

In accordance with the Act on Quality Assurance in Higher Education and Science ("Official Gazette" 151/22) and pursuant to Article 9 of the Statute of Algebra University, the Senate of Algebra University enacted at its 2nd session, held on 24th January 2024, the following

BOOK OF REGULATIONS ON THE QUALITY ASSURANCE SYSTEM OF ALGEBRA UNIVERSITY

1 GENERAL PROVISIONS

ARTICLE 1

- (1) This Book of Regulations prescribes the system of internal quality assurance and enhancement, areas of evaluation, organisation and functioning of internal units and bodies for quality assurance and enhancement, as well as internal assessment as a periodic self-evaluation of the institution.

2 INTERNAL SYSTEM

ARTICLE 2

- (1) The aim of the internal quality assurance and enhancement system is to establish institutional mechanisms for systematically defining, monitoring, evaluating, and improving quality, as well as implementing activities, initiatives, and development projects with the lasting purpose of promoting high standards of academic and professional development and enhancing the quality of operations at Algebra University.
- (2) The internal quality assurance and enhancement system at Algebra University is structured as a unique system that includes higher education, scientific research activities, artistic activities, and adult education (core activities), and encompasses:
 - a. monitoring the implementation of the development strategy concerning the core activities,
 - b. implementing procedures for internal quality assurance and enhancement according to standards and guidelines in higher education and adult education,
 - c. monitoring and improving the quality of study and education programmes and adult education programmes,
 - d. monitoring and improving methods of learning, teaching, and assessment in study and education programmes and adult education programmes,
 - e. monitoring and improving the achievement of learning outcomes by students and learners,
 - f. monitoring and improving the scientific or artistic productivity and the professional work of teachers and lecturers,
 - g. monitoring and improving the work of employees in professional services.

ARTICLE 3

- (1) The structure and activities of quality assurance and enhancement are subject to standards, benchmarks, principles, and quality evaluation criteria for the core activities of Algebra University, and they relate to scientific research activities, artistic activities, and activities associated with the development, implementation, monitoring, and enhancement of study programmes, professional

development programmes in higher education based on lifelong learning principles (educational programmes), and adult education programmes.

- (2) In the development and implementation of activities that are part of the internal quality assurance and enhancement system, the specificities of individual fields of science, art, higher education, and adult education are respected.
- (3) A culture of quality is built in all aspects of operations, through all normative and strategic acts, as well as regular and developmental activities of Algebra University.

ARTICLE 4

- (1) Internal stakeholders of Algebra University (students, learners, teachers, administrative and technical staff) are directly involved in the processes of assuring and enhancing the quality of Algebra University.
- (2) External stakeholders (other levels of the education system, industry, local and state authorities, etc.) are involved in assessing the validity, purposefulness, and the quality of work of Algebra University through consultative activities and providing feedback which is taken into account in the continuous enhancement of the institution's work.

3 EVALUATION AREAS

ARTICLE 5

- (1) The areas of evaluation covered by the system of internal quality assurance and enhancement include:
 - a. activities, rules, and procedures in ensuring and enhancing the quality of Algebra University,
 - b. quality of professional and university study programmes,
 - c. quality of professional development programmes in higher education (educational programmes),
 - d. quality of adult education programmes,
 - e. enrolment of students in study programmes,
 - f. enrolment of learners in educational programmes,
 - g. enrolment of learners in adult education programmes,
 - h. learning process and allocation of ECTS credits,
 - i. learning process and allocation of ECVET credits,
 - j. teaching process and quality of the teaching process,
 - k. evaluation process of student work and achievement of learning outcomes,
 - l. evaluation process of internships,
 - m. evaluation process of learner work and achievement of learning outcomes,
 - n. professional and scientific research activities, as well as artistic activities,
 - o. quality of resources and equipment for education and training activities,
 - p. information technology equipment and state of the information system,
 - q. administrative-technical resources,
 - r. application of academic principles and values,
 - s. collaboration with industry,
 - t. international cooperation,
 - u. ensuring and enhancing the quality of work of teaching and non-teaching staff,
 - v. public visibility of activities.

4 ORGANISATION AND OPERATION

ARTICLE 6

- (1) The organisational unit for quality assurance and enhancement at Algebra University is the Vice-Rectorate for Quality, which submits an annual report to the Senate of Algebra University.
- (2) The body of the internal quality assurance and enhancement system is the Quality Committee of the Senate of Algebra University (hereinafter: Quality Committee), which shares responsibility for ensuring and improving quality in all areas of operation of Algebra University with the Senate of the University, other bodies of the Senate, and organisational units responsible for promoting quality within the framework of their activities.
- (3) The Quality Committee unites, and coordinates activities related to quality in accordance with the strategic and institutional development of Algebra University.
- (4) The Quality Committee consists of a total of six (6) members. The members of the Quality Committee are:
 - a. vice-rector for quality of Algebra University,
 - b. one student representative,
 - c. one (1) higher education teacher,
 - d. one (1) employee from the adult education subsystem,
 - e. one (1) employee from the higher education subsystem,
 - f. one (1) external stakeholder from the industry.
- (5) The vice-rector for quality of Algebra University chairs the Quality Committee.
- (6) The Senate of Algebra University establishes the Quality Committee and appoints and dismisses its members.
- (7) A member of the Quality Committee may be dismissed from office:
 - a. upon their own request,
 - b. if they are not active in the work of the Quality Committee or do not attend its sessions,
 - c. if they lose the status based on which they were appointed as members of the Quality Committee,
 - d. for other justified and explained reasons.
- (8) In case of dismissal of a member of the Quality Committee, the Senate appoints a new member to replace the dismissed member no later than at the next session. When appointing a new member, the membership structure in the Quality Committee is respected.

ARTICLE 7

- (1) The Quality Committee carries out its responsibilities at sessions held usually once a month or as needed. The sessions are convened by the vice-rector for quality.
- (2) The President of the Quality Committee has the authority to act within the scope of the Committee's responsibilities also outside of sessions and regularly reports on these activities during Committee sessions.

ARTICLE 8

- (1) Within its competence, the Quality Committee:
 - a. coordinates activities related to quality in the fields of adult education, lifelong learning, higher education, scientific research activities, and artistic activities,
 - b. monitors the strategic development of the institution,
 - c. monitors the quality of the core activities of Algebra University,
 - d. provides recommendations and opinions on quality and quality assurance and enhancement procedures,
 - e. proposes activities to the Senate and the Rector and encourages innovations for ensuring and improving quality.
- (2) The Quality Committee ensures the effectiveness of quality enhancement procedures and monitors the efficiency of the implementation of internal quality assurance and enhancement mechanisms at Algebra University through the following elements:
 - a. implementation of self-analysis, self-evaluation, and internal assessment procedures,
 - b. definition and development of quality indicators as integral indicators of strategic and institutional development,
 - c. student involvement in monitoring the quality of study programmes,
 - d. learner involvement in monitoring the quality of professional development programmes in higher education,
 - e. learner involvement in monitoring the quality of adult education programmes,
 - f. research into the success of studying and the causes of inefficient, prolonged studying, or dropping out,
 - g. research into the success of adult education programme participation,
 - h. research into the success of participation in professional development programmes in higher education,
 - i. analysis and research of procedures for assessing the competences of teaching staff,
 - j. ensuring and monitoring the professional development of Algebra University's teachers,
 - k. ensuring and monitoring the professional development of administrative and technical staff,
 - l. collecting and processing data on class quality and reporting,
 - m. assessment of the relevance of general and specific competences achieved through study programmes,
 - n. assessment of the relevance of competences achieved through adult education programmes,
 - o. definition and introduction of standardisation in processes supporting transparency and equal access,
 - p. evaluation of class implementation reports and providing feedback to teachers,
 - q. evaluation of remarks and suggestions of students, learners, teachers, and staff at Algebra University,
 - r. evaluation of the quality of scientific and artistic work and research activities.

ARTICLE 9

- (1) At least once a semester, quality matters in various areas of Algebra University's activities are discussed at a session of the Senate.

5 INTERNAL PERIODIC ASSESSMENT AND SELF-EVALUATION

ARTICLE 10

- (1) The internal periodic assessment of the quality assurance and enhancement system is conducted once in two years at the level of the institution, and it includes higher education, scientific activities and adult education.
- (2) Self-assessment is conducted as a part of an external evaluation in higher education and scientific activity either in adult education carried out by the Agency for Science and Higher Education or by the Agency for Vocational Education and Training and Adult Education.

ARTICLE 11

- (1) The internal periodic assessment of the quality assurance system is conducted to assess the level of development and effectiveness of the internal quality assurance system and to evaluate the quality level of the institution's activities.
- (2) The internal periodic assessment of the effectiveness of the internal quality assurance system is carried out by the Internal Assessment Panel, appointed by the Rector.
- (3) During the implementation of the internal periodic assessment of the quality assurance system, the Internal Assessment Panel applies the Manual for the Implementation of Internal Periodic Assessment of the Quality Assurance System.
- (4) As a result of the conducted internal assessment, the Internal Assessment Panel prepares a Report on the Results of the Internal Assessment of the Quality Assurance System (hereinafter: Report), with an assessment of the level of development and effectiveness of the system according to quality specific standards in the field of higher education and with an assessment of the quality level according to specific quality standards in the field of adult education. The Report also contains recommendations for quality enhancement.
- (5) Based on the Report and recommendations for quality enhancement, the Quality Committee develops a proposal for a Quality Enhancement Action Plan for a two-year period, until the next internal periodic assessment of the quality assurance system.
- (6) The Quality Committee submits the Report and draft Action Plan to the Senate.
- (7) Upon adoption by the Senate, the Report on the Internal Assessment of the Quality Assurance System of Algebra University is published on the University's internal website.
- (8) Upon the proposal of the Quality Committee, the Senate adopts the two-year Quality Enhancement Action Plan. The Quality Committee monitors the implementation of the Action Plan and regularly reports to the Senate on its implementation.

ARTICLE 12

- (1) The self-assessment is conducted as a basis for the external evaluation of the institution and is carried out in accordance with the appropriate regulations, instructions and guidelines of the Agency for Science and Higher Education or the Agency for Vocational Education and Training and Adult Education. The self-assessment is conducted only for the area of activities which is under the external evaluation.

- (2) The self-assessment is carried out by the Self-assessment Panel, appointed by the Rector. The Self-assessment Panel includes relevant internal and external stakeholders of the University.
- (3) During the implementation of the internal periodic assessment of the quality assurance system, the Internal Assessment Panel applies the Manual for the Implementation of Internal Periodic Assessment of the Quality Assurance System.
- (4) As a result of the conducted self-assessment, the Self-assessment Panel prepares a Report on the self-assessment in accordance with the appropriate regulations, instructions, and guidelines of the competent agency.
- (5) The Senate of the University Algebra, with a prior positive opinion of the Quality Committee, approves the Report which is then submitted to the Agency for Science and Higher Education in case of external evaluation of higher education and scientific activity or to the Agency for Vocational Education and Training and Adult Education in case of external evaluation of adult education.

6 TRANSITIONAL AND FINAL PROVISIONS

ARTICLE 13

- (1) The Senate of Algebra University is responsible for the interpretation of the provisions of this Book of Regulations.
- (2) This Book of Regulations enters into force on the day of its adoption.

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