

INSTRUCTIONS FOR THE PEER REVIEW PANEL FOR THE ASSESSMENT OF THE FULFILMENT OF STANDARDS FOR ACCREDITATION OF STUDY PROGRAMMES OF DOCTORAL STUDIES IN EDUCATIONAL-SCIENTIFIC FIELDS

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

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

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

The 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 Doctoral Study Programmes in Educational-Scientific Fields

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 and Quality Assurance in Higher Education of Serbia Code of Ethics and they conduct review in accordance with the Code and the according documents.

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

It is mandatory for the Peer review panel to make the report both in the electronic and paper form. Peer review panel is obliged to 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 Accreditation of Doctoral Academic Study Programmes in Educational and Scientific Fields
- Standards and Instructions on Accreditation of Doctoral Study Programmes in Educational and Scientific Fields
- 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 third 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 the Instructions for 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 Institution;
- which standards are, during the self-evaluation and quality assesment, fulfilled entirely, which ones partially, and which ones have not been fulfilled;
- which areas of the higher education institution functioning are satisfactory quality-wise, which are partially satisfactory and which are dissatisfactory.
- which standards have been, during the accreditation of the institution, fulfilled entirely, which ones partialy, 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 institution.

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

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

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

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

REQUEST FOR ACCREDITATION and THE INTRODUCTORY TABLES

In the process of accreditation of study programmes of the third 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, and at least 80% of total number of teachers employed with full-time working hours must have teaching titles within the following categories: docent, associate professor and full professor, and at least 20 teachers employed with full-time working hours at the higher education institution.

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.

Study programmes for obtaining joint diploma (JD)

IMT study programmes

Instruction for the preparation of documentation for accreditation:

Introductory tables:

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

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

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 name of the study programme.
- 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

Table INTRODUCTION – Institution

Attachment 1: The united electronic form and electronic forms of all study programmes realised in the higher education institution)

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

Instruction for Peer review panel for the Assessment of Standard fulfillment:

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

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 tables 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.

Special standard: Competency of higher education institution for realization of doctoral studies

Higher education institution proves its readiness for the performance of doctoral studies based on the indicators related to the scientific-research work

Instruction for the preparation of documentation for accreditation:

Description (100 words maximum)

Instruction for the application of the special standard:

1. Higher education institution has a programme of scientific-research work and is accredited as a scientific-research institution in accordance with the law. In case of joint study programmes of multiple higher education institutions, each of the participating institutions must be accredited as a scientific-research institution.
2. Competency of higher education institution is also measured via:
 - a. number of successfully defended doctoral dissertations in the higher education institution for the area for which the study programme is being accredited, taking into consideration the proportion of doctoral dissertations and the number of students having graduated master studies, or integrated studies in the previous five-year period;
 - b. proportion of the number of teachers and the number of teachers involved in the scientific-research projects;
 - c. proportion of the number of publications in journals, from the list of journals categorized by the ministry which in charge of science, in the last ten years, and the number of teachers;
 - d. accomplished cooperation with institutions in the country and abroad.

Higher education institution has teachers employed with full-time working hours who satisfy the criteria to be mentors for producing a doctorate.

Record

Table II.1. Summary overview of the number of defended theses and published publications.

Table II.2. Summary overview of scientific-research and artistic-research projects currently being realised at the university.

Table II.3. List of scientific-research and artistic-research projects currently being realised at the

university.

Table II.4. List of staff of the higher education institution involved in scientific-research and artistic-research projects.

Table II.5. Summary overview scientific-research and artistic-research results in the institution in the previous academic year.

Table II.6. List of institutions in the country and abroad the higher education institution cooperates with

Table II.7. List of teachers employed with full-time or non-full-time working hours who were mentors in the process of production of doctorates.

Attachments for standard PS:

Attachment II.1. Programme of scientific-research work

Attachment II.2. Act on accreditation of scientific-research organization

Instruction for Peer review panel for the Assessment of Standard fulfillment:

Peer review panel checks whether there are Attachments 1 and 2 and fills in the space for the comment.

Reviewer inserts the number of teachers, the number of teachers included in the scientific-research projects, numbers referring to publications, projects and the number of students. General numerical grade and elaboration is given, with a consideration of the number of defended theses, published publications, the number of scientific-research projects, number of teaching staff included in projects.

If there were no doctoral dissertations previously defended at the institution, the institution can express its readiness to realise doctoral studies by giving data through the table II7. List of teachers employed with full-time or non-full-time working hours who were mentors in the process of production of doctorates. At that point, reviewer gives a General numerical grade and textual elaboration by inserting the number of teachers and the number of theses in which the teachers were mentors into the comment.

Apart from the assessment of standard fulfilment, Peer review panel provides elaborations of grades which refer to the fulfilment of this standard, based on the attachments given along the request for accreditation, facts it established during the visit and the documents that the institution provided at the request of the Peer review panel before/during/after the visit.

Standard 1: Structure of the study programme

Doctoral studies 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 doctoral dissertation is the final part of the study programme of doctoral studies).

Instructions for preparation of documentation for accreditation:

Description (up to 500 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;

1. other issues of relevance to the performance of the study programme.
Record
Attachment 1.1. Publication of the institution (in printed or electronic form, website of the institution) ..
Instruction for Peer review panel for the Assessment of Standard fulfillment:
<p>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 outcomes of the modules.</p> <p>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.</p> <p>The study programme of doctoral studies has at least 50% ECTS points envisaged for the realization of the doctoral dissertation. This number of points corresponds to elective subjects, study research work and elective modules related to the subject of the dissertation and the preparation of the doctoral dissertation.</p> <p>In addition to the assessment of the compliance with the standard, the Peer review panel provides explanations of the assessment related to the 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.</p>

Standard 2: The purpose of the study programme
The study programme has a purpose in the education system which is clearly defined and open to the public.
Instructions for preparation of documentation for accreditation:
Description (up to 300 words):
<p>Instructions for implementation of the standard 2:</p> <p>2.1. The purpose of the study programme is clearly formulated.</p> <p>2.2. The purpose of the study programme of doctoral studies is the development of science, critical thinking and the education of personnel trained to independently lead original and scientifically relevant research and development of new technologies and procedures that contribute to the general development of society, as well as to critically evaluate the research of others.</p> <p>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.</p>
Record
Attachment 1.1. Publication of the institution (in printed or electronic form, website of the institution) ..
Instruction for Peer review panel for the Assessment of Standard Fulfillment:
<p>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.</p> <p>In addition to the assessment of the compliance with the standard, the Peer review panel provides explanations of the assessment related to the 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.</p>

Standard 3: The objectives of the study programme
The study programme of doctoral studies has defined objectives.

Instructions for preparation of documentation for accreditation:
Description (up to 300 words):
<p>Instructions for implementation of the standard 3:</p> <p>3.1. The objectives of the study programme include acquiring scientific abilities and academic skills, development of creative abilities and mastering specific practical skills necessary for future career development.</p> <p>3.2. The goals of the study programme are in accordance with the modern trends in the development of the appropriate scientific discipline in the world.</p> <p>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.</p>
Record
Attachment 1.1. Publication of the institution (in printed or electronic form, website of the institution) ..
Instruction for Peer review panel for the Assessment of Standard fulfillment:
<p>The Peer review panel compulsorily comments the Attachment 1.1.</p> <p>In addition to the assessment of the compliance with the standard, the Peer review panel provides explanations of the assessment related to the 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.</p>

Standard 4: Competencies of graduated students
By mastering the study programme of doctoral studies student acquires general and specific research capabilities that are subordinate to the quality performance of professional and scientific activities
Instruction for the preparation of documentation for accreditation:
Description (up to 300 words)
<p>Instructions for the application of standard 4:</p> <p>4.1. The doctoral study programme should enable students to possess knowledge, skills, developed abilities and competencies after completing their studies to:</p> <ol style="list-style-type: none"> a. independently solve practical and theoretical problems in the area in which they have completed their doctoral studies and organize and carry out developmental and scientific research; b. can engage in the realization of international scientific projects; c. can carry out the development of new technologies and procedures within their professions and to understand and use up-to-date knowledge in a given scientific field; d. critically think, act creatively and independently; e. respect the principles of the ethical code of good scientific practice; f. communicate at a professional level while announcing scientific and research results; g. scientific-research results are announced at scientific conferences, published in scientific journals, through patents and new technical solutions; h. contribute to the development of new knowledge in a certain scientific discipline and science in general. <p>4.2. By mastering the study programme, the student acquires the following subject-specific competences:</p> <ol style="list-style-type: none"> a. basic knowledge and understanding of the discipline of the relevant profession; b. ability to solve problems using scientific methods and procedures; c. linking basic knowledge from different fields and applying them;

- d. the ability to monitor contemporary achievements in the profession;
- e. development of skills and proficiency in the use of knowledge in the appropriate field;
- f. the use of information and communication technologies in mastering the knowledge of the respective area.

4.3. The competencies acquired by mastering the study programme enable students further professional development in science, education, economy and the public sector.

4.4. Learning outcomes are described according to descriptors of the learning outcomes of the national qualifications framework, proposed by the National Council for Higher Education and adopted by the Ministry.

Record

Attachment 4.1. Diploma Supplement.

Instruction for Peer review panel for the Assessment of Standard Fulfillment:

The Peer review panel assesses the compliance of the standard by providing a numerical assessment and explanation. The Peer review panel analyses 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.

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 programmes. The Peer review panel is obliged to determine whether there is an Diploma supplement, analyses and comments it.

In addition to the assessment of compliance with the standard, the Peer review panel provides an explanation of the appraisal regarding the fulfillment 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.

Standard 5: Curriculum

The curriculum contains the list and structure of compulsory and elective subjects and module with description and doctoral dissertation as the final part of the study programme of doctoral studies

Instruction for the preparation of documentation for accreditation:

Description (up to 300 words)

Instructions for the application of standard 5:

5.1. The structure of the curriculum includes the subject schedule by semesters, the fund of active teaching hours and the number of ECTS credits.

5.2. The curriculum contains the defined basics for independent research work of the student.

5.3. The curriculum defines compulsory and elective subjects and modules by scope, content and method of realization.

5.4. Subject description contains the title, type of semester, year and semester of studies, number of ECTS credits, teacher's name, goal of the subject with expected outcomes (knowledge and abilities), requirements for attending the subject, content of the subject, recommended literature, and methods of teaching, ratings and other relevant data.

5.5. The number of points corresponding to optional subjects is at least 50% of the total number of points corresponding to all study programme subjects, including content related to transferable skills (communication skills, team work, entrepreneurship, project management, ethics, standardization, intellectual property protection).

5.6. The curriculum details the requirements related to the preparation of doctoral dissertation specific to each educational field and areas within the field.

5.7. The doctoral dissertation is the independent original scientific work of the student on doctoral

studies.

5.8. The procedure for registering, drafting and defending doctoral dissertation is determined by the general act of the independent higher education institution.

5.9. The number of points for doctoral dissertation is entered in the total number of points required for the completion of doctoral studies.

5.10. At least half of the ESPB credits envisaged for the completion of doctoral studies relate to the doctoral dissertation.

5.11. Active teaching consists of at least 25% of lectures. The rest of the lessons are the study research work (SIR), which is divided with 6 in the calculation of teacher's tasks.

5.12. Higher education institution for accreditation of doctoral studies must provide accreditation for scientific research work with the appropriate accreditation body.

Record

Tables for standard 5:

Table 5.1. Subject specification on the study programme of doctoral studies.

Table 5.2. Schedule of subjects by semesters and years of study.

Table 5.3. Requirements related to the preparation of the doctoral dissertation.

Table 5.4. List of subject on doctoral studies.

Attachment for standard 5:

Attachment 5.1. Statute (the attachment is the same as in the documentation for the institution).

Attachment 5.2. Book of subjects (in the documentation and on the institution's website).

Attachment 5.3. Regulations on doctoral studies.

Instruction for Peer review panel for the Assessment of Standard Fulfilment:

The total number of hours of active teaching at doctoral studies cannot be less than 600 hours during the school year (20 hours per week). The study programme of doctoral studies includes active teaching and the drafting of a doctoral dissertation. In the accreditation documentation, active teaching is divided into two categories according to the recommendations: 1. lectures, 2. study research work, which are expressed numerically as classes. Study research work includes all forms of teaching that are in the function of directly training a student for research, writing scientific papers and drafting a doctoral dissertation. The institution within the field specificities and areas of the study programme of doctoral studies, presents the specificities related to active teaching at doctoral studies through descriptions in the book of subjects.

As a rule, 25% of the total number of active classes in the doctoral study programme should be lectures. In the first year active teaching can also be carried out as independent study research work, which is in function of engaging in scientific research, participation in conferences, publishing scientific papers that are in the function of drafting a doctoral dissertation. At the second year of the study, active teaching can be done by scientific research work - independent study research work, which is in the function of scientific research, participation in conferences, publishing scientific papers that are in the function of drafting a doctoral dissertation. In the last year of doctoral studies, only the scientific research work can be active teaching - a study research work that is directly in the function of drafting a doctoral dissertation. Active teaching is expressed by the number of classes and the number of ECTS credits. Doctoral dissertation is the final part of doctoral studies. The drafting and defending the doctoral dissertation is shown only in other classes and ECTS credits. The manner and procedure of preparation and defense of the doctoral dissertation is regulated by the general act of the independent higher education institution.

The doctoral dissertation is presented as a common subject in the study programme for all modules. The doctoral dissertation is presented through two positions:

- Subjects: The doctoral dissertation - NIRs that are directly related to the realization of the doctoral dissertation and are shown as active teaching (SIR).

- Doctoral dissertation - preparation and defense of the doctoral dissertation, which is expressed as other classes.

The number of points for the doctoral dissertation is entered in the total number of points required for completion of doctoral studies and is counted in the position of compulsory and elective ECTSs. At least half ECTS credits envisaged for the realization of doctoral studies relates to the doctoral dissertation. A

maximum of 45 ECTSs are counted for the election subjects.

The Peer review panel assesses the compliance of the standard by providing a numerical assessment and explanation.

The Peer review panel analyses in detail the structure and content of the curriculum. It assesses whether the recommendations on the number and schedule of active classes in the study programme have been complied with. It assesses in particular the content, goal and outcomes of subjects covered by the curriculum, assessing contemporary scientific knowledge, scientific methods and procedures that train student for independent research work. In addition to the numerical rating, the reviewer must also give a descriptive grade.

The Peer review panel determines whether the ECTS number is intended for the thesis and subjects that are directly connected with the development of a thesis greater than 50% of the total ECTS. The Peer review panel assesses the requirements related to the preparation of the doctoral dissertation.

The Peer review panel gives a numerical grade and explains it, assessing whether the Ph.D. student is based on the content and structure of the curriculum, acquired scientific knowledge and adopted scientific method as well as the requirement for drafting of the doctoral dissertation, trained for independent scientific research work.

In addition to the assessment of compliance with the standard, the Peer review panel provides an explanation of the appraisal regarding the fulfillment 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.

Standard 6: Quality, Contemporary, Relevance and International Compatibility of the Study Programme

The study programme follows contemporary world trends and the state of the profession and science in the appropriate educational and scientific field, is in line with the country's strategic priorities and is comparable to similar programmes at foreign higher education institutions within the European educational area.

Instruction for the preparation of documentation for accreditation:

Description (up to 300 words)

Instructions for the application of standard 6:

- 6.1. The study programme offers students the latest scientific knowledge in the field that covers and monitors new achievements in science.
- 6.2. The study programme is complete and comprehensive and compliant with other programs of the higher education institution.
- 6.3. The study programme is essentially and formally harmonized with the strategies of development of education, science and profession in the Republic of Serbia.
- 6.4. The study programme is formally and structurally harmonized with at least three accredited foreign programmes, of which at least two are from the European educational area.
- 6.5. The study programme is harmonized with European standards regarding enrollment conditions, duration of studies, conditions for transition to the next year, acquisition of diploma and method of study.

Record:

Attachments 6.1, 6.2, 6.3. Documentation on at least three accredited foreign programmes, with which the programme is in compliance.

Attachment 6.4. Pdf document of curriculum of accredited foreign study programmes with which the study programme is in compliance (list of subjects).

Instruction for Peer review panel for the Assessment of Standard Fulfillment:

The Peer review panel brings in addition to the assessment and comments as to whether attachments 6. 1, 2, 3, are accessible via the Internet, in particular, by evaluating the comparative advantage of the programme being accredited. The Peer review panel checks whether the PDF document of the curriculum of accredited foreign study programs with which the study programme is compliant (list of subjects) is attached.

These attachments do not imply the complete identity of the programme, but the subjects and areas relevant to the competencies of the graduated students. The Peer review panel reviews this attachments from the website, and comments on the compliance of the standards. If the institution has attached other attachments, for example, recommendations or alignment with appropriate good research practice in European institutions that successfully implement doctoral study programs in the appropriate scientific field, the Peer review panel also analyses this data and concludes the comparative advantage of the institution.

In addition to the assessment of compliance with the standard, the Peer review panel provides an explanation of the appraisal regarding the fulfillment 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.

Standard 7: The enrolment of students

In accordance with the needs of the society and the needs of scientific, educational and cultural development and the higher education institution's resources, the institution shall provide enrolment of students on study programme of doctoral studies.

Instruction for the preparation of documentation for accreditation:

Description (up to 300 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 institution and its other resources, the priorities of the state and estimated needs of the society.

7.2. Candidates who have obtained at least 300 ECTS during the course of basic academic and master academic studies, i.e. at least 300 ECTS during the course of completed integrated academic studies, as well as on the basis of the results achieved during these studies and the tests of their knowledge, inclinations and skills, are eligible for enrolment.

7.3. In order to enroll at doctoral studies, the candidate shall need to know at least one foreign language which shall be determined by the higher education institution.

7.3. The enrolment procedure is open to the public.

7.5. Necessary knowledges, inclinations and skills which shall be tested during enrolment competition, as well as the form of the testing, shall be published in the terms of contest.

Evidence

Table 7.1. The number of students to be enrolled on the study programme (from the accreditation request)

Attachment 7.1. Open Call for Enrollment in doctoral studies (if their realisation has started)

Instruction for Peer review panel for the Assessment of Standard Fulfilment:

In the case of introducing a new study programme, it shall be sufficient that the institution specifies terms of enrolment and candidate-ranking, as well as the data provided in the Table 7.1, besides citing planned number of students.

The Peer review panel specifically constates enrolment terms in accordance with the Law on higher education, credits of doctoral dissertation expressed in ECTS credits, the terms of transfer from other study programs within the framework of the same or likely fields of study, the recognition of ECTS

credits obtained during master studies and/or other academic specialist study programs.

One and the same mentor can tutor five students of doctoral studies simultaneously, which is directly connected to the number of students enrolled at the study programme of doctoral studies. The maximal number of students for which a study programme of doctoral studies shall be accredited equals the number of mentors multiplied by five and divided by the number of years of a study program's duration.

Besides the rate for fulfilling this standard, the Peer review panel provides the motivation on the rate regarding fulfillment of this standard, judging whether the number of planned students is in accordance with the number of teachers eligible for mentors.

In addition to rating fulfillment of standards, the Peer review panel provides motivation of rates in terms of fulfillment of this standard, based on attachments 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. Doctoral dissertation shall be graded on the basis of indicators of its scientific contribution.

Instruction for the preparation of documentation for accreditation:

Description (up to 300 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. 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.

8.3. The progress of every student shall be graded once yearly and it makes an integral part of the report on self-evaluation of study programme.

8.4. The dissertation is the final part of study programme of doctoral studies. The dissertation is a self-made scientific-research work. The realized scientific contribution shall be graded by the number of scientific publications, patents or technical advancements. The conditions that the candidate shall fulfill in order to defend doctoral dissertation shall be determined within the scientific field on the basis of published articles or the articles accepted for publication in scientific journals categorized by the ministry within whose jurisdiction science falls.

8.5. The manner of preparation of dissertation and its defence shall be regulated by the general act of the higher education institution that defines the acceptance of the dissertation topic, dissertation-grading and the fulfilment of conditions for oral public dissertation defence.

The mentor may be a member of the commission for the assessment of doctoral dissertation.

Natural sciences and mathematics

At least one article of the student in liaison with the contents of doctoral dissertation, whereas the student is the first author of the article, published or accepted for publication in an impact factor journal from SCI, i.e.SCIe list.

Social studies and the humanities

At least one article of the student in liaison with the contents of doctoral dissertation, whereas the student is the first author of the article, published or accepted for publication in a journal from the list of journal categorized by the by the ministry within which jurisdiction science falls.

Medical science

At least one article of the student in liaison with the contents of doctoral dissertation, whereas the student is the first author of the article, published or accepted for publication in an impact factor journal from SCI, i.e.SCIe list.

Technical and technological sciences

In the field of technical and technological sciences, with the exception of architecture and urbanism, at least one article of the student in liaison with the contents of doctoral dissertation, whereas the student is the first author of the article, published or accepted for publication in an impact factor journal from SCI, i.e. SCIE list. In the fields of architecture and urbanism, at least one article of the student published in the journal from SCI list, i.e. SCIE list, or is categorized as M24, M51 and SUA 1.

Evidence

Table 8.1. The list of defended doctoral dissertations at the institution in three previous academic years with published results or the results accepted for publication.

Attachment 8.1. The statute (the part referring to doctoral studies)

Attachment 8.2. The Regulations of independent and higher institution education on the assessment of doctoral dissertation

Attachment 8.3. The Regulations on doctoral studies

Instruction for Peer review panel for the Assessment of Standard Fulfillment:

Based on the data provided in the table 8.1. the Peer review panel shall comment whether the realized scientific contributions are evaluated with the number of scientific publications. The Peer review panel shall judge on the fulfillment of standards by awarding numerical grade and motivation, taking into consideration the terms defining procedure in connection with the realization of doctoral dissertation, attachments 8.1. and 8.2. and defense, the accordance with requests of the standard and whether the conditions determining the evaluation of doctoral dissertation's scientific value and whether the requests are in accordance with the requests of the field.

In addition to rating fulfilment of standards, the Peer review panel provides motivation of rates in terms of fulfilment of this standard, based on attachments 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 competence shall be provided for the realization of study programme on doctoral studies.

Instruction for the preparation of documentation for accreditation:

Description (up to 300 words)

The instructions for the application of standard 9:

9.1. The higher education institution with doctoral studies shall have:

- a. the manager of the study programme who is responsible for the organization of enrolment, the realization of instruction, abiding by legal norms and procedure of realization of studies from enrolment to doctoral dissertation defence.
- b. defined criteria for the election of teachers with full-time working hours in the higher education institution and developed system for the election of teachers from other scientific institutions who participate in the realization of doctoral studies, which is in accordance with the law.
- c. teachers whose competences for performing instruction on doctoral studies shall be proved with the list of scientific papers and the data on participation in national and international scientific projects;
- d. At least half of the teachers included in scientific-research projects
- e. defined procedure for the nomination of mentor, in which shall be checked whether the mentor fulfills the conditions of the standard.

9.2. The mentor shall be the person elected in the teaching position of assistant professor, associate

professor, full professor, professor emeritus, i.e. scientific positions of scientific associate, higher scientific associate and scientific advisor, as well as the full or correspondent member of Serbian Academy of Sciences and Arts who holds or held teaching or scientific position.

9.3. The mentor shall have at least five published scientific papers or scientific papers accepted for publication in the scientific journals categorized in the field of the study programme categorized by the ministry within which jurisdiction science falls.

9.4. At least five teachers who participate in study programme of doctoral studies shall be employed in the higher education institution with full-time working hours.

At least 50% of the total number of the teachers shall be employed in the higher education institution with full-time working hours. At least 50% of the total number of the mentors shall be employed in the higher education institution with full-time working hours.

Professor emeritus may participate in all forms of instruction on the academic studies of second and third degree, he/she may be mentor and the member of commissions in the process of the preparation and defence of doctoral dissertation, i.e. doctoral artistic projects, he/she may be the member of the commission for the preparation of proposal for the election of the university professor and participate in scientific-research work.

Full or correspondent member of Serbian Academy of Sciences and Arts who held teaching or scientific position prior to retirement may participate in all forms of instruction on doctoral academic studies, he/she may be mentor and the member of commissions in the process of the preparation and defence of doctoral dissertation, he/she may be the member of the commission for the preparation of proposal for the election of the university professor and participate in scientific-research work.

The person elected for scientific position in the fashion and according to the procedure prescribed by the law regulating scientific-research activity in all forms of instruction on master and doctoral academic studies he/she may be mentor and the member of commissions in the process of the preparation and defence of final paper on master studies and doctoral dissertation he/she may be the member of the commission for the preparation of proposal for the election of the university professor or associate and participate in scientific-research work.

If the person mentioned in the previous paragraph is not employed at the higher education institution at which the programme is carried out, the institution shall conclude the instruction contract with him/her.

The visiting professor who participates in the realization of study programme shall be considered a teacher performing additional work.

Annotation:

The higher education institution's acceptances for the work of the teaching staff on an other higher education institution for the purpose of accreditation. The acceptance should contain the name of the study programs 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 should be attached.

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 programs 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 should be attached.

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 units in Serbia and S – the name of other higher education unit 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

The competence of the teachers shall be determined on the basis of: scientific papers published in international journals (at least three published papers or the papers accepted for publication in the journals with impact factor from SCI, i.e. SCIE list), scientific papers published in national journals, scientific papers published in collections of papers of international scientific conferences, monographs, patents, textbooks, new product or significantly improved existing product.

The mentor shall have at least five papers published in the journals with impact factor from SCI, i.e. SCIE list for the past ten years.

Social sciences and the humanities

The competence of the teachers shall be determined on the basis of: scientific papers published in international journals, scientific papers published in national journals, scientific papers published in collections of papers of international scientific conferences, monographs, patents and textbooks.

The instruction on the doctoral studies in the field of social science and humanities may be carried out by the teacher who has obtained at least 12 points for the papers categorized as M11; M12; M13; M14; M21; M22; M23; M24; M31; M32; M33; M34 и M51.

The mentor on doctoral studies in the field social sciences and humanities may be the teacher who has earned at least 24 points for the previous ten years, namely four points for the paper published in the journal from SSCI, ERIH, HEINONLINE and EconLit list of the journal categorized as M24 and at least 20 points for the papers categorized as M11; M12; M13; M14; M21; M22; M23; M24; M31; M32; M33; M34 и M51. The papers categorized as M31, M32, M33, M34 shall carry maximally 20% of required points. For the fields of philological sciences National Council for higher education and Commission for accreditation and quality-verification shall determine specific criteria for the estimation of the publications 'relevance.

Medical sciences

The competence of the teachers shall be determined on the basis of: scientific papers published in international journals (at least three published papers or the papers accepted for publication in the journals with impact factor from SCI, i.e. SCIE list), scientific papers published in national journals, scientific papers published in collections of papers of international scientific conferences, monographs, patents, textbooks, new product or significantly improved existing product.

The mentor shall have at least five papers published in the journals with impact factor from SCI, i.e. SCIE list for the past ten years.

Technical and technological sciences

The competence of the teachers shall be determined on the basis of: scientific papers published in international journals (at least three published papers or the papers accepted for publication in the journals with impact factor from SCI, i.e. SCIE list), scientific papers published in national journals, scientific papers published in collections of papers of international scientific conferences, monographs, patents, textbooks, new products or significantly improved existing product, new sort of plant, new sort of cattle and new technology.

The mentor shall have at least five papers published in the journals with impact factor from SCI, i.e. SCIE list for the past ten years. In the fields of architecture and urbanism, including professional and artistic works for the field of architecture and urbanism of international value, special criteria conformed with specificity of this field, shall be applied. The instruction on the doctoral studies in the field of architecture and urbanism may be carried out by the teacher who has obtained at least 12 points for the papers categorized as M11; M12; M13; M14; M21; M22; M23; M24; SUA1, M31; M32; M33; M34 и M51.

The mentor on doctoral studies in the fields of architecture and urbanism may be the teacher who has earned at least 24 points for the previous ten years. Of those 24 points he/she shall earn:

- at least 10 points for the papers categorized in the journal from SCI list or the journals belonging

<p>to the categories of M24 or SUA1</p> <ul style="list-style-type: none"> - at least 14 points for the papers categorized as M11; M12; M13; M14; M21; M22; M23; M24; SUA1; M31; M32; M33; M34 и M51. <p>The papers categorized as M31, M32, M33, M34 shall carry maximally 20% of required points.</p> <p>The Regulations on the procedure and manner of evaluation and quantitative expression of scientific-research results in accordance with the Law on scientific-research activity shall be applied when evaluating the results.</p>
Evidence
<p>Table 9.0. Total data on teaching staff at the institution (the list shall be formed when inputing the data in an electronic form, the institution is obliged to input all requested data in this table)</p> <p>Table 9.1. The list of teachers engaged in realization of the study programme of doctoral studies with full-time working hours</p> <p>Table 9.2. The list of teachers engaged in realization of the study programme of doctoral studies with part-time working hours</p> <p>Table 9.3. The list of teachers engaged in realization of the study programme of doctoral studies – additional work</p> <p>Table 9.4. The list of the teachers participating in scientific-research projects</p> <p>Table 9.5. The list of the teachers participating in artistic-research projects</p> <p>Table 9.6. The competence of the teachers</p> <p>Table 9.7. The list of the mentors engaged in the realization of the study programme of doctoral studies (only teaching staff involved in the instruction on the study programme of doctoral studies)</p> <p>Table 9.8. The competence of the mentors</p>
<p>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.</p> <p>Attachment 9.2. Employment contracts, elections in the position, acceptance, statement, MA and M1/M2 for the teachers with full-time working hours on study programs of doctoral studies.</p> <p>Attachment 9.3. Employment contracts, elections in the position, acceptance, statement, MA and M1/M2 for the teachers with part-time working hours on study programs of doctoral studies.</p> <p>Attachment 9.4. The engagement contracts, elections in the position, diplomas, acceptances and statement, for teacher / additional work at study programme of doctoral studies.</p> <p>Attachment 9.5. The Regulations on the election of the teachers.</p> <p>Attachment 9.6. The decision of the expert body of the higher education institution on the engagement of personnel not holding teaching position according to the Law on higher education (the persons with scientific position)</p> <p>Attachment 9.7. The list of the personnel not holding teaching position according to the Law on higher education (the persons with scientific position), adopted by the expert body of the higher education institution.</p> <p>Attachment 9.8. The decision of the Senate on the election (engagement) of visiting professor</p> <p>Attachment 9.9. Contracts on the engagement of foreign teachers for the study programme.</p> <p>Attachment 9.10. The proof of residence for full-time employed foreign citizens, issued by the competent authority.</p> <p>Attachment 9.11. The decision of the competent body on the nomination of mentor.</p>
<p>Remark:</p> <p>Tables and attachments for the higher education institution (i.e. Standard 6. Teaching staff, Table 6.1 – 6.7 and Attachment 6.3 – 6.8) should be delivered in a separate folder</p>
Instruction for Peer review panel for the Assessment of Standard Fulfillment:
<p>One and the same mentor can tutor five students of doctoral studies simultaneously, which is directly connected to the number of students enrolled at the study programme of doctoral studies. Workers in science of scientific institutes holding the positions equivalent to the teaching positions at the University may take part engage in doctoral studies for the programs of doctoral studies at faculties, departments and interdisciplinary centers of the University. The worker in science who is not employed in the higher education institution shall be counted as an additionally employed teacher.</p>

The Peer review panel shall determine whether the institution has 50% of teachers working full-time who are engaged in the study programme of doctoral studies and if their number is larger than five. The Peer review panel shall also determine whether at least half of the total number of teachers who participate in instruction on study programme of doctoral studies are engaged in scientific-research projects.

The Peer review panel shall determine whether the institute has the criteria for the election of teachers and whether the criteria are in accordance with the recommendations of the National Council and whether they have been applied in the elections of the teachers.

The Peer review panel analyses the Book of the teachers and it shall determine whether the teachers fulfill the standards within the framework of the scientific, i.e. artistic field. On the basis of the provided references and the list of the subjects that the teachers lectures, the reviewer shall determine whether the teacher has the competence in the subjects he/she lectures, taking into consideration that at least one reference must belong to the narrower scientific field.

The Peer review panel shall judge whether the number of proposed mentors would be sufficient for the planned number of the students on the study programme and whether the references of the mentor meet the standards within the framework of the scientific, i.e. artistic field.

The Peer review panel mandatorily provides the number of competent teachers and mentors and general descriptive rate of competence of teachers and mentors on the study programme.

The Peer review panel judges whether the number of competent teachers and specifically mentors shall enable the students of doctoral studies for independent scientific-research work.

The Peer review panel shall establish whether the higher education institution has submitted Tables 6.1 – 6.7 and Attachments 6.3 – 6.8 and the Report (using Tables and attachments) 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 program/all programs/other higher education institution
- Engagement contracts, elections in the position, acceptances and statements of the teachers – additional work on the study program/all programs/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 program/all programs/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 program/all programs/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 program/all programs/other higher education institution

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 comments in the commentary.

In addition to rating fulfillment of standards, the Peer review panel provides motivation of rates in terms of fulfillment of this standard, based on attachments 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

For the purpose of realization of the study programme there shall be provided adequate human, spacial, technical, technological, library and other resources suitable for the character of the Ph.D. study programme and for the number of enrolled students.

Instruction for the preparation of documentation for accreditation:
Description (up to 300 words):
<p>Instructions for the application of standard 10:</p> <p>10.1. The higher education institution has a plan and budget envisaged for the realization of scientific research.</p> <p>10.2. Resources for the realization of studies must be provided.</p> <p>10.3. The higher education institution provides for students the use of the equipment which is necessary for scientific work, on its own or in cooperation with other institution, which shall be documented by the list of equipment with the appropriate characteristics.</p> <p>10.4. The higher education institution provides for students the use of equipment or approach to the equipment which is necessary for the scientific work on the basis of the agreement on cooperation with other corresponding institutions.</p> <p>10.5. The higher education institution provides the use of library fund from its own or other resources, to the extent necessary for the realization of the Ph.D. studies programme. Ph.D. students have access to databases which are necessary for the writing of Ph.D. thesis and for the scientific work.</p> <p>10.6. For the realization of the study programme there shall be provided an appropriate space for the realization of teaching, appropriate laboratory space necessary for the experimental work, as well as contemporary equipment.</p>
Record
<p>Table 10.1. List of equipment which is in use for the scientific work.</p> <p>Table 10.2. Space for the realization of teaching at Ph.D. studies and appropriate laboratory space necessary for the experimental work.</p>
<p>Attachment 10.1–Plan and budget for the realization of the scientific work.</p> <p>Attachment 10.2–Agreements on cooperation with other institution and accredited institutions and international organizations.</p> <p>Attachment 10.3–Attachment concerning available databases and library resources.</p>
<p>Remark:</p> <p>It should be delivered in separate folder tables and attachment for the higher education institution as follows: Standard 9. Space and equipment (Table 9.1 and Attachment 9.1-9.2)</p>
Instruction for Peer review panel for the Assessment of Standard Fulfillment:
<p>On the basis of the data provided in tables and attachments the reviewer determines whether the institution has space for the realization of the study programme in accordance with the standard. Quadrature of the space where the teaching is conducted and the number of students enrolled in the study programme shall be stated in the report.</p> <p>The Peer review panel determines whether the higher education institution has submitted Tables 9.1-9.3 and Attachments 9.1-9.2 and in the Report stipulates the quadrature of the space in which the teaching is conducted as well as the number of students in the higher education institution.</p> <p>The entire number of students enrolled in the study programme is counted as number of students enrolled in the first year of studies multiplied with the number of years of duration of the study programme.</p> <p>The institution is in obligation to provide a place to each student in the teaching process, and for that reason has an obligation to prove its spacial capacities in quadrature in documentation as well as the number of available places, which the reviewer fills in the Report.</p> <p>The Peer review panel determines on the basis of data filled in tables and attachments whether the institution has at disposal the equipment necessary for the realization of the study programme.</p>

The Peer review panel fills in the Report the number of library units which the institution has at disposal, relevant for the realization of the study programme, assesses the level of coverage of subjects by the class book literature and its availability to students.

The Peer review panel fills in the Report the data concerning informational resources which are available for the realization of the study programme. The Peer review panel assesses the space, equipment and library and informational support for the study programme, dependent on the field of science from the perspective of possibilities for Ph.D. students to conduct the research activities in the institution which accreditations corresponding study programme, where the Peer review panel takes into account and cooperation with other organizations for scientific research in the realization of the programme.

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 attachment submitted with the request for accreditation, facts which it has determined during the visit and documents which the institution has provided on the request of the Peer review panel before/during/after the visit.

Standard 11: The control of the quality

For the study programme of Ph.D. studies the higher education institution on a regular basis and systematically implements the control of the quality by self-evaluation and external check of the quality.

Instruction for the preparation of documentation for accreditation:

Description (not more than 100 words):

Instructions for the application of standard 11:

11.1. The control of the quality of the study programme implies systematical monitoring on a regular basis, as well as undertaking measures for improvement of the quality in the following of its elements: curriculum, teaching, results of the scientific research came out of Ph.D. thesis, teachers, mentors and the efficiency of studies.

11.2. The institution by its documents ensures the monitoring of the quality of Ph.D. studies and the prevention of plagiarism.

11.3. The control of the quality of programme is conducted within certain periods of time which are set in advance in accordance with the law.

11.4. In the control of the quality of the study programme it is ensured an active role of students and its assessment of the quality of the programme.

Record

Table 11.1. List of members of the commission organizational units competent for the quality (commission for the quality...)

Table 11.2. List of boards for the quality – if it exists.

Attachment 11.1. The report on the results of self-evaluation of the higher education institution.

Attachment 11.2. The report on the results of self-evaluation of a particular Ph.D. study programme.

Attachment 11.3. Publicly available document – The policy of ensuring quality.

Attachment 11.4. The Regulations on textbooks.

Attachment 11.5 The excerpt from the Statute of the institution by which it regulates the establishment and scope of activities of organizational units competent for the matter of quality (commission for the quality)

Instruction for Peer review panel for the Assessment of Standard Fulfillment:

The Peer review panel analyses in detail the attachments which the institution submitted for the assessment of this standard, having in mind results of the Report on self-evaluation of the institution and the Report on self-evaluation of the study programme. The Peer review panel includes in the Report the list of documents related to the quality and control check which the institution adopted and attached.

The Peer review panel especially assesses whether the higher education institution provides continuous update of the content of curriculum and its comparability with curriculums of corresponding foreign higher education institutions.

The Peer review panel assesses measures and procedures of realization of the quality control on the basis of the submitted documents. There shall be an obligatory comment on whether the higher education institution provides participation of students in evaluation and ensuring the quality of study programs.

The Peer review panel controls attachments by web sites and comments on the fulfilment of standards.

The Peer review panel, apart from the assessment on the fulfilment of standards, provides the explanation of the assessment in relation to the fulfilment of this standard. The Peer review panel assesses whether the Commission for Accreditation and Quality Assurance considered the Report on self-assessment of the higher education institution and the Report on self-assessment of the study programme as well as composition of the Commission.

The Peer review panel controls whether the managing organ of the higher education institution adopted the strategy for quality assurance and whether the mentioned document is publicly available.

Assessment on the fulfilment of this standard shall be stated in the space for a comment.

The Peer review panel assesses the strategic planning of the Institution in the higher education and resources necessary to achieve those aims. The Peer review panel gives a descriptive evaluation assessing commitment of the higher education institution for build of the organizational culture of quality.

If the institution attached other documents related to the standard of quality control such as: an ethic codex of good scientific practice and publicly available document on politics of assuring quality, the Peer review panel analyses those attachments and on the basis of them, as well on the basis of the report on self-assessment of the study programme of Ph.D. studies assesses this standard.

The assessment on fulfilment of standards and explanation of the assessment is given on the basis of the attachment with the request for accreditation, facts which it has determined during the visit and documents which the institution has provided on the request of the Peer review panel before/during/after the visit.

Standard 12: Public in work

The higher education institution provides public availability of the study programme and Ph.D. thesis as final work of Ph.D. studies.

Instruction for the preparation of documentation for accreditation:

Description (not more than 100 words):

Instructions for application of standard 12:

12.1. The institution is obliged to establish a digital repository where electronic versions of completed doctoral dissertation are permanently kept, together with the report of the commission for the evaluation of the dissertation, data about method and composition of the commission and data about scientific articles of a candidate which publication was prerequisite for defending the dissertation, and to enable that all data is publicly available on its website.

12.2. The institution is obliged to provide data about mentors, together with data concerning their competence and previous mentoring, make publicly available on its official website.

Record

Attachment 12.1–Digital repository – website of the institution.

Attachment 12.2–Data about mentors–website of the institution.

Instruction for Peer review panel for the Assessment of Standard Fulfillment:

The Peer review panel controls whether the institution made publicly available all the data envisaged by

this standard.

The Peer review panel, apart from the assessment on fulfilment of standard, provides the explanation of assessment related to fulfilment of this standard.

The assessment on fulfilment of standards and explanation of the assessment is given on the basis of the attachments 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: Studies in the world language

The higher education institution may organize a study programme of doctoral studies in the world language for each field and every educational-scientific field, provided that it has human and material resources that enable the teaching content to be accomplished in accordance with the standards.

Instruction for the preparation of documentation for accreditation:

Description (maximum 300 words, indicating whether the study programme is being accredited in both the Serbian and in world language - indicate which one, or only in the world language - indicate which one):

Instructions for the application of the standard 13:

13.1. When the teaching is conducted in the world language, teachers and associates must have appropriate competences for teaching in that language.

13.2. When the teaching is being performed in the world language, the institution shall provide at least 100 library units in that language.

13.3. The institution provides teaching materials and handbooks or other sources of knowledge in the language of instruction.

13.4. Student services office that work with students must be able to provide services in the world language.

13.5. Public and administrative documents shall be issued on the form printed in bilingual, in Serbian language in Cyrillic script and in the language and script in which the lessons are being delivered.

13.6. Students must possess satisfactory language competencies from the world language in which the study programme is being conducted.

13.7. The study programme in the world language is accredited as a special study programme, if it is being performed only in that language.

13.8. If the study programme is accredited for teaching in Serbian and in one world language, in the calculation of the teachers' and associates' workload, as well as when determining the required space, the total number of students in both languages shall be taken into account. Such programme shall be treated as one study programme.

13.9. The institution for accreditation of the study programme which is conducted in the Serbian and in the world language shall submit translation of all standards, a diploma supplement, a course book and a teacher's book in the world language.

Record

Attachment 13.1. Documentation in the world language (point 13.9 of the Instruction).

Attachment 13.2. Documentation in the Serbian and in the world language (if accredited in both languages).

Attachment 13.3. Evidence that the requirements of the Instruction for the Application of Standards 13 have been fulfilled.

Attachment 13.4. Evidence of the appropriate competencies of teachers and associates for teaching in that language.

Level of language competence:

- Level Advanced Certificate = C1 according to the Common European Reference Framework for

Languages (CEFRL). For English: Cambridge Advanced Certificate in English (CAE) / IELTS (International English Language Testing System),

or:

- accomplished any degree of university education in a given language,
- completed study stay or mobility in a duration of one semester in a given language,
- that he/she delivered a lecture upon invitation at an international conference where the official language was the language in which the lectures are held,
- that he/she held a guest lecture in a given language (enclosed certificate),
- that he/she held a lecture upon invitation at an international conference where the official language was the given language,
- that he/she held a guest lecture in a given language (enclosed certificate),
- that he presented at least three papers at an international conference where the official language was the given language,
- that he held an accession lecture in a given language,
- that he obtained a school certificate of a given language for a level that equals B2,

Attachment 13.5. Evidence of student competencies of the world language in which the study programme is being conducted.

Level of language competence:

- Upper intermediate level Certificate = B2 according to the Common European Reference Framework for Languages (CEFRL).

For English: Cambridge Advanced Certificate in English (CAE) / IELTS (International English Language Testing System) / or completed high education in that language.

Instruction for Peer review panel for the Assessment of Standard Fulfillment:

The Peer review panel shall check whether all the standards of the Regulations on the Accreditation of Study programmes are fulfilled. It shall check in which language the accreditation is being sought and if the study programme is only being accredited in the world language (in which case, the documentation is submitted only in the required world language), or in the Serbian and English language (in which case two sets of accreditation documents shall be submitted, both in Serbian and in the world language). It shall verify if all the conditions for accreditation of the study programme in the world language are fulfilled.

In addition to the standard compliance assessment, the Peer review panel shall provide a justification of its assessment regarding the fulfillment 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 14: Joint study programme

A joint study programme (JS- programme) refers to a study programme aimed at acquiring all forms of joint degrees that are organized and carried out by several higher education institutions with the status of a legal entity. Joint study programme lead to the acquisition of a joint diploma, a double (two) diploma(s), or a single diploma issued by an institution determined by a mutual agreement of the participating institutions.

Instruction for the preparation of documentation for accreditation:

Description (maximum 200 words):

Instructions for the application of the standard 14:

14.1. JS programmes can be organized in one or more fields (IMT study programme). Joint study programs can be conducted by accredited higher education institutions. If one of the higher education institutions is registered in another country, it must be accredited in that country.

14.2. Higher education institutions that organize and perform the JS- programme shall conclude an agreement which shall govern all the elements necessary for the realization of the study programme.

14.3. Two or more higher education institutions may submit an application for accreditation of the JS- programme if together they can ensure that more than 70% of the active teaching hours within that study

programme shall be held by full-time employed teachers. The accreditation material shall be unique, so that the accreditation application is submitted jointly by all the involved higher education institutions. The documentation for accreditation should mention all the elements that define the participation of each higher education institution in the realization of the study programme.

14.4. JS programmes are realized in the headquarters of accredited higher education institutions, while precisely defining where (at which individual headquarter) each part of the study programme shall be realized.

14.5. The open call (contest) for the enrollment of students on JS- programmes is jointly announced by accredited higher education institutions.

14.6. Diploma and Diploma Supplement shall be signed by the authorized representatives of the accredited institutions.

Record keeping

Attachment 14.1. Agreement on the realization of the study programme.

Attachment 14.2. Student Enrollment Contest.

Attachment 14.3. Diploma Supplement.

Attachment 14.4. Evidence that the requirements of the Instruction for the Application of Standard 14 have been met.

Instruction for Peer review panel for the Assessment of Standard Fulfillment:

The Peer review panel shall assess the fulfilment of all accreditation standards. It shall particularly give its comments on the Agreement between higher education institutions with the status of a legal entity on the implementation of the JS programme.

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 to the higher education institution which enroll students and where the teaching activities take place and based on the documents provided by the institution upon request of the Peer review panel before/during/after the visit.

Standard 15: IMT study programme

IMT study programmes refer to the interdisciplinary, multidisciplinary and transdisciplinary study programmes that include subject matters from two or more domain within the same field or different scientific fields.

Instruction for the preparation of documentation for accreditation:

Description (maximum 300 words),

Instructions for the application of the standard 15:

15.1. 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.

15.2. Professional, academic and scientific titles shall be proposed by the applicant of the accreditation application of an IMT study programme which is being referred for accreditation.

15.3. In the accreditation process, an appropriate IMT professional, academic and scientific title shall be formulated, and it shall be determined by the National Council for Higher Education at the proposal of the Conference of the University of Serbia and the Conference of Academies of Applied Studies of Serbia. The title that has been determined in that way, shall be mentioned in the decision on accreditation.

15.4. When formulating professional, academic and scientific titles which may be acquired after completing the IMT studies, a combination of the whole or parts of the two most important areas that make up an interdisciplinary programme is being used.

15.5 The two most important areas and their order in the title are determined based on the number of ECTS points that the given areas have in the study programme.

15.6. The study programme is referred to as an IMT study programme if each of the two main areas contain at least 25% ECTS points for subject matters in the given area. These two areas should be represented by at least 70% of the ECTS points of a given study programme.

Record keeping

Table 15.1. List of subjects from the first main field.

Table ECTS 15.2 List of subjects from the second main field.

Attachment 15.1. Documentation on the fulfilment of conditions for the two most important areas.

Attachment 15.2. Evidence that the requirements of the Instruction for the Application of Standards 15 have been fulfilled.

Attachment 15.3. Statute of the University in which the realization of the IMT SP within the HU (higher education unit) is defined.

Attachment 15.4. Agreement with the higher education institutions within the university whose resources are used for the realization of a study programme, which defines the mutual rights and obligations of the HEU and these institutions.

Attachment 15.5. Student Enrollment Contest.

Attachment 15.6. Diploma Supplement.

Instruction for Peer review panel for the Assessment of Standard Fulfillment:

The Peer review panel shall establish if the study programme can be regarded as an IMT study programme. The study programme is shown as IMT study programme, if each of the two main areas carries at least 25% ECTS subjects in the given area. These two areas should represent at least 70% of the ECTS of a given study programme.

In addition to the fulfilment of all accreditation standards, the Peer review panel shall establish to which fields belong the given study programme and which are the two scientific fields most represented by 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 verify if the institution fulfills all the conditions prescribed for accreditation of the specific study programme.

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.