

Pursuant to Article 9 of the Statute of Algebra University, the Senate of Algebra University enacted at its 3rd session, held on 29th February 2024, the following

BOOK OF REGULATIONS ON MONITORING THE QUALITY OF STUDY PROGRAMMES

1. GENERAL PROVISIONS

Article 1

- (1) Study programmes are regularly improved and modernised with the aim of ensuring the quality of higher education and the relevance of the knowledge and skills developed through the teaching and research activities of Algebra University. Improvements and modernisations are carried out on the basis of data that is regularly collected, processed and analysed, on which reports are drawn up and further activities are initiated.
- (2) This Book of Regulations prescribes the indicators and criteria according to which the quality of the implementation of study programmes is monitored, as well as the methods of data collection and analyses and the responsibilities and duties in the procedures of monitoring the quality of the implementation of study programmes and activities based on the results of the monitoring and analyses.
- (3) Students, through their representatives in the Senate of Algebra University and in the Quality Committee of the Senate of Algebra University, participate in deciding on matters related to the quality of study programmes and monitoring the quality of the study implementation.

2. INDICATORS AND CRITERIA

Article 2

Indicators and Criteria for Monitoring the Quality of Studies

- (1) Indicators and criteria according to which the quality of studies is monitored include the following areas: student workload, progression through studies, student pass rates and completion rates, effectiveness of student evaluation procedures, fulfilment of expectations, needs and satisfaction of students in relation to programmes, learning environment, mobility and recognition of periods of study abroad, student internship, employment and employability, the effectiveness of professional services in supporting the quality of the implementation of study programmes and the quality of final and graduation theses .

Article 3

Student Workload

- (1) Student workload, which includes participation in all forms of classes and independent work in fulfilling all study obligations provided for in the course description, corresponds to the number of ECTS points of the course in the estimated number of work hours. It is taken into account that 1 ECTS point typically represents 30 hours of student workload.
- (2) Student workload is evenly distributed throughout the semester in such a way that the calendar of classes, time intended for independent work at home (studying and preparing for classes and evaluations, homework, projects, seminars and other student works), deadlines for assignments and other student obligations and the calendar of mid-term exams and exams enable efficient and high-quality fulfilment of all study obligations.

Article 4

Progression, Pass Rates and Completion Rates

- (1) The content of the study programmes enables the acquisition of the expected learning outcomes. Teaching materials are prepared in a timely manner, are of good quality and correspond to the expected learning outcomes. There are no undue overlaps in delivery in such a way that the same content, without added value, is covered in different courses. The instructions for the implementation of courses are published in a timely manner in the Infoeduka system.
- (2) The schedule and sequence of courses in the study programme enable smooth progression and completion of studies. The learning outcomes of courses have been created in such a way that unhindered progression of students through their studies is enabled. Prerequisites for each content covered in individual courses are met through other courses.
- (3) The teaching methods are diverse, correspond to the expected learning outcomes and are designed to encourage motivation, self-reflection and engagement of students in the learning process, interactive and exploratory learning, problem solving and creative and critical thinking.
- (4) Timely provision of quality teachers appointed to appropriate teaching, artistic-teaching or scientific-teaching positions, as well as nominal teachers meeting job requirements and possessing appropriate expertise and teaching competencies, ensures effective course delivery.
- (5) The study programme includes extracurricular activities that enrich the study experience and raise the level of students' motivation and engagement in their studies.
- (6) Student progression through courses in the study programme is consistent.

Article 5

Evaluation Procedures

- (1) The evaluation and assessment criteria and methods are aligned with the used teaching methods and expected learning outcomes, are comprehensible and clear and published in advance in the Infoeduka system before the start of individual courses.
- (2) The evaluation procedures are objective, consistent and effective so that the assignments and exam questions correspond to the expected learning outcomes of the course, and the evaluation allows students to demonstrate to what extent they have achieved the expected learning outcomes.
- (3) Grades and points are assigned in accordance with the evaluation and assessment instructions, rubrics and other tools used to ensure equal access to evaluation.
- (4) Double marking is efficient and objective.
- (5) Students receive feedback on evaluation results orally or in writing. Written feedback (if applicable) is of good quality and enables students to make informed and effective decisions for further learning.

Article 6

Students' Perception

- (1) Students' expectations in relation to the study programmes and their specific needs are monitored and met to the greatest extent possible.
- (2) The surveyed students' satisfaction with the programmes and the learning environment is positive, and students' suggestions and remarks are responded to in a continuous dialogue with students within the framework of student coordination and through student representatives in the Senate.
- (3) Students are regularly presented with activities undertaken based on the analysed results of student surveys.

Article 7

Mobility

- (1) Institutional and structural prerequisites for student mobility are provided, which includes:
 - a) the corresponding number of inter-institutional agreements concluded within the framework of the Erasmus programme or some other mobility programmes,
 - b) quality support of the International Relations Office to students participating in international outgoing and incoming mobility programmes,
 - c) the appropriate number of courses at Algebra University that are taught in English,
 - d) an appropriate number of courses and learning outcomes that are comparable to the expected learning outcomes of related programmes in the Republic of Croatia and the countries of the

European Union and can be replaced with courses at partner institutions, without jeopardising the acquisition of learning outcomes at the level of the study programme,

- e) the recognition of study periods and ECTS credits acquired at another higher education institution abroad is carried out in accordance with learning agreements.
- (2) The conditions for the mobility of teaching and non-teaching staff are ensured, which includes:
- a) quality support of the International Relations Office to teachers and non-teaching staff who participate in programmes of international outgoing and incoming mobility,
 - b) evaluating the workload of teachers on outgoing mobility and recognising mobility periods,
 - c) rewarding teachers' engagement in international activities and especially teaching activities in cooperation with teachers from abroad is realised through the teacher rewarding system (ALBON).

Article 8

Internship

- (1) Student internship is carried out with employers and enables the application of knowledge in working conditions and the acquisition of practical skills in accordance with the expected learning outcomes.
- (2) Mentors, managers of the internship at employers are involved in the evaluation process of the acquired learning outcomes through the internship.
- (3) The Career Centre ensures the conditions for the internship implementation for all students for whom internship is mandatory and provides adequate support to students and employers in the internship implementation.

Article 9

Employment and Employability

- (1) Student employment is measured as the proportion of students who find a job within 6 months of obtaining their qualification at Algebra University.
- (2) The employability of graduated students is measured as employment in accordance with the qualification level and study field and taking into account various factors that influence outcomes on the labour market in the early career period.

Article 10

Professional Services

- (1) Professional services that contribute to the quality of studies are the Student Office, the Teaching Support Office, the Student Support Centre, the Career Centre, the Library and the International Relations Office.

- (2) Professional services carry out activities for which they are responsible in accordance with the goals and indicators of results set in the performance management system.

Article 11

Final and Graduation Theses

- (1) Final and graduation theses correspond to academic standards, are in accordance with the learning outcomes descriptions of the appropriate level and are written in accordance with the Book of Regulations on the Final and Graduation Thesis and the Final Exam and other instructions and guidelines for the preparation of final and diploma theses.
- (2) The quality of final and graduation theses is monitored based on defined criteria, which include the quality of institutional guidelines, quality of student support and mentoring, support for mentors, compliance with ethical principles, consistency and evaluation transparency.
- (3) Final and graduation theses are stored in electronic form in the national repository in open access.

3. METHODS OF DATA COLLECTION AND ANALYSES

Article 12

Data Collection and Analyses

- (1) Algebra University regularly collects, processes and analyses data on students, teachers, alumni, study programmes, curricular and extracurricular activities as well as the work of professional services.
- (2) The data is kept in the Infoeduka system or collected through surveys, student coordination, focus groups and other methods appropriate to the data type. Surveys include surveys of students, teachers, alumni, employers and other relevant stakeholders and are conducted in accordance with the provisions of this Book of Regulations.
- (3) The data is analysed using available analytical tools, and the results of the analyses are reported to the Quality Committee and the Senate of Algebra University. The results of the analyses are acted upon with the aim of improving quality, in accordance with the provisions of this Book of Regulations.

Article 13

Workload Analysis

- (1) Once in each semester, as part of the student survey, the actual student workload required to acquire the learning outcomes provided for in the course, expressed in ECTS points, is examined.
- (2) The preparation of the data collected through the student survey is carried out by the Sector for Professional Services, and the student workload analysis is carried out by the head of the study programme according to the criteria from Article 3 of this Book of Regulations.

Article 14

Analysis of Pass Rates and Completion Rates

- (1) Before the beginning of each semester, the head of the department checks the content of study programmes, teaching materials, the calendar of courses and the coverage of classes by appropriate teaching staff, all in accordance with the criteria from Article 4 of this Book of Regulations.
- (2) At the end of each semester, the head of the department checks the effectiveness of the teaching methods, the applied pedagogical methods and the techniques of working with students.
- (3) In order to continuously improve the educational process, teachers conduct reflection on their own teaching practice, self-evaluation of their teaching performance and, by agreement, mutual collaborative evaluation (peer to peer). According to the results of the self-evaluation and collaborative evaluation, they propose and implement improvements in agreement with the head of the department.
- (4) At the end of each semester, an analysis of the progression through the studies, i.e. students' pass rates according to courses, is carried out. The pass rate analysis identifies students who have difficulties in progressing, courses in which progress significantly deviates from progress in other courses and teachers in whose courses students' pass rates are different from the pass rates in other courses. It is also determined whether supplementary classes according to courses were held and to what extent which students used them.
- (5) The preparation of the pass rate data according to study courses is carried out by the Sector for Professional Services, and the data analysis is carried out by the Student Support Centre and the head of the study programme.
- (6) Based on the analyses of the progression and pass rate as well as and the evaluation and monitoring of student achievement, the Student Support Centre identifies students with difficulties in mastering regular academic obligations and students at risk of dropping out of studies, investigates the causes and proposes specific and individualised measures of support and assistance in learning.
- (7) At the end of the academic year, an analysis of students' completion rates according to study programmes is carried out and the results are compared between study programmes and across years.
- (8) The preparation of the data is carried out by the Sector for Professional Services, the analysis according to study programmes is carried out by heads of study programmes and comparative analyses and reports for the Quality Committee and for the Senate are prepared by the vice-rector for quality. Further activities are planned based on the results.
- (9) Based on the analysis of students' pass rates and completion rates, the head of the study programme critically analyses the adequacy of the learning outcomes for unhindered progression of students

through the studies, analyses the effectiveness of supplementary classes and, together with the head of the university department, reports to the Senate and proposes possible improvements in the design of the study programme and/or activities that would refer to teachers in the courses.

Article 15

Analysis of Student Evaluation Procedures

- (1) Each semester and for each course, an analysis of exam results, grading methods and awarding of points as well as an analysis of the effectiveness of student evaluation procedures is carried out in accordance with the criteria from Article 5 of this Book of Regulations. The analysis of the quality of evaluation procedures includes an analysis of exam instructions, examination questions, marking and double marking, written feedback to students (where applicable) and an analysis of the overall evaluation quality.
- (2) The results of analyses related to the success of the mid-term exams and exams (meta-comparison of courses by study programme) are published, presented and discussed with students at student coordination meetings and reported to the Senate along with possible recommendations for improvement.
- (3) The preparation of the data is carried out by the Sector for Professional Services, and the analysis of evaluation procedures is carried out by heads of departments.

Article 16

Analysis of Students' Perception

- (1) An analysis of the expectations, needs and satisfaction of the students in relation to the study programmes, the learning and teaching environment and the evaluation is carried out on the basis of data collected through student surveys and observations, remarks and suggestions of students presented at student coordination meetings or through other bodies of Algebra University in which student representatives have a voice.
- (2) The collection and preparation of the data is carried out by the Sector for Professional Services, and the analysis of the collected data on students' perception and the report for student coordination, the Quality Committee and the Senate are prepared by the vice-rector for academic affairs. Following the results of the analyses and the conclusions of the discussions, further activities are planned.

Article 17

Mobility Analysis

- (1) Once a year, an analysis of the recognition of ECTS points acquired through mobility is carried out, as well as an analysis according to the criteria from Article 7 of this Book of Regulations. Based on the analysis of the recognition of ECTS points acquired at another higher education institution,

improvements are proposed in the study programme that ensure the conditions for student mobility in the national and international context.

- (2) The preparation of the data is carried out by the International Relations Office, and the analysis is carried out by heads of study programmes.
- (3) Once a year, an analysis of the involvement of teachers in international cooperation and mobility activities is carried out, as well as an analysis according to the criteria from Article 7 of this Book of Regulations. The results of the analyses are taken into account when evaluating the work of teachers through the teacher rewarding system (ALBON).
- (4) The preparation of the data is carried out by the International Relations Office, and the analysis is carried out by the vice-rector for academic affairs.

Article 18

Professional Services

- (1) Each professional service conducts analyses of the effectiveness of its work through student surveys and surveys of other relevant stakeholders, which is regularly reported to the Quality Committee.
- (2) The monitoring of the quality of work of professional services in achieving the intended goals is additionally carried out through the performance monitoring system.

Article 19

Analysis of Internship

- (1) Once a year, an analysis of the results of internship is carried out, according to the criteria from Article 8 of this Book of Regulations. The analysis includes an analysis of conducted surveys of students and mentors at employers, analysis of diaries of internship and evaluation of student achievements.
- (2) The Career Centre compiles a report on the findings based on the collected data which is analysed by heads of study programmes and serves as a basis for a proposal for study programme improvements. The Career Centre's report, i.e. the obtained analyses, are the basis for discussion at the Quality Committee, the Senate and the Economic Council of Algebra University, which propose improvements based on the data and conclusions.

Article 20

Analysis of Employment and Employability

- (1) Research on the employment and employability of persons with qualifications obtained at Algebra University includes determining the percentage of employed persons with qualifications obtained at Algebra University, vertical and horizontal alignment between the study field and qualification level with the field of work, a survey on satisfaction with the quality of studies and assessments of acquired

competencies as well as the collection and analysis of other important information about the quality and relevance of study programmes.

- (2) The research is normally carried out for each generation at the time of graduation and in the period from 6 months to 1 year from the moment of obtaining the qualification, and it is carried out by the Teaching Support Office (at the time of graduation) or the Career Centre (after graduation) or the data is obtained from the Agency for Science and Higher Education or the Ministry of Science and Education.
- (3) The Teaching Support Office or the Career Centre compiles a report on the findings based on the collected data which is analysed by heads of study programmes and serves as a basis for a proposal for study programme improvements. The Career Centre's report or the obtained analyses, are the basis for discussion at the Quality Committee, the Senate and the Economic Council of Algebra University, which propose improvements based on the data and conclusions.

Article 21

Final and Graduation Theses

- (1) The Teaching Support Office provides support to the Final and Graduation Theses Committee and collects data on final and graduation theses that is analysed by the head of the Sector for Professional Services. The report, i.e. the obtained analyses are the basis for discussion at the Quality Committee and the Senate, which propose improvements based on the data and conclusions.

4. RESPONSIBILITIES AND DUTIES

Article 22

- (1) Teachers, heads of departments, heads of study programmes, heads of university departments, the Sector for Professional Services, the Student Support Centre, the vice-rector for quality, the Quality Committee and the Senate are responsible for carrying out the procedures specified in this Book of Regulations.

Article 23

Teachers and Heads of Departments

- (1) Teachers are responsible for the quality of the teaching performance, self-evaluation, collaborative evaluation, preparation of exams and implementation of evaluation as well as reporting to heads of departments on conducted (self-)evaluations and improvements.
- (2) The head of the department is responsible for ensuring a sufficient number of teachers for all courses in the department, providing support for the activities of self-evaluation and collaborative evaluation of teachers, monitoring the work of teachers, which includes assessing the effectiveness of class implementation methods and applied teaching methods and didactic approaches as well as their

compliance with the expected learning outcomes, compliance of the content of the teaching materials and compliance of exams with the expected learning outcomes.

Article 24

Heads of Study Programmes and Heads of University Departments

- (1) The head of the study programme is responsible for the quality of the design and content of the study programme in such a way that the content of the study programmes is always up-to-date and in accordance with the latest scientific/artistic and professional research, with the changed needs of society, the labour market and the economy, as well as the needs and expectations of students.
- (2) The head of the study programme ensures the quality of study programme implementation through regular cooperation with teachers engaged in the study programme implementation, through the selection of relevant mandatory and additional literature and other tools and resources used in the study programme implementation, through monitoring the coherence of the implementation and the even distribution of the student workload and compliance of ECTS points with the actual student workload, based on the analyses of the pass rates according to courses and the completion rates of the study programme.
- (3) The head of the study programme is responsible to the head of the university department, and together once a semester they present to the Senate the results of the pass rates according to the study programme courses, give an overview of the student survey results as well as the results of the internship quality analysis and the results of the analysis related to student mobility for students of the study programme, and report to the Senate on the activities carried out resulting from the analyses made.
- (4) Once every two years, the head of the study programme, in accordance with the internal assessment cycle, conducts a comprehensive analysis of the study programme which includes an assessment of the adequacy of the learning outcomes with regard to the continuation of studies, employment, social relevance, adequate representation of transversal and profession-specific competences and elements of ethical reflection as well as multicultural competencies, and includes recommendations for improvements from earlier evaluations. The head of the study programme proposes changes to the study programme in accordance with the Book of Regulations on the Adoption and Improvement of Study Programmes, Professional Development Programmes and Adult Education Programmes.
- (5) The head of the university department is responsible for the quality of all study programmes in the scientific field of the department and the achievement of the department goals that are set within the framework of the performance management system. The head of the university department also monitors semester preparation activities and actions according to the results of analyses and surveys. The head of the university department is responsible to the vice-rector for academic affairs and to the Senate.

- (6) The vice-rector for academic affairs monitors the work of heads of departments and heads of university departments and analyses the results of student surveys.

Article 25

Professional Services

- (1) The Student Support Centre identifies students with difficulties in mastering regular academic obligations and students at risk of dropping out of studies, investigates the causes and proposes specific and individualised measures of support and assistance in learning.
- (2) The Career Centre ensures the conditions for internship implementation, provides adequate support to students and employers in the internship implementation, conducts surveys to monitor internship quality, employment and employability of graduated students.
- (3) The International Relations Office provides support for the realisation of mobility and conducts analyses of student mobility and recognition of study periods as well as the mobility of teaching and non-teaching staff.
- (4) The Sector for Professional Services prepares data collected through a student survey related to workload, data on pass rates and completion rates, data on evaluation procedures and data on students' perception. The Sector for Professional Services prepares and analyses data on final and graduation theses.
- (5) The vice-rector for quality monitors that all data are timely collected and analysed in accordance with the provisions of this Book of Regulations, that reports are prepared and presented to the Quality Committee and the Senate, and monitors the implementation of actions agreed upon at the sessions of the Senate.

5. TRANSITIONAL AND FINAL PROVISIONS

Article 26

- (1) This Book of Regulations shall enter into force on the day of its adoption.

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Assistant Professor, Mislav Balković, PhD

RECTOR