and associates.

Equivalence of the quality of the diploma acquired through the classical learning and distance learning system

15.8. The distance learning programme can be organized for each area and every educational, scientific and educational-art field provided that the content can be well-grasped through distance learning and provided that it ensures the same learning outcomes, study efficiency and qualification level, compared to the classical way of the study programme realization.

15.9. The working method, the teaching staff and the information and communication platform for distance learning shall provide the same quality of the diploma as in the case of classical learning.

15.10. Comparable to the classical studies, the study programme is formally and structurally harmonized with at least three accredited programmes of foreign higher education institutions, of which at least two belong to the European educational institutions.

Enrollment

15.11. The enrollment of students to distance learning programmes is performed according to the same criteria that apply to study the programmes that are being conducted in a classical way.

15.12. The number of the first year students for whom the distance learning programme is accredited can not exceed 40% of the number of students on the same programme that is realized in a classical manner.

15.13. Students enrolled in distance learning programme have the flexibility to continue their studies at an appropriate programme that is conducted in a classical manner and vice versa, in the manner and under the conditions defined by the regulations of the higher education institution.

Evaluation and progress of students

15.14. The subsystem aimed at testing of the acquired knowledge of the students is integrated in the

remote learning management system and it supports the security function when identifying students, teachers and associates, as well as different forms of learning and knowledge testing (consultations, self-exams, testing, reports, exams), which enable gaining of the appropriate competencies.

15.15. The security of establishing a student's identity for testing purposes is ensured.

The security of establishing student's identity for testing is ensured.

15.16. Testing and evaluating of the students' knowledge are carried out through various forms of pre-examination and through the final exam, under the same conditions as in classical studies.

15.17. The exam shall take place at the headquarters of the higher education institution, that is, in the facilities listed in the work permit of the higher education institution.

Teaching staff

15.18. The higher education institution shall have qualified and competent teaching staff for the realization of a study programme carried out as a distance learning programme. Teachers are responsible for drafting of the teaching materials, pre-examination tests and final exams, as well as for aligning all activities so as to enable the acquisition of the necessary knowledge.

15.19. All teachers and associates who participate in the realization of the study programme shall have the experience in preparing materials for distance learning, or shall attend an appropriate training and obtain adequate certificates as a precondition for conducting a distance learning programme.

15.20. One teacher shall be in charge for up to three subjects per semester. Consultations with students are carried out by teachers or associates. One teacher or associate can conduct consultations with up to 80 students in one semester. In calculating the minimum number and workload of teachers and associates on the realization of the DLS study programme, the following approach is used:

a. teachers' workload is determined from the electronic form at the level of a single group of students, whereas the teacher shall have 50% of the workload that he/she would have in the case of classical studies.

b. the minimum number of teachers required for the realization of the DLS study programme is determined as in the case of classical studies for one group, whereas the calculated minimum number of the teachers workload shall amount to 50% of the workload for classical studies (3 hours of lectures per week).

v. the minimum number of associates is determined according to the following formula: the number of subjects in the semester (the one that has a higher number of subjects) shall be multiplied with the number of students, after which that score shall be divided with the maximum number of students per associate (80).

g. the workload of associates for engaging in DLS consultations (interactive work with students) is calculated on the basis of the number of students with whom DLS consultations take place, whereby the load for the work with 16 students shall be equivalent to a workload of one hour of active teaching per week (up to a total maximum workload of 5 hours per week).

d. in the case that the teacher is engaged in DLS consultations, the effective teacher's workload is, as in classical teaching, half as much as the workload of the associate to work with the same number of students.

15.21. The required number of teachers and associates in permanent employment is 70% of the minimum number of teachers and associates required for the implementation of the study programme. The total required number of teachers and associates is determined as in the classical way of teaching. A higher education institution must indicate the burden for each subject through the following categories: lectures and other forms of teaching (interactive work - load of teachers/associates on realization of panels, tests, seminar papers, etc.). The modified electronic form is to be filled out in the same way as in the case of classical teaching for one group of students, whereby instead of engaging teachers and associates in conducting the practical courses through associated classes, here the teachers and associates receive the appropriate number of students for DLS consultations.

15.22. There is a responsible teacher - the manager of a study programme that is realized by distance learning..

Resources (equipment, library and space)

15.23. Higher education institution provides equipment and communication and information technologies for the establishment and maintenance of two-way communication on the teacher-student line in order to realize distance learning activities (parts of teaching, consultations, self-examination, knowledge testing in the context of pre-examination obligations, projects, seminar papers, etc.). In the framework of the management system for distance learning, the higher education institution must provide:

- a. one own or leased integrated computer platform with DLS (Distance Learning System), with specialized software for accommodating and distributing multimedia teaching content intended for self-learning (text, audio and video information) and for complete learning process management;
- b. different forms of instruction: public broadcasting of a time-planned learning event (broadcasting of lectures or discussions of teachers / experts recorded with the help of a video made by a camera, be it live or previously made and prepared), delivery of lectures and multimedia teaching materials from the server and consultations for guided and informally through discussion forums;
- v. a unique user interface that supports multiple categories of users, including students, teachers and administrators;
- g. the obligation to record the time spent by the student in studying teaching materials and texting and evaluating students with the help of tests, with the support and control of a specialized software package;
- d. high reliability of the system through the appropriate access control system and content protection;
- dj. detemining the authority for uploading materials by teachers and associates, administrative staff and students;
- e. communication of teachers and associates with students involving the use of e-mail, discussion forums and real-time discussions;
- ž. testing and evaluating students at a distance (self-exams, pre-examination, reporting, exam);
- z. recording the access to the system by all users.

15.24. The infrastructure of the distance learning system must be designed and maintained to ensure the confidentiality and integrity of the data, or the continuity of the teaching process.

15.25. The higher education institution provides access to its own or other appropriate libraries, and in particular to organizations that specialize in the delivery of electronic textbooks and other educational and scientific publications.

15.26. The higher education institution has a space that, by size and conditions, ensures the normal performance of the final exam, the work of administrative staff and accommodation and work on maintaining an integrated computer platform to support distance learning.

15.27. A higher education institution which conduct a study programme through a distance learning should have an organizational unit (department / center) for distance learning.

Quality control of distance studies and maintenance of the system

15.28. The higher education institution issues a rulebook on the performance of distance learning programme, in which they all elements that guarantee the appropriate level of quality shall be defined through:

- a. respect of appropriate working standards, primarily in the field of education (organization of work and methodological aspect of studies), as well as in the field of information technology (e-learning).
- b. quality control by the competent authorities,
- v. continuous improvement of study quality, as well
- g. a systematized work post at the institution for maintaining the infrastructure of the distance learning system.

Record keeping

Attachment 15.1. Decision on the establishment of a professional team for training DLS teachers, Decision on appointing a responsible manager of the DLS study programme and a manager in information and communication centers outside the headquarters of the institution.

Attachment 15.2. Instructions for teachers (in electronic form).

Attachment 15.3. Instructions for students (in electronic form).

Attachment 15.4. Members of the expert team for biography training.

Attachment 15.5. Trained staff for DLS.

Attachment 15.6. Equipment - detailed description, specification, number, purpose.

Attachment 15.7. Regulation on distance learning.

Compliance assessment instructions for the Peer review panel:

The Peer review panel shall check if all standards for the accreditation of the study programme are fulfilled, and in particular if the requirements of the Standard 15 are fulfilled.

In addition to the standard compliance assessment, the Peer review panel shall provide a justification of its assessment regarding the fulfilment of this standard, based on the attachments filed together with the

application for accreditation, facts established during the visit and the documents provided by the institution upon request of the Peer review panel before/during/after the visit.

Standard 16. Studies in a higher education unit without the status of a legal person outside the headquarters of the institution

A higher education institution may organize a study programme in a unit without the status of a legal person outside the headquarters of the institution if it is supported by the available resources and if the same level of knowledge of graduated students, the same efficiency of study and the same grade (quality) of the diploma as in the case of the realization of the study programme at the headquarters are provided.

Instructions for preparation of documentation for accreditation:

Description (up to 300 words)

Instructions for the application of standard 16:

16.1. The institution is obliged to regulate the procedure of establishment of a higher education unit, enrollment of students and realization of study programmes by the statute of the institution as the founder.

16.2. Institutions that are conducting the study programmes in higher education units outside the headquarters must be accredited by the Commission for Accreditation and Quality Assurance.

16.3. In a higher education unit without the status of a legal person outside the institution's headquarters, can also be conducted the study programmes that are accredited for the performance in that unit only.

Teaching staff

16.4. Teaching staff engaged in a higher education unit is employed in an institution that conducts study programmes outside the headquarters. The number of teachers and associates must be in accordance with applicable standards.

16.5. When calculating the workload of the teaching staff, students in a higher education unit are calculated as new groups for lectures and exercises according to the applicable standards and for a particular field. To calculate the workload of teachers and associates electronic form shall be used, which has been prepared for the programme performed in a unit outside the headquarters, which shall then be included in the uniform electronic form for the institution.

Non-teaching staff

16.6. Non-teaching staff engaged in the higher education unit provides successful realization of the study programmes and objectives of the higher education institution through their expert and professional work.

16.7. Non-teaching staff engaged in a higher education unit is employed in an institution that conducts study programmes outside the headquarters. Their number must be in accordance with applicable standards.

Students

16.8. Students in a higher education unit without the status of a legal person must be represented in the student's parliament of the institution, the commission for quality and other student bodies, as well as in the institution's management bodies, in accordance with the Law on Higher Education and the Statute of the institution.

Facilities and equipment

16.9. The higher education institution provides the facilities and equipment necessary for the quality performances of all forms of teaching in the unit outside headquarters. Standards of facilities and equipment are determined by the educational-scientific, i.e. educational-artistic field.

Library, textbooks and IT support

16.10 The higher education institution shall provide the unit outside headquarters with an appropriate library equipped with necessary teaching textbooks and information resources and services which are used in achieving the objectives.

Record

Tables for the Standard 16.3– 16.7 (Data on teaching staff) are in the tables of Standard 9 - Tables 9.1-9.8.

Attachment 16.0. Publication of a higher education unit.

Attachment 16.1. Decision on the establishment of a higher education unit without the status of a legal person outside headquarters of the institution and the Statute of a higher education institution (founder).

Attachment 16.2. A copy of the certificate of accreditation of a higher education institution (founder) and an accredited study programme conducted at headquarter of the institution.

- Work permit for a study programme

Attachments of the Standard 16.3-16.7. (Labour contracts and permissions) are found in Appendices to Standard 9 - Appendices 9.1-9.7.

Attachment 16.8. Data on the representation of students in a higher education unit without the status of a legal person in the student's parliamentary institution, the Peer review panel and other student bodies, as well as in the bodies of the institution's management.

Attachment of the Standard 16.9. (Facilities and equipment), are in Standard 10.

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

The Peer review panel checks the fulfilment of all standards for accreditation of the higher education unit and of the study programmes, and in particular the fulfilment of the requirements of the Standard 16. The Peer review panel checks the organization of the student parliament, conditions of study, facilities, equipment and non-teaching support to the teaching process. In addition to the assessment of the compliance with the standard, the Peer review panel provides explanations of the assessment related to the fulfilment 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.