

Based on article 18, paragraph 5 of the Law on Quality Assurance in Science and Higher Education (NN No. 45/09), Articles 19 and 24 of the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka, and Article 26 of the Statute of the Faculty of Dental Medicine in Rijeka, the Faculty Council at its 26th session, held on April 14th 2022, presents the following

ORDINANCE
ON THE QUALITY ASSURANCE AND IMPROVEMENT SYSTEM
UNIVERSITY OF RIJEKA, FACULTY OF DENTAL MEDICINE

I. GENERAL PROVISIONS

Article 1.

This Ordinance prescribes the evaluation areas, organisation and operation of the quality assurance and improvement system (hereinafter: Quality System) of the University of Rijeka, Faculty of Dental Medicine (hereinafter: Faculty).

Article 2.

The Committee for Quality Assurance and Improvement (hereinafter: the Committee) is a body that acts independently in the performance of duties within its scope. The goal is to build an institutional mechanism for the systematic evaluation and coordination of initiatives and develop programs with the permanent purpose of promoting high standards of professional and expert development of stakeholders in all areas of activity of the Faculty.

Article 3.

The organization and standards of the quality system are subject to the standards, principles and criteria for evaluating the effectiveness of the Faculty and its study programs.

The Faculty incorporates a culture of quality in all aspects of its operations and general acts.

Article 4.

Internal users of the Faculty's quality system are considered to be students, teachers, associates, employees of professional services and the Faculty's Management.

External users (stakeholders) of the quality system are considered to be healthcare, other levels of the education system, the private sector, local and regional self-government, the State Administration, and other users of the Faculty's services.

II. AREAS OF EVALUATION

Article 5.

Areas of quality system evaluation include:

- development strategies and procedures included in the quality system

- approval, monitoring and evaluation of study programs and qualifications
- student evaluation
- quality assurance of teaching staff and associates
- professional work and training of employees of professional services
- resources for learning and helping students
- the information system
- public information
- scientific research activity
- international cooperation and mobility
- cooperation with the community
- other activities related to the activity of the Faculty

III. STRUCTURE AND OPERATION

Article 6.

The committee has eight (8) members, which are:

- 3 (three) teacher representatives,
- 1 (one) representative of the Faculty administration,
- 1 (one) representative of assistants and associates,
- 1 (one) student representative,
- 1 (one) representative of employees of professional services,
- 1 (one) representative of external users.

Article 7.

The members of the Committee are appointed by the Faculty Council, at the proposal of the dean, for a period of two years.

The representative of the assistants and associates is appointed by the Faculty Council at the proposal of the assistants and associates.

The student representative is appointed by the Faculty Council at the proposal of the Faculty's Student Union.

The employee representative is appointed by the Faculty Council at the proposal of the dean.

The members of the Committee elect the chairman from among themselves.

The term of office of all board members lasts two (2) years, except for the term of office of the student representative, which may last less in case of termination of student status.

In the case of termination of the student status of a member of the Committee, the Faculty Council will appoint a new member at the proposal of the Student Union of the Faculty.

Article 8.

The Quality Committee may, in performing its duties within its scope, request the professional assistance of appropriate scientific and professional persons of the Faculty and appropriate bodies of the University.

IV. JURISDICTION OF THE COMMITTEE

Article 9.

The Quality Committee organizes, coordinates and implements evaluation procedures and develops internal mechanisms for quality assurance and improvement at Faculty level, considering the following elements:

- self-evaluation
- developing quality indicators
- participation of students in monitoring the quality of study implementation
- research on the success of studying and the causes of low-quality, too long and inefficient studying
- research on the competences of the teaching staff
- training of university teachers (lifelong education)
- training of administrative and technical staff
- proving the improvement of teaching
- the quality of general and specific competencies achieved by the study program
- defining and introducing the type of standardisation in the administration.

Article 10.

The Committee in cooperation with the University Committee for Quality Assurance and Improvement, the University Quality Assurance and Improvement Centre, the University Quality Council and the Faculty administration:

- plans a strategy to improve the quality of the Faculty in all areas of the Faculty's activities;
- organizes, coordinates and implements evaluation procedures and develops internal quality assurance and improvement mechanisms at Faculty level in accordance with the areas of evaluation established in Article 5 of this Ordinance.

V. THE WORK OF THE COMMITTEE

Article 11.

The Quality Committee performs tasks within its jurisdiction at meetings.

The Chairman of the Committee convenes and leads the sessions.

The Quality Committee meets as needed, but at least once per academic year.

The Committee can validly decide when the majority of members are present at the sessions.

Decisions at Committee sessions are made by majority vote of all members.

Minutes are kept on the proceedings of the sessions.

The Quality Committee can adopt Rules of Procedure.

Article 12.

At the proposal of the secretary, the president of the Committee may hire one of the Faculty's employees to perform the administrative and technical tasks of the Committee.

Article 13.

The Quality Committee prepares an annual and long-term activity plan.

The Quality Committee is obliged to submit a report on its activities to the Faculty Council once a year.

The Quality Committee once a year submits a Report on its activities to the University Committee for Quality Assurance and Improvement.

VI. FINAL PROVISIONS

Article 15.

Expressions used in this Ordinance that have a gender meaning, regardless of the gender in which they are used, refer to both masculine and feminine genders.

Article 16.

The Ordinance enters into force on the day of its presentation.

Article 17.

Amendments and additions to this Ordinance are made in the same manner as its presentation.

Dean of the Faculty of Dental Medicine
Prof. Sonja Pezelj-Ribarić MD PhD