

UNIVERSITY OF RIJEKA

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**ORDINANCE ON THE QUALITY ASSURANCE AND IMPROVEMENT SYSTEM OF THE  
UNIVERSITY OF RIJEKA  
(Refined text)**

**Rijeka, 8<sup>th</sup> March 2021**

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## **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 (hereinafter: University).

### **Article 2.**

The University's Quality System consists of internal systems for ensuring and improving the quality of all scientific-teaching and artistic-teaching components of the University, the University Library and the Rijeka Student Centre (hereinafter: components).

### **Article 3.**

The purpose of the Quality System is to establish common principles, criteria and benchmarks for evaluating the quality of work of all components based on the provisions of the Law on Quality Assurance in Science and Higher Education and the Statute of the University, as well as valid European standards.

In the evaluation system, the specialities of the scope of work of each individual component are respected.

### **Article 4.**

The aim of the Quality System is to promote a culture of quality and develop institutional mechanisms for systematic evaluation, with the permanent purpose of ensuring and improving quality and promoting high standards of professional development of participants in all areas of the University's activities.

### **Article 5.**

Internal users of the quality system and promoters of quality assurance and improvement of the University are: students, teachers, associates, administrative and technical staff and the University administration.

### **Article 6.**

External stakeholders (other levels of the education system, the private sector, local and state administration, the field of culture, healthcare, ...) are involved in checking the validity, purposefulness and quality of the work of the University and its components as a source of data for evaluation and as an integral part of the units of the Quality System of the University and its components.

## **II. AREAS OF EVALUATION**

### **Article 7.**

The areas of quality system evaluation are:

- Development strategy and quality assurance procedures,
- Approval, supervision and periodic review of programs and qualifications,
- Student evaluation,
- Ensuring the quality of teaching staff
- Resources for learning and aiding students
- The information system
- Public information
- Scientific research activity
- International cooperation
- Cooperation with the community
- Other activities related to the activities of the University

## **III. STRUCTURE AND OPERATION**

### **Article 8.**

(1) The units of the Quality System are:

- The Committee for Quality Assurance and Improvement of the University
- The Centre for Quality Assurance and Improvement
- The Quality Council
- Other advisory and expert bodies of the University responsible for quality assurance in the areas defined by article 7 of this Ordinance (Council for Science, Expert Council of the Centre for studies, Committee for Strategy, Committee for Budget, Committee for Statutory Issues, Committee for Publishing Activities, Committee for Accreditation and Evaluation of Study Programs, etc.), the scope of which is defined by the Statute of the University, Ordinance on Studies and other Acts of the University.
- Committees for Quality Assurance and Improvement of the University's Components.

(2) Quality system units operate in an integrated manner and share responsibility for ensuring and improving quality in all areas of the University's activities.

## **Committee for Quality Assurance and Improvement of the University**

### **Article 9.**

The Committee for Quality Assurance and Improvement of the University (hereinafter: the Committee) is a unit of the University and was established by a Decision of the University Senate (hereinafter: the Senate).

### **Composition of the Committee for Quality Assurance and Improvement of the University**

#### **Article 10.**

(1) The Committee consists of:

- Representatives of University teachers: one representative of each faculty, university department and art academy – a member of the Committee for Quality Assurance and Improvement of the University Component.
- Representatives (2) of the University administration at the proposal of the rector,
- Representative (1) of the University Library - a member of the Committee for Quality Assurance and Improvement of the University Component.
- Representative (1) of the Student Centre, - a member of the Committee for Quality Assurance and Improvement of the University Component.
- Representatives (2) of students
- Representative (1) of administrative and technical staff,
- Representatives (2) of external users.

(2) Members of the Committee – representatives of teachers, representatives of the University Library and representatives of the Student Centre are appointed by the Senate at the proposal of the components.

Members of the Committee – student representatives are appointed by the Senate at the proposal of the Student Union of the University.

Members of the Committee – representing administrative and technical staff are appointed by the Senate at the proposal of the college of secretaries.

Members of the Committee – representing external stakeholders are appointed by the Senate at the proposal of the University Council.

(3) The members of the Committee elect the Chairman from among themselves.

(4) The term of office of the members of the Committee – representatives of University teachers, representatives of the University Library, representatives of the Student Centre and representatives of administrative and technical staff lasts for three (3) years.

(5) The term of office of the members of the Committee – representatives of University administration depends on the term of office of their position.

(6) The term of office of members of the Committee – student representatives and representatives of external stakeholders lasts two (2) years.

### **Jurisdiction**

#### **Article 11.**

- (1) The Committee carries out strategic planning and makes decisions on guidelines and procedures for ensuring and improving quality in the area of evaluation from article 7. of this Ordinance.
- (2) The Committee proposes projects and activities to the Rector and the Senate and encourages innovation and development for the purpose of ensuring and improving quality.
- (3) The Committee ensures the effectiveness of the quality improvement procedure and supervises the effectiveness of the implementation of internal mechanisms for quality assurance and improvement at the University's components, including the Rectorate.
- (4) The Committee adopts the University Manual for Quality Assurance and Improvement.

### **Efficiency**

#### **Article 12.**

- (1) In accordance with the competences from article 11 of this Ordinance, the Committee submits a report on its work to the Rector and the Senate once a year.
- (2) The Committee's report, accepted by the Senate, forms an integral part of the funding criteria in the University Statute.

### **Publication**

#### **Article 13.**

The Committee, in cooperation with the Rector and the heads of the components, arranges the publication of work and data related to the quality system, at the level of individual components of the University.

### **Centre for Quality Assurance and Improvement of the University**

#### **Article 14.**

The Centre for Quality Assurance and Improvement of the University (hereinafter: Centre) is an organisational unit of the Rectorate.

#### **Article 15.**

The composition of the Centre is governed by the "Ordinance on the Internal Organisation and Systematisation of the Positions of Professional Services of the Rectorate of the University of Rijeka".

**Article 16.**

- (1) The Centre, in cooperation with the Committee, prepares an annual and long-term activity plan that is adopted by the Senate.
- (2) The Centre, in cooperation with the Committee, develops a network for ensuring and improving the University's quality and integrating it into the national network for quality improvement.
- (3) The Centre, in cooperation with the Committee, initiates and coordinates the initiative and implementation of development programs for the purpose of continuous quality assurance and improvement.
- (4) The Centre operationally coordinates and implements the activities of the quality assurance and improvement system, provides professional and administrative support to the activities of the University Committee and Quality Council, as well as professional support to committees and components in the implementation of University projects related to quality assurance and improvement activities.

**Efficiency**

**Article 17.**

The effectiveness of the Centre's work is periodically checked by examining user satisfaction.

**The Quality Council**

**Article 18.**

- (1) The Quality Council (hereinafter: the Council) is the quality unit of the University and is established by a Decision of the Senate on the appointment of members of the Council, who are distinguished scientific-teaching and artistic-teaching staff of the University, experts in the field of quality assurance in higher education and science.
- (2) The Council consists of at least three (3) members, as determined by the Senate in its Decision on the appointment of Council members and the term of office, which is three (3) years. The members of the Council elect the chairman from among themselves.
- (3) The Council consolidates the activities of the units of the quality system and, as necessary, is involved in their work, and, if necessary, representatives of other units of the quality system at the University participate in the work of the Council.
- (4) The Council reports to the Rector and the Senate about its work once a year.

**Committees for Quality Assurance and Improvement of the University's Components**

**Article 19.**

- (1) The Committee for Quality Assurance and Improvement of the University's Components (hereinafter: Component Committee) is appointed at all the University's components.

- (2) The structure and method of work of the Component Committee shall be determined in more detail by the Ordinance on the Quality Assurance and Improvement System of the component/subsidiary.
- (3) The Component Committee has the freedom to adjust the procedures of the Quality System accordingly to the needs of the component.

### **Composition of the Committee for Quality Assurance and Improvement of the University's Components**

#### **Article 20.**

- (1) Composition of Committees of Faculties and art academy:
  - at least six (6) members:
  - representative (1) of the administration,
  - at least two (2) teacher representatives,
  - student (1) representative,
  - representative (1) of administrative and technical staff,
  - representative (1) of external users.
- (2) Committees of University departments, the University Library and the Student Centre have the freedom to adjust the number of members in accordance with the structure and needs of the component.

#### **Jurisdiction**

#### **Article 21.**

- (1) Component Committees, in cooperation with the University Committee and the Centre and the stakeholders of the component plan a strategy for improving the quality of the component, organises, coordinates and implements evaluation procedures and develops internal mechanisms for ensuring and improving quality at the level of the University component in accordance with the areas of evaluation defined in article 7. of this Ordinance.
- (2) The Component Committee is responsible for the application of the University Manual for Quality Assurance and Improvement and its adaptation to the needs of the component, as well as the development of related procedures.

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

- **from the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka (CLASS: 602-04/13-01/02; NUMBER: 2170-57-01-13-54) which entered into force on 27<sup>th</sup> March 2013.**



### **Continuation of the work of existing Committees**

#### **Article 22.**

The University's Quality Assurance Committee and Component Committees appointed on the basis of the revised text of the Ordinance on the Quality System of the University of Rijeka will continue their work from 18<sup>th</sup> July 2008 until the date of appointment of new Committees in accordance with this Ordinance.

### **Termination of validity of the current Ordinance**

#### **Article 23.**

- (1) On the date of entry into force of this Ordinance, the revised text of the Ordinance on the Quality System of the University of Rijeka from 18<sup>th</sup> July 2008 ceased to be valid.
- (2) Procedures started before the entry into force of this Ordinance will continue and be completed according to the provisions of the Ordinance on the Quality System of the University of Rijeka from 18<sup>th</sup> July 2008.

#### **Article 24.**

The constituent parts of the University have the obligation to harmonise their Ordinances on the Quality Assurance and Improvement System with this Ordinance within six months from its entry into force.

### **Entry into force**

#### **Article 25.**

This Ordinance shall enter into force within eight days of its publication on the notice board of the University of Rijeka.

- **from the Decision on Amendments to the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka (CLASS: 003-01/20-03/02; NUMBER: 2170-57-01-20-353) which entered into force on 20<sup>th</sup> October 2020.**

#### **Article 6.**

The professional service of the Rectorate is authorised to editorially change and issue the revised text of the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka.

#### **Article 7.**

The Decision on Amendments to the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka enters into force on the day of its presentation.

- **from 2<sup>nd</sup> Decision on amendments to the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka (CLASS: 003-01/21-03/02; NUMBER: 2170-57-01-21-353) which entered into force on 28<sup>th</sup> January 2021.**

**Article 3.**

Within one month from the date of entry into force of this 2<sup>nd</sup> Decision on Amendments to the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka the Quality Council will be harmonised with the provisions of this 2<sup>nd</sup> Decision on amendments to the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka.

**Article 4.**

The professional service of the Rectorate is authorised to editorially change and issue the revised text of the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka.

**Article 5.**

This 2<sup>nd</sup> Decision on Amendments to the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka enters into force on the day of its presentation.

RECTOR

Prof Snježana Prijić-Smaržija PhD

On the basis of article 4 of the 2<sup>nd</sup> Decision on Amendments to the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka (CLASS: 003-01/21-03/02; NUMBER: 2170-57-01-21-353 of 28<sup>th</sup> January 2021) the professional service of the Rectorate on 8<sup>th</sup> March 2021, established the revised text of the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka. The refined text of the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka acts on the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka (CLASS: 602-04/13-01/02; NUMBER: 2170-57-01-13-54, of 19<sup>th</sup> March 2013), the Decision on Amendments to the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka (CLASS: 003-01/20-03/02; NUMBER: 2170-57-01-20-353, of 20<sup>th</sup> October 2020) and the 2<sup>nd</sup> Decision on Amendments to the Ordinance on the Quality Assurance and Improvement System of the University of Rijeka (CLASS: 003-01/21-03/02; NUMBER: 2170-57-01-21-353, of 28<sup>th</sup> January 2021) in which the time of their entry into force is indicated.

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Rijeka 8<sup>th</sup> March 2021

PRINCIPAL SECRETARY

Roberta Hlača Mlinar LLB