

Pursuant to Article 63, paragraph 6 of the Act on Scientific Activity and Higher Education (Official Gazette 123/03, 198/03, 105/04, 174/04, 2/07 — Decision of the Constitutional Court of the Republic of Croatia, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14 — Decision, Ruling of the Constitutional Court of the Republic of Croatia, 60/15 — Decision of the Constitutional Court of the Republic of Croatia, and 131/17) and Article 43, paragraph 1, sub-paragraph 9 of the Faculty Statute (consolidated text), in connection with Article 18, paragraph 5 of the Act on Quality Assurance in Science and Higher Education (Official Gazette 45/09) and Article 19, paragraph 3 of the Ordinance on the Quality Assurance System at the University of Zagreb, and at the proposal of the Faculty Collegium, the Faculty Council of the Faculty of Science, University of Zagreb, at the session held on 25 April 2019, renders the following

## **ORDINANCE ON QUALITY ASSURANCE AT THE FACULTY OF SCIENCE, UNIVERSITY OF ZAGREB**

### **I. GENERAL PROVISIONS**

#### Article 1

- (1) This Ordinance regulates the goal, purpose, fields of evaluation, and the organisation of quality assurance at the Faculty of Science (hereinafter: Faculty).
- (2) Gender-specific expressions used in this Ordinance are used neutrally and refer equally to both the male and female genders.

#### Article 2

The goal of quality assurance is to build mechanisms for the ongoing advancement and achievement of high standards of quality in educational, scientific, expert, and administrative activities at the Faculty.

#### Article 3

The purpose of the quality assurance mechanism is to establish quality assurance principles, criteria, and methods in compliance with the provisions of the Act on Quality Assurance in Science and Higher Education, University of Zagreb Statute, Ordinance on the Quality Assurance System at the University of Zagreb, and Quality Assurance Standards and Guidelines in the European Higher Education Area.

#### Article 4

A culture of quality and quality assurance permeates all fields of activity and all normative acts of the Faculty and faculty departments.

#### Article 5

The basic procedures in the quality assurance system are:

- defining the mission and strategy of the quality assurance system,
- determining measurable goals within the defined mission and strategy,
- shaping the process for realising the mission and strategy and ensuring the achievement of goals,
- measuring and analysing achievements in relation to the set goals,
- conducting activities to remedy situations and prevent diminished quality,
- defining new goals.

#### Article 6

- (1) The Faculty and faculty departments participate in creating and developing the quality assurance system, while the results of their work are used by all internal and external stakeholders in the educational process and in scientific research, expert, and administrative work of the Faculty and faculty departments.
- (2) Internal stakeholders are students and employees of the Faculty from the ranks of teachers, associates, administrative, technical, and support staff.
- (3) External stakeholders are legal and natural persons connected with the activity of the Faculty and faculty departments (for example, other institutions within the education and science system, the economy, state and local administration, alumni).

### **II. FIELDS OF QUALITY ASSURANCE**

#### Article 7

The fields of quality assurance and improvement are:

1. quality assurance policy,
2. preparation and approval of study programmes,
3. student-oriented learning, teaching, and assessment,
4. enrolment and advancement of students, recognition and certification,
5. teaching staff,
6. learning resources and student support,
7. information management,
8. informing the public,
9. ongoing monitoring and periodic review of study programmes,
10. periodic external quality assurance,
11. scientific research activity,
12. expert activity,
13. mobility, international cooperation, and internationalisation.

### **III. ORGANISATION AND OPERATION**

#### Article 8

Quality improvement and assurance at the Faculty and faculty departments are conducted at the decision-making, advisory, supervisory, and operative levels.

#### Article 9

- (1) Bodies responsible for quality assurance at the decision-making level are the dean, Faculty Council, department heads and department councils.
- (2) Bodies responsible for quality assurance at the advisory level are the Faculty Collegium and/or department collegium, committees, boards, and working groups.

#### Article 10

- (1) The Faculty Council appoints the Quality Management Committee (hereinafter: Committee), an advisory and expert body entrusted with implementing quality assurance and improvement procedures in all fields of activity of the Faculty and faculty departments.
- (2) The Faculty Collegium appoints the working group entrusted with self-analysis at the time of re-accreditation, i.e., external evaluation of the activity of the Faculty.
- (3) The Faculty Collegium appoints the working group for implementing the internal evaluation of the quality assurance system in accordance with the Quality Assurance Manual of the University of Zagreb.

- (4) Competencies of the working groups from paragraphs 2 and 3 of this Article are regulated in greater detail in a decision rendered by the Faculty Collegium.

### **Quality Management Committee**

#### Article 11

- (1) Competencies and scope of work of the Committee are to:
1. encourage development programmes with the aim of promoting a culture of quality in accordance with the international, national, and University standards, criteria, and procedures;
  2. advise bodies at leadership, decision-making, management, and supervisory levels, and bodies at the level of implementation of quality assurance measures;
  3. plan the internal quality system assessment process of the Faculty, data analysis, propose action plans and the monitoring thereof, in co-operation with the Agency for Science and Higher Education, Quality Management Board, Doctoral Studies Board, and the Office for Quality Management of the University of Zagreb;
  4. represent the Faculty in the national and international network for promoting a culture of quality and the quality assurance system;
  5. plan and propose guidelines and activities, and encourage active engagement in promoting a culture of quality and improvement of the quality assurance system at the Faculty and faculty departments;
  6. develop methods of research of various aspects of quality from the position of external and internal stakeholders;
  7. monitor quality indicators in accordance with the specific needs of the Faculty and faculty departments;
  8. provide active support in the implementation of quality standards, encouragement of self-analysis, implementation of measures to improve quality, exchange of examples of good practice, and ensure the of conditions needed for the work of employees;
  9. submit annual plans of activity by the field of internal quality assurance referred to in Article 7 of this Ordinance to the Office for Quality Management of the University of Zagreb via the Faculty Council;
  10. submit annual reports on implemented activities and improvement of the quality assurance system of the Faculty to the Office for Quality Management of the University of Zagreb via the Faculty Council;
  11. participate in activities in accordance with the Strategy for the Quality Assurance System of the University of Zagreb, Development Strategy of the Faculty of Science, and the Plan of Activities for Quality Assurance of the Faculty;
  12. expound activities for implementing the self-analysis procedure in accordance with the Standards for the evaluation of quality of universities and university constituents in the procedure of re-accreditation of higher education institutions, the national legislative framework, and the general acts of the University of Zagreb and of the Faculty.

#### Article 12

- (1) The Faculty Council appoints the Quality Management Committee of the Faculty of Science. The Committee consists of 11 members in total. The Committee consists of:
- a representative of employees from each faculty department from among the ranks of employees appointed to scientific-teaching grades (ranks),
  - the Committee chairperson,
  - a student representative,
  - a representative of the administrative and technical staff,

- a representative of external stakeholders.
- (2) Committee representatives from the ranks of department employees appointed to scientific-teaching grades (ranks) are proposed by the authorised department councils. The student representative is proposed by the Student Body of the Faculty of Science. The Committee chairperson, the representative of the administrative and technical staff, and the representative of external stakeholders are appointed by the Faculty Council at the proposal of the Faculty Collegium.

#### Article 13

The term of members of the Committee is two (2) years. Committee members may be reappointed once.

#### Article 14

- (1) Any Committee member may be relieved of his duties before the expiration of the mandate:
  - upon his written request,
  - if he is not actively engaged in work, does not attend sessions, or does not comply with decisions rendered.
- (2) Decisions relieving Committee members of their duties are rendered by the Faculty Council at the next session. The proposal for relieving a member of his duties referred to in indent 2 of the previous paragraph is submitted by the proponent from Article 12, paragraph 2 of this Ordinance. The Faculty Council appoints a new member to replace the relieved Committee member, in the manner and in accordance with Article 12 of this Ordinance. The term of the newly-appointed Committee member lasts until the expiration of the mandate of the relieved member.

#### Article 15

The Committee convenes whenever necessary and at least four times a year. Committee sessions are called by the chairperson. Whenever necessary, Committee sessions may also be attended by the dean and vice-deans.

#### Article 16

The Committee submits an annual report on its work to the Faculty Council.

### **IV. TRANSITIONAL AND FINAL PROVISIONS**

#### Article 17

- (1) Upon the entry into force of this Ordinance, the Ordinance on Quality Assurance at the Faculty of Science, CLASS: 033-05/11-01/12, NUMBER: 251-58-201-12-4 of 28 March 2012 shall cease to have effect.
- (2) This Ordinance shall enter into force on the eighth day following the date of its publication on the Faculty bulletin board and website.

CLASS: 003-05/19-01/1  
NUMBER: 251-58-10201-19-3  
Zagreb, 7 May 2019

DEAN OF THE FACULTY  
Professor Aleksandra Čižmešija, PhD

This Ordinance was published on the Faculty bulletin board and website on 7 May 2019 and enters into force on 15 May 2019.

SECRETARY GENERAL OF THE  
FACULTY  
Dijana Košak, LL.M