

INSTRUCTIONS FOR THE REVIEW COMMISSION FOR THE ASSESSMENT OF THE FULFILMENT OF STANDARDS FOR THE INITIAL ACCREDITATION OF HIGHER EDUCATION INSTITUTIONS AND STUDY PROGRAMMEMES

The aim of the initial accreditation is to determine the fulfilment of standards for the initial accreditation of the higher education institution and study programmemes.

During the process of initial accreditation, National Entity for Accreditation makes a report on the fulfilment of standards for the initial accreditation of the higher education institution and study programmemes with a recommendation either for issuing working licence, or for rejection of the request for issuing working licence of the higher education institution.

The aim of the initial accreditation is to determine that the higher education institution and study programmemes fulfil the standards form article 12. paragraph 12) of the Law on Higher Education ("Official Gazette of the Republic of Serbia" 88/17, 27/18 and 73/18) and that the higher education institution is entitled to issue public documents in accordance with this law.

During the process of the initial accreditation of the higher education institution and study programmemes, it is to be determined whether standards for the initial accreditation have been fulfilled, whether the institution fulfills the respective conditions from articles 44–48 of the Law on Higher Education ("Official Gazette of the Republic of Serbia" 88/17, 27/18 and 73/18) as well as whether it fulfills the condition regarding the required number of teachers.

The condition regarding the required number of teachers is fulfilled by the higher education institution if it has teachers employed (planned to be employed) with full-time working hours for the performance of at least 70% of classes of active teaching process within the study programmeme which is submitted in documentation, and at least 20 teachers employed (planned to be employed) with full-time working hours at the higher education institution.

The exception are the study programmemes in the field of art where the number cannot be fewer than 50%.

Out of total number of teachers required for the performance of teaching process by each study year for the study programmeme submitted in documentation, academies of applied studies and colleges, except in the field of art, are required to have at least 50% of teachers who have acquired the scientific title of a Ph.D.

A higher education institution which was granted working licence is required to submit a request for the accreditation of the higher education institution and the study programmeme one year after the granting of the working licence at the latest.

Documentation to be submitted by the institution, as well as the review report, are based on the following documents:

1. Standards in accordance with the Law, realistically achievable recommendations of the project team of the international project Empowerment of the Social Dimension for the Purpose of Strengthening the European Space of Higher Education - „Equal Approach for All" for the accreditation of the higher education institutions;
2. Regulations on Standards for Initial Accreditation of Higher Education Institutions and Study Programmemes;
3. Regulations on Standards for Preparation of Documentation for the Initial Accreditation of Higher Education Institutions;

The enlisted documents are available at the website www.nat.rs.

Members of the review commission are acquainted with the National Entity for Accreditation and Quality Assurance in Higher Education of Serbia Code of Ethics and they conduct review in accordance with the Code and the according documents.

Review commission, depending on the object of review, follows the standards, instructions and documentation submitted by the institution, upon which it makes the REVIEW REPORT.

It is mandatory for the Review commission to make the report both in the electronic and paper form. Review commission is obliged to submit the review report in both forms before the deadline enlisted in the review contract.

Members of the review commission receive:

- documentation in electronic form,

- Regulations on Standards for Initial Accreditation of Higher Education Institutions and Study Programmes;
- Regulations on Preparation of Documentation for the Initial Accreditation of Higher Education Institutions;
- Standards for Preparation of Documentation for the Initial Accreditation of Higher Education Institutions;
- Regulation on the list of professional, academic and scientific titles.
- Regulation on scientific, art or applied areas within educational-scientific/educational-artistic fields.

Review commission analyses each standard relevant for the initial accreditation.

It is determined in the instructions that the institution proves the fulfilment of standards by an according description, as well as attachments and tables in which according data which document the fulfilment of given standard are depicted. The institution can prove fulfilment of a standard in a different way as well, or by additional attachments and tables that are not enlisted in the Instructions on Preparation of Documentation for the Accreditation.

Reviewers follow the Instructions for the Review Commission, which are organised in the same manner as the Instructions for Preparation of Documentation for Initial Accreditation. Instructions for review are given in textual descriptions along with each standard, whereby reviewers can open the according files related to the tables and attachments submitted by the institution in its documentation.

After the insight in the submitted documentation, review commission analyses the fulfilment of each individual standard.

Review commission prepares a preliminary report on the review form based on the previous analysis and assesses:

- whether self-evaluation is conducted in accordance to the Standards on Self-evaluation and Quality Assessment of Higher Education Institutions;
- which standards are, during the self-evaluation and quality assessment, fulfilled entirely, which ones partially, and which ones have not been fulfilled;
- which areas of the higher education institution functioning are satisfactory quality-wise, which are partially satisfactory and which are dissatisfactory.
- which standards have been, during the accreditation of the institution, fulfilled entirely, which ones partially, and which ones have not been fulfilled.
- whether the institution acted in accordance with the recommendations from the previous decision on accreditation and the report on external quality assessment

Review commission for accreditation of higher education institution, establishes additional facts relevant for the making of the decision on the request for accreditation via direct insight into the work of the higher education institution, while the information on its arrival to the higher education institution is to be provided by the coordinator 15 days prior to the planned visit at the latest.

During the visit, the higher education institution is obliged to provide the review commission for accreditation of higher education institution with all the requested data, free access and insight into the teaching process as well as management process, insight into the useful space, encounter with teachers, students, non-teaching staff, self-evaluation commission, alumni organisation, as well as everything else relevant for the process of accreditation.

After the insight into the submitted documentation and the direct insight into the work of the institution, review commission analyses and assesses the fulfilment of each individual standard and gives a numerical grade on the scale from 5 to 10 as well as a descriptive grade, comments and recommendations which are incorporated in the review report.

Review commission delivers the review report to the coordinator. The coordinator delivers the report to the higher education institution that can give, within 15 days from the delivery of the report, potential remarks regarding facts enlisted in the report.

After the expiration of the 15-day deadline, review commission makes the final report, in Serbian, and an abstract in English, based on the report and the accepted remarks of the higher education institution and submits it to the subcommissions for consideration.

Based on the final report of the review commission for the accreditation of the higher education institution, subcommission adopts a proposal of the Decision on Accreditation of the Higher Education

Institution and delivers it to the Commission for Accreditation within 30 days from the day of the delivery of the final report of the review commission for accreditation of the higher education institution.

The final report is to be delivered along with the proposal of the Decision on Accreditation of the Higher Education Institution.

At its first session after the reception of the proposal of the Decision on Accreditation, the Commission takes the delivered proposal into consideration, requests additional clarifications of the review commission if necessary, after which it renders the decision on accreditation.

During the process of initial accreditation, National Entity for Accreditation makes a report on the fulfilment of standards for the initial accreditation of the higher education institution and study programmes with a recommendation either for issuing working licence, or for the rejection of the request for issuing working licence of the higher education institution.

Technical instruction for the review commission is organised so that in:

- part one, the depicted item is: Standard
- part two: Description of the institution of the given standard according to the Instructions for Application of Standards as well as the Instructions for Application of Standards,
- part three: Record: Attachments and Tables
- part four: Instructions for Review Commission for Fulfilment of Standards Assessment.

Instruction for review commission for assessment of standard fulfilment:
REQUEST FOR ACCREDITATION AND THE INTRODUCTORY TABLE
<p>Review commission determines the scope of the initial accreditation by an insight into the Request for initial accreditation.</p> <p>Review commission checks and inserts into the review report the submitter (submitters) of the Request for initial accreditation. It also states which study programmes are accredited (with the number of students and the date until which they are accredited).</p> <p>Review commission checks whether the higher education institution fulfills the legal conditions for initial accreditation (number of study programmes of the according type and degree of studies). Review commission checks whether the higher education institution submitted the minimum number of study programmes of the appropriate type and degree. Initial accreditation of higher education institution is conducted at the same time with the submitted study programmes for the initial accreditation.</p> <p>Review commission determines the scope of the accreditation as well as whether the institution delivered the requested general acts of the higher education institution as attachments by an insight into the Request for accreditation.</p> <p>Review commission determines whether the university which is being accredited realizes academic study programmes in all degrees of studies, within at least three fields and three areas.</p> <p>Review commission determines whether the faculty or the academy of arts with as a legal entity accredits simultaneously all study programmes and the institution, and whether it <u>accredits at least three study programmes</u> of academic studies, one of which being a study programme of basic academic studies.</p> <p>Review commission determines whether the request for a faculty or an academy of arts within an integrated university without the attributes of a legal entity was submitted by the university whose part the faculty is, taking into account, during the review, that in that case total resources are considered at the level of university.</p> <p>In case the higher education institution requested accreditation for a unit within its composition which has no attributes of a legal entity and which is located outside the seat, review commission can conduct the review simultaneously with the review of the institution having in mind total resources of the institution.</p> <p>Review commission determines whether the college of applied studies that is being accredited realizes at least one study programme of basic applied studies.</p> <p>Review commission determines whether the academy of applied studies that is being accredited realizes</p>

at least five study programmes of applied studies, within at least two fields.

Review commission determines whether the college that is being accredited realizes at least one study programme of basic academic studies.

Review commission checks whether the institution provided the basic data requested, data on the establishment, data related to the scope of accreditation: whether all the study programmes which are being accredited are enlisted with the duration period, number of students and the educational-scientific or educational-artistic field.

Review commission enlists all the study programmes:

- which were accredited in the previous period with the date of accreditation, for which accreditation is not requested (cancelled study programmes),
- study programmes currently in force accredited in the previous period with the date of accreditation, for which accreditation is not requested
- which were accredited in the previous period, for which accreditation is requested (in case the name of the study programme has changed, a remark is needed),
- new study programmes for which accreditation is requested,
- duration, total number of accredited students by each study programme (number of students enrolled for the first time, times the number of years of the duration of studies), number of points, educational-scientific or educational-artistic field, IMT studies for each study programme
- total number of accredited students.

Review commission states and inserts as a comment specifics of the relation between study programmes on different degrees of studies (e.g., if there are study programmes at a certain degree of studies and not at other degrees of studies and which study programmes are those, etc.).

Each study programme is accredited for a certain number of students. Total number of students at a study programme is calculated as a number of students enrolled in the first year multiplied with the number of years of the duration of the study programme. Total number of students in the higher education institution that is being accredited is calculated as a total number of students at all study programmes. Review commission checks whether the data provided in the Request are identical to the rest of the documentation submitted by the institution, as well as the data the commission receives before/during/after the visit to the institution.

Review commission inserts these data as well as the educational-scientific or educational-artistic fields in which the institution intends to be accredited in the report.

Table INTRODUCTION – Institution, includes basic data on the higher education institution:

- 1) Name of the higher education institution in which the study programme is performed.
- 2) Educational-scientific/educational-artistic field enlisted in accordance with the law.
- 3) Number of accredited students in the higher education institution by each degree of studies.
- 4) Classes of active teaching on all programmes of the institution from the united electronic form (lectures+tutorials) by each degree of studies.
- 5) Space (space, library and space, total amount of square meters); Proportion of total amount of square meters /total number of students; Total number of library units from the area in which the teaching process is performed (base of electronic units) and total number of computers in computer classrooms.
- 6) Number of teachers /titles of teachers and number of associates/titles of associates).

In the table INTRODUCTION, which includes basic data on the higher education institution, teaching staff, students, classes of active teaching, space, library and informatics resources, review commission makes a comparison with the data provided along the respective standards and with facts established during the visit to the institution, and it inserts its comment in its report. Data on the higher education institution in which the study programme is performed as well as the names of study programmes which are included in the table, are inserted by the review commission into the review report within the appropriate fields. In case that the aforementioned is not in accordance with the law and the decisions of the National council, review commission inserts that in a part of the report.

Standard 1: Objectives and basic tasks of a higher education institution

The founder of the higher education institution recognizes the reasons for establishing the institution in accordance with the needs and priorities of the development of the society, improvement of the qualification structure, the development of profession, science and art, and the existence of conditions for higher education. The higher education institution has the adopted basic goals in accordance with the goals of higher education that are determined by law.
Instructions for preparation of documentation for accreditation:
Description (up to 300 words)
Instructions for implementation of the standard 1: 1.1. The founder indicates in the elaborat the reasons for the establishment, goals and tasks. 1.2 The basic tasks of the higher education institution, summarized, are determined by the temporary management body of the higher education institution. 1.3 The goals of the higher education institution determine the specific results that this higher education institution wants to achieve and are they represent the basis for the control of its work. 1.4 The objectives are specific, acchievable and measurable in accordance with available opportunities and more specifically determine the activity of the higher education institution. 1.5 All activities of the higher education institution, and in particular the development of study programmemes, are in accordance with the established goals of the higher education institution
Record
Attachement 1.1. The provisional decision and the act on the establishment of a higher education institution in accordance with Art. 57 of the Law on Higher Education. Attachemen 1.2. Basic tasks of a higher education institution determined by the decision of the temporary management body.
Instructions for the Review commission for the Standard Compliance Assessment:
The review comission assesses whether the basic tasks of a higher education institution are determined by the management body, whether they are published, and other requirements of the standard In addition to the assessment of the compliance with the standard, the review commission provides explanations of the assessment related to the compliance of this standard, based on the attachments to the application for accreditation, the facts established during the visit and the documents provided by the institution on request of the review commission before / during / after the visit.

Standard 2: Organization of a higher education institution
The founder of the higher education institution has temporary organs that allow performing the necessary activities required for obtaining a license for performing activities. The organizational structure and management system ensure the attainment of goals and achievement of the tasks of the higher education institution.
Instructions for preparation of documentation for accreditation:
Description (up to 300 words)
Instructions for implementation of the standard 2: 2.1 The temporary managing body of the institution by number and composition should correspond to the performance of higher education activities. 2.2 The acting manager shall organize work on the preparation of syllabus and curriculum and necessary teacher profiles, as well as other documentation necessary for the initial accreditation
Record
Attachment 2.1. Provisional Statute of the institution. Attachment 2.2. Provisional Act on Organization. Attachment 2.3. List of members of the provisional Council of the higher education institution. Attachment 2.4. Decision of the provisional Council of the higher education institution on the appointment of the acting manager.

Instructions for the Review commission for the Standard Compliance Assessment:

On the basis of the description, the data provided in the table and the attachments, the reviewer assesses whether there is a statutory organization structure and management system.

In addition to the assessment of the compliance with the standard, the review commission provides explanations of the assessment related to the compliance of this standard, based on the attachments to the application for accreditation, the facts established during the visit and the documents provided by the institution on request of the review commission before / during / after the visit.

Standard 3: Studies

The content of qualifications and diplomas of certain types and levels of studies correspond to the character and objectives of the study programmes. The qualification description of each study programme must be precisely defined and correspond to a certain level of the national qualifications framework. The study programmes of the higher education institution are in accordance with the basic goals and serve their fulfilment. The higher education institution systematically and effectively plans, implements, monitors, evaluates and improves the quality of study programmes.

Instructions for preparation of documentation for accreditation:**Description** (up to 300 words)

Description of the qualification that signifies completion of basic applied studies

Description of the qualification that signifies completion of specialist applied studies

Description of the qualification that signifies the completion of basic academic studies

Description of the qualification that signifies completion of master academic studies

Description of the qualification that signifies completion of master applied studies

Description of the qualification that signifies completion of specialized academic studies

Description of the qualification that signifies the completion of doctoral studies

Note: The condition, plan of scientific-research and artistic-research work for master study programmes of master academic studies, SRO for study programmes of doctoral academic studies

Instructions for implementation of the standard 3.

3.1. Instructions for the application of standards relating to the type and level of studies:

3.1.1 Qualifications that signify the completion of basic applied studies are acquired by students:

who have shown knowledge in the field of studying which is based on prior education and which enables to use professional literature;

- who are able to apply knowledge and understanding in the profession;
- who are able to transfer knowledge to others;
- who have the ability to continue their studies;
- who have the teamwork ability.

3.1.2 Qualifications that signify the completion of basic academic studies are acquired by students:

- who have demonstrated knowledge in the field of study based on prior education and which is at a level that allows the use of professional literature, but at the same time includes some aspects that rely on the key knowledge of their field of study;
- who are able to apply their knowledge and understanding in a way that indicates a professional approach to a job or profession and who have the skills most often expressed by conceiving and defending arguments and solving problems within the field of study;
- who have the ability to collect and interpret the necessary data;
- who have the ability to think about relevant social, scientific or ethical issues;
- who are able to inform the professional and general public about their work and the results of their work;
- who have developed the abilities necessary for continuing studies.

3.1.3 Qualifications that signify completion of master applied studies are acquired by students:

- who have demonstrated knowledge and understanding in the field of study, which complements the knowledge acquired in basic applied studies and forms the basis for developing critical thinking and applying knowledge in practice;

- capable of applying knowledge in solving problems in a new or unknown environment in wider or multidisciplinary areas within the educational-scientific or educational- artistic field of studies;
- who have the ability to integrate knowledge, solve complex problems and to judge on the basis of available information that contains considerations on social and ethical responsibilities related to the application of their knowledge and judgements;
- who have the ability to transfer their knowledge and the way of reasoning in a clear and unequivocal way to the expert public;
- who are capable to solve practical problems in business enterprises and public institutions;
- who have the ability to continue their studies in a way that they will choose independently.

3.1.4 Qualifications that signify the completion of master academic studies are acquired by students:

- who have demonstrated knowledge and understanding in the field of study, complementing the knowledge gained in basic academic studies and providing a basis for developing critical thinking and applying knowledge;
- who have the ability to apply knowledge in solving problems in a new or unknown environment in wider or multidisciplinary areas within the educational-scientific or educational-artistic field of studies;
- who have the ability to integrate knowledge, solve complex problems and to judge on the basis of available information that contain considerations on social and ethical responsibilities related to the application of their knowledge and judgements;
- who have the ability to transfer their knowledge and the way of reasoning in a clear and unequivocal way to the expert and general public;
- who have the ability to continue studies in a way that they will choose independently

3.1.5 Qualifications that signify the completion of specialist academic studies are acquired by students:

- who have demonstrated deepened knowledge, understanding and skills in selected narrow scientific and artistic fields of specialization, based on knowledge and skills acquired in master academic studies which is suitable for research in the narrower scientific and artistic areas of studies;
- who have the ability to apply acquired deepened knowledge, understanding and skills acquired during specialist studies to successfully solve complex problems in a new or unknown environment, in the narrower scientific and artistic fields of studies;
- who have an increased ability to link the acquired knowledge and solve complex problems, to judge and, on the basis of the available information, to bring conclusions that at the same time contain reflections on social and ethical responsibilities related to the application of their knowledge and judgements;
- who are capable of effectively tracking and adopting innovations and results of research in the field of specialization and to transfer their conclusions, knowledge and the way of reasoning in a clear and unequivocal way to the expert and general public.

3.1.6 Qualifications that signify the completion of specialist vocational studies are acquired by students:

- who have demonstrated deepened knowledge, understanding and professional skills in selected narrow areas of specialization, which is based on knowledge and skills acquired in basic applied or basic academic studies as a form of special preparation and appropriate for successful work in the field of specialization;
- who have the ability to apply deepened knowledge, understanding and skills to successfully solve complex problems in partly new or unknown environments in narrower scientific and artistic areas of studies;
- who have acquired the knowledge and skills necessary for teamwork in solving complex problems;
- who have an increased ability to integrate the acquired knowledge and skills, to evaluate and, on the basis of available information, to provide possible conclusions which at the same time contain reflections on social and ethical responsibilities related to the application of their knowledge and judgements;
- who have the ability to effectively monitor and adopt innovations in the field of specialization

and to transfer their conclusions, knowledge and the procedure of reasoning in a clear and unequivocal way to the expert and general public.

3.1.7 Qualifications that signify the completion of doctoral studies are acquired by students:

- who demonstrated a systematic understanding of a particular field of study;
- who have mastered the skills and methods of research in this field;
- that have demonstrated the ability to design, project and implement;
- who have shown the ability to adapt the research process to the necessary degree of academic integrity;
- who have, through the original research and work, made an achievement that extends the boundaries of knowledge, which is published and which is a reference at the national and international level;
- who are capable of critical analysis, assessment and synthesis of new and complex ideas;
- who can transfer professional knowledge and ideas to colleagues, the broader academic community and the society as a whole;
- who are able to promote technological, social or cultural advancement in the academic and professional environment.

3.1.8 The initial accreditation application may only be applied to studies that take place in a classical manner at the headquarters of the institution.

3.2 Transmission of ECTS points may be carried out between different study programmemees.

3.3 Higher education institution has procedures for adoption and analysis of study programmemees.

3.4. Learning outcomes are described according to descriptors of the learning outcomes of the national qualifications framework, proposed by the National Council for Higher Education and adopted by the Ministry.

Note. The documentation for the accreditation of each study programmeme is prepared in accordance with the Instruction for preparation of documentation for the accreditation of study programmemees.

Record

Table 3.1. List of study programmemees for which a work permit is required.

Attachment 3.1. Diploma Supplement for study programmemees for which a work permit is required

Attachment 3.2. Documentation for the accreditation of each study programmeme prepared in accordance with the Instructions for preparation of the documentation for the accreditation of study programmemees

Instructions for the Review commission for Standard Compliance Assessment:

The review commission determines whether all programmes listed in the study programmemees are accepted by the competent authority, and fills in the facts in relation to it in the comment. Based on the description of the qualifications and outcomes of the study programmemees presented in the table, the review commission assesses whether students obtain qualifications that correspond to the completion of a particular degree of study and whether qualification descriptions are appropriate to the degree of study. In addition to the assessment of the compliance with the standard, the review commission provides explanations of the assessment related to the compliance of this standard, based on the attachments to the application for accreditation, the facts established during the visit and the documents provided by the institution on request of the review commission before / during / after the visit.

Standard 4: Scientific-research and artistic work

A higher education institution that performs academic studies has organized and planned scientific-research and artistic work.

Instructions for preparation of documentation for accreditation:

Description of planned scientific-research or artistic activities (up to 300 words):

Instructions for the Application of Standards 4:

4.1 The higher education institution has teachers who are participants in scientific-research and artistic

<p>national and international projects.</p> <p>4.2. The higher education institution has a plan for scientific-research, i.e. artistic work.</p> <p>4.3 The higher education institution has established the procedure and criteria for systematic monitoring and evaluation of the scope and quality of scientific-research and artistic work of teaching staff</p>
Record
<p>Table 4.1. List of teachers and associates involved in scientific-research and artistic research projects.</p> <p>Table 4.2. A summary review of the scientific-research results of teachers and associates in the previous calendar year.</p>
<p>Attachment 4.1. Plan of scientific-research or artistic-research work.</p> <p>Attachment 4.1.A General act of the institution regulating scientific research or artistic-research activity.</p> <p>Attachment 4.1. B Plan for the upgrading of scientific or artistic youth for the accreditation period,</p> <p>Attachment 1.1 C The results of scientific research or artistic research in the last five years</p> <p>Attachment 4.2. List of the most significant published results of teachers and associates for the previous calendar year (systematized according to the designations of the line ministry, not more than 50 references).</p>
Instructions for the Review commission for Standard Compliance Assessment:
<p>Based on the data presented in the tables, description and appendices, the review commission assesses whether the institution prepares and realizes scientific-research and artistic, professional, national and international projects.</p> <p>The review commission assesses whether the content and results of the scientific-research, artistic and professional work of the institution are in accordance with the goals of the higher education institution and with national and european goals and standards of higher education, and whether the knowledge to which higher education institutions comes by conducting scientific-research, artistic and professional work are included in teaching process.</p> <p>On the basis of the data on scientific research or artistic work, the reviewer assesses whether the institution encourages and provides conditions for teaching staff to actively engage in scientific-research, artistic and professional work and whether it publishes the results of this work.</p> <p>The review commission explains the evaluation of scientific-research and / or artistic work and gives comments on the results achieved.</p> <p>The review commission assesses whether students gain qualifications that correspond to the completion of a particular degree of study and whether qualification descriptions are appropriate to the degree of study, based on attachments to the application for accreditation, the facts established during the visit and the documents provided by the institution at the request of the review commission before / during / after the visit.</p>

<p>Standard 5: Quality of teachers and associates</p> <p>Higher education institution provides competent teachers and associates in accordance with the Law on Higher Education in a manner that ensures the necessary quality of teaching staff.</p>
Instruction for preparing documentation for accreditation:
Description (up to 300 words):
<p>Instructions for application of standard 5:</p> <p>5.1 The higher education institution provides teachers who meet the conditions for election to their position. Lecturers, senior lecturers, professors of vocational studies, assistant, associate and full professors must have a valid position (excluding the field of art) at one of the accredited higher education or scientific institutions in the Republic of Serbia which have a competent elective body in the field for which the election is made.</p> <p>5.2 The higher education institution provides teaching staff whose scientific, artistic and professional qualifications correspond to the educational-scientific i.e. educational-artistic field and level of their duties. Qualifications are proved with degrees, published articles, works of art, as well as records of</p>

pedagogical qualities and appropriate professional experience. In the assessment of the fulfilment of this standard, the Regulation on standards and procedure for accreditation of higher education institutions and study programmes are applied accordingly.

The consent of the higher education institution for the engagement of teaching staff at another higher education institution for the purposes of accreditation. The consent should include the name of the study programmes and subjects for which the approval and the accreditation burden is given, as follows: in the institution that gives the consent, in the institutions where the consent has already been given and in the institution which requests the consent. In addition to the consent, the Statement of a given employee should also be attached, where it is stated that he is in accordance with the data specified in the consent.

The consent for accreditation for the engagement of teaching staff engaged on other bases (supplementary work/outside employment ...) from all higher education institutions where the employee has a employment contract. The consent should include the name of the study programmes and subjects for which the consent is required and accreditation burden, as follows: in the institution from which the consent is sought, in the institutions where the consent has already been given, and the institution which requests the consent. In addition to the consent, the Statement of a given employee should also be attached, where it is stated that he is in accordance with the data specified in the consent.

All the burdens of the teaching staff listed in the consent should be written in the columns of the electronic form for the study programme: O - Active teaching hours in other HEIs in Serbia and S - The name of the second HEI in Serbia where the teacher is hired.

It is necessary to submit the statements of teachers and associates who will, after receiving the accreditation for the engagement of the higher education institution, sign the employment contract.

The total burden of teachers in Serbia will be checked by Commission for Accreditation and Assurance for Quality (hereinafter abbreviated CAAQ), which should not exceed 12 hours of active teaching. For teaching staff who signed the statement that it is in accordance with the data specified in the consent, and by checking it is established that the burden exceeded 12 hours, the MNTR of Serbia will be informed, and the CAAQ will take the measures against teacher i.e. associate. At the same time, CAAQ will notify the Institution about this and the Institution is obliged to submit the corrected documentation within 15 days.

Record

Table 5.1. A list of full-time teachers with whom the higher education institution will conclude an employment contract or an employment contract with delayed effect.

Table 5.2. A list of part-time teachers with whom a higher education institution will conclude an employment contract or an employment contract with delayed effect.

Table 5.3. A list of other engaged teachers (additional employment, visiting professors, professors emeritus, academics, etc.), with whom a higher education institution will conclude a contract for retaining services of that person or contract for retaining services of that person with delayed effect.

Table 5.4. A list of full-time associates, with whom a higher education institution will conclude an employment contract or an employment contract with delayed effect.

Table 5.5. A list of part-time teachers with whom a higher education institution will conclude an employment contract or an employment contract with delayed effect.

Table 5.6. A list of other engaged associates (additional employment...), with whom the higher education institution will conclude a contract for retaining services of that person or contract for retaining services of that person with delayed effect.

Table 5.7. A summary overview of the number of teachers by fields, narrow scientific, artistic areas i.e. professional fields.

Table 5.8. Organization of classes for study programmes.

Table 5.9. Scientific, artistic and professional qualifications of teachers and teaching assignments.

Attachment 5.1. Excerpts from the electronic database (EBP) of the Tax Administration of the Republic of Serbia (PURS) with signature and seal in electronic and paper form with the Request.

Attachment 5.2. Regulation on the election of teaching staff.

Attachment 5.3. Employment contract or employment contract with delayed effect, ranks, diplomas, consents and statements of full-time teachers.

Attachment 5.4. Employment contract or employment contract with delayed effect, ranks, diplomas, consents and statements of part-time teachers.

Attachment 5.5. Contract for retaining services of that person or contract for retaining services of that person with delayed effect, ranks, consents and statements of teachers - additional employment.

Attachment 5.6. Employment contract or employment contract with delayed effect, ranks, diplomas, consents and statements of full-time associates.

Attachment 5.7. Employment contract or employment contract with delayed effect, ranks, diplomas, consents and statements of part-time associates.

Attachment 5.8. Contract for retaining services of that person or contract for retaining services of that person with delayed effect, ranks, consents and statements of associates - additional employment.

Attachment 5.9. Decision of the interim management body on accepting the decision on the choice of teachers and associates at the appropriate accredited higher education institution.

Attachment 5.10. Elective material (biography, list of articles and copies of articles) for all teachers.

Attachment 5.11. Decisions on the validity of the election to the positions (lecturer, senior lecturer, professor of vocational studies, assistant professor, associate professor and full professor) at one of the accredited higher education or scientific institutions in the Republic of Serbia.

Instruction for review commission for compliance assessment:

The review commission finds whether teachers have a valid rank indicated. In addition, the review commission states if the qualifications of the teaching staff are documented and if they correspond to the fields and level of their duties.

In addition to the assessment of compliance with the standard, the review commission provides an explanation of the appraisal regarding the fulfilment of this standard on the basis of the attachments along with the request for accreditation, the facts that were determined during the visit and the documents provided by the institution upon request of the review commission before / during / after the visit.

Standard 6: Required number of teachers and associates

The higher education institution provides the necessary number of competent teachers and associates for the quality of study programmes.

Instruction for preparing documentation for accreditation:

Description (up to 300 words):

Instructions for application of standard 6:

- 6.1.** The condition for the required number of teachers is fulfilled by a higher education institution if it provides evidence that the required number of full-time employment teachers is provided for performing at least 70% of active teaching hours in the study programme for which a work permit is required, and at least 20 teachers for conclusion of a full-time employment contract. The exception are study programmes in the field of art where this number can not be less than 50%. Of the total number of teachers required for teaching by the years of studies for the study programme for which a work permit is required, academies of vocational studies and a college of vocational studies, apart from the field of art, must have at least 50% of teachers with a scientific title of doctor of science. On master vocational studies all teachers have to have Ph.D. degrees, except in the field of art.
- 6.2.** If the institution plans to hire part-time teachers, or teachers engaged under a part-time employment contract, these teachers can achieve active teaching at the institution concerned on a weekly basis according to the following rules. A teacher who is hired at several higher education institutions achieve active teaching in each institution in proportion to the percentage of engagement from the prescribed maximum of 12 hours, with the fact that his total engagement cannot exceed 12 hours of active teaching per week at all higher education institutions in the Republic of Serbia. A part-time teacher who reaches most of his working hours out of higher education, i.e., a teacher engaged a part-time employment contract, can weekly achieve an active teaching at the institution concerned for a maximum of 4 hours per week.
- 6.3.** Of the total number of full-time teachers, at least 80% of them must have a teacher's rank, a lecturer, senior lecturer, professor of vocational studies, assistant professor, associate professor and full professor.
- 6.4.** The required number of teachers for full-time employment is provided if the higher education institution encloses evidence that mentioned persons have a valid election to the position of teacher and the concluded work contract (with delayed effect). Those persons have to have the

citizenship of the Republic of Serbia or residence permit for the period of accreditation.

- 6.5.** The number of teachers corresponds to the needs of the study programmes the institution carries out. The total number of teachers must be sufficient to cover the total number of classes in the study programmes which the institution implements, so that the teacher earns an average of up to 180 hours of active teaching (lectures, consultations, exercises, practical work and fieldwork) annually, i.e. up to 6 hours per week, with a tolerance of 20%. Engagement per teacher cannot exceed 12 hours of active teaching per week at all higher education institutions in the Republic of Serbia.

- 6.6.** Teachers in the title of lecturer, senior lecturer or professor of vocational studies can only teach at vocational studies. Teachers in the title of assistant professor, associate professor and full professor can teach at all types of studies. Professor emeritus counts as a full-time teacher. Professor emeritus can participate in all forms of teaching at second and third level of academic studies, be a mentor and member of the commission in the process of drafting and defending doctoral dissertations, i.e., doctoral art projects, to be a member of the commission for preparing proposals for the selection of teachers of university and to participate in scientific research work.

A member of the SASA, who, prior to retirement, had a teaching or scientific rank, can participate in the performance of all forms of teaching at doctoral academic studies, be a mentor and member of the commission in the process of drafting and defending the doctoral dissertation, to be a member of the commission for the preparation of proposals for the selection of teachers of university and participate in scientific research work.

A person elected to the scientific position in the manner and in accordance with the procedure prescribed by the law regulating scientific research activity, can participate in the performance of all forms of teaching at the master and doctoral academic studies, be a mentor and member of the commissions in the process of drafting and defending the final paper on master studies and doctoral dissertations, to be a member of the commission for preparing proposals for the selection of teachers and associates of universities and to participate in scientific research work. If the person from the previous paragraph does not have a working relationship in the higher education institution where the programme is being performed, the institution concludes with him the contract for retaining services. A visiting professor who participates in the realization of a study programme is counted as a teacher in a additional employment.

The higher education institution may, on the proposal of an expert body, engage in active teaching, including lectures and exercises, at the first and second level of study, up to one third of classes per subject during the semester, lecturers outside employment relationship who have obtained higher education at least at level of master academic studies and who has the necessary knowledge and skills in the appropriate field and shows the sense of teaching.

Also, in the field of Medical Science, a higher education institution may, on the proposal of an expert body, engage in active teaching, including lectures and exercises, at the first level of study, up to one third of the classes per subject during the semester, to the vocational part-time lecturer, a person with a first degree higher education and a minimum of completed medical specialization from a narrow scientific field of subject for which he is selected and who has the necessary knowledge and skills in the appropriate field and shows the sense for teaching. Lecturer outside employment relationship can only be engaged on vocational-applicative subjects. The subject holders employed at a higher education institution are responsible for ensuring the quality of teaching delivered by teachers outside employment relationship.

- 6.7.** The number of associates corresponds to the needs of carrying out the study programmes. The total number of associates must be sufficient to cover the total number of classes in the study programmes that the institution carry out, with each contributor achieving an average of up to 300 hours of active teaching per year, i.e., an average of up to 10 hours of active teaching per week with 20% tolerance, except in the field of art. Engagement by associate cannot exceed 16 hours of active teaching per week.

- 6.8.** Associates are: teaching assistant, assistant and assistant with doctorate. Associates teaching in the subject of study programmes within the educational and artistic field of art are: artistic associate, senior artistic associate, independent artistic associate, expert associate, senior expert associate and independent expert associate. Associates teaching in foreign language study programmes are: lecturer and senior lecturer.

For the purposes of the realization of study programmes, a higher education institution may also hire associates outside employment relationship.

- 6.9.** The higher education institution in the field of teaching assistant's engagement provides a student who is on a first master's degree programme or specialist academic studies, which completed the first-year of studies with an average grade of at least eight (8).
Exceptionally, the higher education institution of vocational studies can provide for a teaching assistant a student on first-level studies and a student on master vocational study programmes or specialized vocational studies, which completed the first-degree studies with an average score of at least eight (8).
A higher education institution can, in the field of teaching assistant's engagement in the field of art provide a person with a first degree higher education with a total average grade of at least eight (8) and at least nine (9) from the group of subjects for which it is provided, in accordance with the general act of higher education if there are no master academic studies envisaged in that area.
- 6.10.** The higher education institution in the field of an assistant provides a doctoral student who has completed each of the previous studies levels with an average grade of at least eight (8) and who shows the sense for teaching. Under the terms of the previous paragraph, a higher education institution may provide an assistant who is master of science or a master of arts whose topic of the doctoral dissertation i.e., a doctoral art project has been accepted. Exceptionally, for teaching on clinical subjects, a higher education institution may also provide a person with an appropriate medical specialization for an assistant. An assistant from an art field may be a person who has the academic title of a master of arts and works of art which show a sense of independent artistic creativity, if no doctoral studies are envisaged in the artistic area for which they are elected.
An assistant from an art field may be a person who has completed academic studies of the first degree and has works of art which show a sense of independent artistic creativity, provided that master's academic or doctoral studies are not envisaged in the artistic area for which they are elected.
- 6.11.** The higher education institution may provide for an assistant with a doctorate a person who has acquired the scientific title of a doctor of science, or the artistic name of the doctor of art and who shows the sense for the teaching.
- 6.12.** The higher education institution may engage an associates outside the employment relationship (demonstrator, etc.) for teaching assistance in first-level studies, a student of first, second and third degree studies, provided that at least 120 ECTS credits have been obtained in studies of the first degree with an overall average grade of at least 8 (eight).
- 6.13.** For the purpose of realization of a part of practical teaching, which is carried out outside the higher education institution, the higher education institution can engage associates outside the employment relationship (assistant practitioner, clinical assistant, etc.) employed at an institution where a part of practical teaching is realized.

Note:

Form MA (Confirmation of submitting, changing and cancelation of compulsory social insurance), which is certified by the seal and signature of the authorized person of the institution, for teachers and associates with foreign citizenship and who are engaged in full-time employment since 2013 with signature and seal in electronic and paper form along with the Request.

Certified photocopy of the form M1 / M2 (Certificate of filed application - cancelation of insurance, conclusion and termination of employment) for each teacher with employment contract registered before 2013, with signature and seal in electronic and paper form along with the Request.

The consent of the higher education institution for the engagement of teaching staff at another higher education institution for the purposes of accreditation. The consent should include the name of the study programmes and subjects for which the approval and the accreditation burden is given, as follows: in the institution that gives the consent, in the institutions where the consent has already been given, and in the institution which requests the consent. In addition to the consent, the Statement of a given employee should also be attached, where it is stated that he is in accordance with the data specified in the consent.

Approvals for accreditation for the engagement of teaching staff engaged on other bases (additional employment...) from all higher education institutions where the employee has a working relationship. The consent should include the name of the study programmes and subjects for which it requires approval and accreditation burden, as follows: in the institution from which the approval is sought, in the institutions where the consent has already been given, and the institution and in the institution

which requests the consent. In addition to the consent, the Statement of a given employee should also be attached, where it is stated that he is in accordance with the data specified in the consent.

All the tasks of the teaching staff listed in the consent should be entered in the columns of the electronic form for the study programme: O - Active teaching hours in other HEIs in Serbia and S - The name of the second HEI in Serbia where the teacher is hired.

The total burden of teachers in Serbia will be checked by CAAQ, which should not exceed 12 hours of active teaching. For teaching staff who signed the statement that it is in accordance with the data specified in the consent, and by checking it is established that the burden exceeded 12 hours, the MNTR of Serbia will be informed, and the CAAQ will take the measures against teacher i.e. associate. At the same time, CAAQ will notify the Institution about this and the Institution is obliged to submit the corrected documentation within 15 days.

Record:

Attachment 6.1. Electronic forms for the planned study programmes and a unified electronic form, from which it can be seen that the required number of full-time employment teachers is provided for performing at least 70% lessons of active teaching in the study programmes for which a work permit is required, as well as at least 20 teachers for full-time employment.

Attachment 6.2. Certificate of incorporation of data into the employee's records (with the signature of the responsible person and seal of the Pension Fund) for each individual, if any.

Attachment 6.3. If the founder disposes with teaching staff, submit a decision on the deployment of teachers and associates to work in an institution for which initial accreditation is sought. In addition to the decision, submit an Excerpt from the electronic database of the Tax Administration of the Republic of Serbia

Attachment 6.4. For all teachers and associates who are planning to establish a full-time or part-time employment relationship, provide proof that they are citizens of the Republic of Serbia or residence permit.

Attachment 6.5. Statement by teachers and associates that they agree with the establishment of a higher education institution for which a work permit is required.

Attachment 6.6. Statement by the acting officer of the higher education institution that within a month from the date of commencement of the work of a higher education institution upon conclusion of the work permit, he / she shall conclude an employment contract for the performance of the duties of the teacher or associate in accordance with the law.

Attachment 6.7. Regulation on election of teachers.

Instructions for the review commission for compliance assessment:

The review commission determines the total number of teachers employed at the higher education institution, determines whether all teachers are engaged in full-time or other relevant data and whether all the teachers are engaged part-time with appropriate contracts and approvals, as well as whether the legal requirements regarding the dates of the election and the year of life are fulfilled. This data is given numerically. If the list of teachers differs from the established data, the reviewer enters the number of teachers for whom the documents on engagement are not included, the number of teachers whose year of life exceeds the prescribed limit (70), as well as the number of teachers whose electoral period has expired by law. Based on the enclosed documents and reports, the review commission introduces the number of teachers in the institution with 100% of working hours. The review commission then, based on the reports and tables attached by the institution, provides data on weekly classes of active teaching held by teachers and the percentage of active teaching hours carried out by teachers engaged with 100% of working hours. The review commission then provides, from the reports and table data on the required number of teachers and the average teacher load on all study programmes, which is 6 hours per week with a tolerance of 20%. The review commission also determines the number of teachers whose engagement is on all study programmes or a total engagement exceed more than 12 hours per week. For the realization of study programmes of vocational studies, except in the field of art, the review commission determines whether at least 50% of teachers have a PhD degree. On master vocational studies all master teachers have a doctorate.

Based on the enclosed data, the reviewer determines whether the number of associates corresponds to the needs of the study programmes. The total number of associates must be sufficient to cover the total number of classes in the study programmes that the institution carries out, with each contributor

achieving an average of 300 hours of active teaching per year, or an average of 10 hours of active teaching per week, except in the field of art with a tolerance of 20%. Associate can not be hired more than 16 hours a week. In the report, the review commission introduces the average burden of associates in all study programmes.

The review commission determines whether an accredited/non-accredited institution has made the selection in accordance with the initial accreditation instructions and whether it has provided electoral material (biography, list of articles ...) for all teachers. Similarly, the review commission determines whether the institution has submitted the Decision of the interim management body on the acceptance of the decision on the selection of teachers and associates at the corresponding accredited higher education institution, as well as the Decision on the validity of the acquisition of the rank of teachers (lecturer, senior lecturer, professor of vocational studies, assistant professor, associate professor and full professor) at one of the accredited higher education or scientific institutions in the Republic of Serbia.

The review commission checks the employment policy at the higher education institution - Article 88 of the ZOVO, which is explained in paragraph 8 of the Initial Accreditation Instruction.

The review commission checks on the selection of teachers in field of art whether they have been guided by the Classification of Representative References (score) given in paragraph 9 of the Initial Accreditation Instruction.

The review commission compares data with the data provided in the reports that follow from the electronic form.

In addition to the assessment of compliance with the standard, the reviewer gives a reasoning for the assessment that relates to the fulfilment of this standard.

In addition to the assessment of compliance with the standard, the review commission provides an explanation of the appraisal regarding the fulfilment of this standard on the basis of the attachments along with the request for accreditation, the facts that were determined during the visit and the documents provided by the institution upon request of the Review Commission before / during / after the visit.

Standard 7: Non-teaching staff

The higher institution shall provide non-teaching staff who provides successful realization of study programs, as well as the basic tasks and goals of the higher education institution, with their expert and professional work.

Instruction for preparing the accreditation documentation:

Description (up to 100 words)

Instructions for the application of standard 7:

7.1 The institution of higher education shall provide at least one librarian.

7.2 The higher education institution shall organize students services with at least one executor.

7.3 The institution of higher education shall provide at least one executor with higher education degree on the tasks of information system.

7.4 The institution of higher education shall provide at least one LLB executor on the duty of the secretary.

Evidence

Table 7.1.1. Non-teaching staff by titles and designations with whom the higher education institution shall conclude employment contract or employment contract with delayed effect with full-time working hours.

Table 7.1.2. Non-teaching staff by titles and designations with whom the higher education institution shall conclude employment contract or employment contract with delayed effect with part-time working hours.

Table 7.1.3. Non-teaching staff by titles and designations with whom the higher education institution shall conclude employment contract or employment contract with delayed effect – additional work.

Annex 7.1. Excerpts from electronic database of the Tax Administration of the Republic of Serbia with signature and seal in both electronic and paper form annexed to applications.

Annex 7.2. Employment contracts of non-teaching personnel and other (diplomas, MA and M1/M2)

<p>Annex 7.1. The statement of the higher education institution's acting body of management within that it shall conclude employment contract regarding tasks of non-teaching staff within one month after commencement of the higher education institution's work subsequent to obtaining work license.</p> <p>Annex 7.2. Employment contract or employment contract with delayed effect, diploma, acceptance and statements.</p> <p>Annex 7.3. The statement of the higher education institution's acting body of management within that it shall conclude employment contract regarding tasks of non-teaching staff within one month after commencement of the higher education institution's work subsequent to obtaining work license.</p> <p>Annex 7.4. The documents serving as the proof of qualifications of every person's qualifications for performing tasks of non-teaching staff (diploma on obtained education).</p> <p>Annex 7.5. Non-teaching workers' acceptance of taking up employment in the higher education institution for which work license is requested.</p>
Instruction for review commission regarding the rate for fulfillment of standards:
<p>The review commission shall determine whether there is sufficient number of qualified staff for performing tasks regarding library and information system. If the institution has study programs in the field of natural science and mathematics and the technical and technological sciences, the review commission shall establish whether there is an adequate number of qualified staff for performing certain tasks.</p> <p>Besides, the review commission shall check whether there is sufficient number of qualified staff for performing tasks of the secretary and the tasks of students services.</p> <p>In addition to rating fulfillment of standards, the review committee provides motivation of rates in terms of fulfillment of this standard, based on supplements filed with the application form, of facts determined during its visit and the documents provided by the institution at request of the review committee before/ in the course of/after the visit.</p>

<p>Standard 8: Students</p> <p>In accordance with its basic tasks, the higher education institution shall establish the terms of enrollment. The higher education institution provides students necessary conditions for successful completion of study programs.</p>
Instruction for preparing accreditation documentation:
Description (up to 300 words):
<p>Instructions for the application of Standard 8:</p> <p>8.1 The higher education student shall adopt terms of enrollment contest as a plan document. The terms of enrollment contest contain: the number of students for study programs, terms of enrollment, criteria for ranking of the candidates, the procedure of contest, the manner of filing a complaint against the determined ranking and the deadline within which it shall be filled, as well as the sum of tuition fee paid by the students whose studies are not financed at the expense of the state.</p> <p>8.2. The number of students enrolled by the higher education institution must be in accordance with its possibilities in terms of personnel, space, techniques and technology.</p> <p>8.3. The higher education shall plan entrance examination or the examination aimed to determine inclinations and skills, in accordance with the statute of the higher education institution. The rank of candidates shall be determined on the basis of general grading during secondary school and results in entrance examination or the examination aimed to determine inclinations and skills.</p> <p>8.4 The person who completes studies obtain expert, academic, i.e. scientific title in accordance with the law. The status of student shall cease in cases prescribed by the law.</p>
Evidence
<p>Annex 8.1. The enrollment contest for study programs for which the work license is requested – plan document.</p> <p>Annex 8.2. Decision on the appointment of the enrollment commission.</p>
Instruction for review commission regarding the rate for fulfillment of standards:

On the basis of the annexes, the review commission shall determine whether the enrollment contest contains the number of students for study programs, terms of enrollment and the sum of tuition fee, as well as whether the ranking list of the candidates is annexed.

Based on the descriptions and data provided in tables, the review committee checks whether the higher education institution constantly and systematically follows the results of the students.

On the basis of annexes regarding the results of students by subjects and academic years, the review commission shall estimate whether the institution follows students' successfulness in passing a subject. Besides the rate for fulfillment of standards, the reviewer shall give motivation of grade regarding the fulfillment of standards.

In addition to rating fulfillment of standards, the review commission provides motivation of rates in terms of fulfillment of this standard, based on supplements filed with the application form, of facts determined during its visit and the documents provided by the institution at request of the review committee before/ in the course of/after the visit.

Standard 9: Space and equipment

Higher education institution shall provide necessary space and equipment for good quality of all forms of instruction. The standards of space and equipment shall be determined by educational-artistic field.

Instruction for preparation of documentation for accreditation:

Description (up to 200 words):

Instructions for the application of Standard 9:

9.1. The higher education institution provides room for lectures and tutorials, i.e. – buildings spreading for at least four squared meters brutto room per student, i.e. two squared meters per students for lectures and tutorials on shifts, excluding the field of arts – room per student shall be calculated by dividing brutto room of the institution by the overall number of accredited students at the institution attending all study programmes and all years of studies, whereby the students following distance learning study shall not be counted in aggregate number of students, amphitheatres, laboratories, i.e. other rooms for lectures and tutorials, as well as room for library and reading room, in accordance with the necessities of educational process of a scientific or an artistic field, the adequate working room for teachers and associates, the place for every student in amphitheater, classroom and laboratory.

The room must be accessible to students and professors, as well as other academic and non-academic personnel with walking difficulties, in accordance with the Regulation on technical standards of accessibility (Official Gazette of the Republic of Serbia, No 46/2013), i.e. the principle of universal design.

9.2. Higher education provides the room for administrative tasks, at least two offices for the needs of students' services and the secretary's office.

9.3. The room provided by the higher education institution for the purpose of instruction and administration must fulfill adequate urbanistic, technical, technological and hygienic conditions. The room must be in objects for which building permit and inspection acceptance certificate have been obtained. If the objects for the purpose of instruction and administration are not the property of the higher education institution or it

9.4. The higher education institution provides the technical equipment necessary for modern instruction in accordance with the necessities of study programme.

9.5. The institution of higher education provides equipment and instruction in accordance with health and safety standards, which upon it shall inform the students.

The higher education institution provides the room for the students' parliament's work.

Natural sciences and mathematics

The higher education institution provides additional laboratory space for experimental instruction, conditions for field instruction and other conditions in accordance with the necessities of study programme in relation to the number of subjects with experimental instruction.

Medical sciences

Laboratories, i. e. instruction bases for practical instruction on pre-clinic subjects shall correspond to the number of enrolled students and the specifics of studies and subjects, so that the capacity is sufficient for minimally 20% of aggregate number of enrolled students. For the purpose of students' tutorials on clinics, the university and the

faculties of medicine within it cooperate with appropriate clinics as partners in medical education, on what cooperation contract shall be concluded. Clinical bases and clinical instruction capacities fully cover subjects regarding clinics of a study programme.

Technical and technological sciences

The higher education institution shall provide adequate teaching and scientific bases, which can be own bases and bases in economy. Own teaching and scientific bases are teaching laboratories, scientific laboratories and the laboratories of research and development, technical centers and other scientific units, the units of research and development and innovative units within the higher education institution.

Teaching and scientific bases in economy are institutes, the centers of exquisite value, organization for execution of innovative activity, organizations for providing infrastructural support to innovative activity and the enterprises producing food, reproducible material, equipment and services.

Teaching and scientific bases in economy shall be equipped with necessary measure, demonstration, computer, information and communication equipment for performing teaching activities of experimental, demonstrational and simulatory character in all the subjects within the group of educational-professional and professional-applicative subjects.

In the field of biotechnical sciences the higher education institution shall provide at least one adequate experimental land. Experimental lands in the field of agriculture shall be in the possession of the higher education institution or taken out on lease. Their surface equals at least 100 acres of arable land on which various sorts of plants are produced and various sorts of cattle are bred, plant nursery and semination production with the application of modern technology supported by good quality mechanisation. The contents of experimental lands meet the requests of the study programmes realized in the higher education institution.

The higher education institutions not belonging to biotechnical sciences, but perform study programmes in agriculture and forestry, shall have minimal professional practice like the institutions in biotechnical sciences. The higher education institution shall have the usage over at least 50 acres of arable land for the programmes in agriculture and 500 acres in forest ingredients for the programmes in forestry.

The above mentioned shall be also applied to the higher education institutions in biotechnical sciences and higher education institutions not having the status of legal person and not residing in the seat of the institution, which enroll up to 200 students on the first year of studies.

Arts

An adequate space for instruction with the surface of at least five squared meters brutto space per student shall be provided for the execution of study programme

Necessary separate rooms shall be provided for the execution of study programme depending of the specificity of the artistic field: workrooms, laboratories, space for exhibitions, concert hall, tone and opera studio, theater hall, movie hall, film and TV studio and similar.

The equipment necessary for modern instruction shall be provided depending on the specificity of the artistic field.

Annotation:

If the higher education institution does not have ownership over the objects for the purpose of instruction or management, or it was not given usage over these objects, the higher education institution shall take out a lease on the object for at least seven-year term.

Evidence

Table 9.1. List of objects in an independent higher education institution – university or the academy of applied arts, with their surface

Table 9.1. A (Field: natural science, technical and technological sciences and medical sciences)

Specification of space for laboratory which the higher education institution provides for experimental instruction at the university or the academy of applied arts (University or the academy of applied arts gives the specification of the space for laboratory excluding the space of higher education unit within the university or the academy of applied arts).

Table 9.2. List of the rooms with their surface

Table 9.3. List of valuable equipment used in the instruction for the students of the university or the academy of applied arts

Table 9.4. List of the capital equipment used in the instruction for the students of the university or the academy of applied arts (the equipment worth more than 100.000 EUR).

Table 9.5. Total necessary space according to the number of students enrolled at all study programmes of the university or the academy of applied arts.

Annex 9.1. Proof of ownership, usage or lease contracts.

Annex 9.2. Excerpt from the book of inventory**Instruction for review commission regarding the rate for fulfilment of standards:**

The total number of students attending a study programme shall be calculated by multiplying the number of students enrolling the first year of studies by the years of duration of a study programme. The aggregate number of students in the higher education institution that is being accredited shall be counted as the total number of students attending all study programmes.

The review commission shall determine whether the higher education institution provides space for instruction on the basis of analysis of the data presented in tables and annexes.

Minimal necessary space shall be calculated by dividing bruto surface in squared meters by the total number of students and the quotient shall be greater than two squared meters per student in all cases except in the field of arts, in which minimal necessary space shall be five squared meters per student neto.

Based on the annexed list of rooms and the number of places in them, the review commission shall determine whether the space is in accordance with the necessities of educational process of a educational-scientific, i.e. a educational-artistic field, whether there is adequate working space for teachers and associates as well as whether there are places for every student in amphitheater, classroom and laboratory.

The review commission shall particularly judge whether there is adequate space for laboratory if the institution accredits study programmes in the fields of natural sciences and mathematics and technical and technological sciences.

On the basis of annexes, the review commission shall mandatorily determine whether the higher education institution has the ownership over the space, whether the institution has been given usage of the space or whether the space is on lease that must not be shorter than seven years. This datum shall be mandatorily written in the space for commentary by the reviewer. If the institution uses a larger number of objects on different locations, the review commission has the obligation to specify it in its report. The review commission shall constate whether necessary building permits and inspection acceptance certificate for all spaces that are being used have been annexed.

On the basis of the data provided in tables and the annex, the review commission shall judge whether the institution provides necessary technical equipment for modern instruction in accordance with the necessities of a study programme and whether the instruction is in accordance with health and safety standards.

The review commission shall constate whether the higher education institution provides the space for administrative tasks, i.e. at least two offices for the needs of students'services and the secretary's office.

The review commission shall constate whether the institution's space is accessible to students and professors, as well as other academic and non-academic personnel with walking difficulties.

The review commission shall constate whether the higher education institution provides the space for students parliament's work.

In addition to rating fulfilment of standards, the review commission provides motivation of rates in terms of fulfilment of this standard, based on supplements filed with the application form, of facts determined during its visit and the documents provided by the institution at request of the review commission before/ in the course of/after the visit.

Standard 10: Library, books and informational support

The higher education institution has an adequate library supplied with the necessary books for the realization of the teaching process and informational resources and services which uses in order to fulfill the main tasks.

Instruction for the preparation of documentation for accreditation:**Description (up to 200 words):****Instructions for the application of standard 10:**

10.1 The higher education institution has the library equipped with the literature which by its level and extent provides support for the teaching process, scientific research and artwork. The library has at disposal at least 1000 library units from the area which is the subject of the teaching process.

10.2 The higher education institution provides that all subjects are covered by appropriate literature, teaching instruments and auxiliary teaching resources. Teaching instruments and auxiliary teaching resources must be available for a sufficient period of time and in the sufficient number to ensure normal unfolding of the teaching process.

10.3 The higher education institution has at disposal informational equipment which is necessary for

studies, scientific research and artwork. The higher education institution ensures at least one computer room with access to the internet.
Record
<p>Table 10.1 The aggregate number of reviews of library units in the higher educational institution for which the work permit is required.</p> <p>Table 10.2 The aggregate number of a number of books by areas (on Serbian and other languages) which are available to students.</p> <p>Attachment 10.1. Excerpt from the library book of the Inventory of the Institution.</p> <p>Attachment 10.2. Statement of possession of the computer laboratory and the number of computers for the institution.</p>
<p>Attachment 10.1. Excerpt from the library book of the inventory in the higher educational institution for which the work permit is required.</p> <p>Attachment 10.2. Statement of possession of the computer laboratory and the number of computers for therein in a higher education institution for which the work permit is required – with at least 20 computers.</p>
Instruction for the review commission for the evaluation of the fulfilment of standards:
<p>The review commission, on the basis of data provided in tables and attachments, checks and determines whether the higher education institution has the library provided with the literature which by its level and extent provides support for the teaching process, scientific research and artwork, whether the library has at disposal at least 1000 library units from the areas which are subject of the teaching process, having in mind educational and scientific respectively educational and artistic fields in which the institution realizes study programmes. The review commission determines the coverage of all subjects by the appropriate literature on the basis of the analysis of the data given in tables and attachments.</p> <p>The review commission in its report states the number of computers in the computer libraries available to students, also giving comment whether the number of computers is in compliance with the number of students who study at the higher education institution.</p> <p>The review commission apart from the evaluation of the fulfilment of standards gives the explanation of estimations related to the fulfilment of this standard, on the basis of the attachment to the request for the accreditation, the facts which are determined during the visit and documents which the institution provided on the request of the review commission.</p>
<p>Standard 11: Financial security of work</p> <p>The higher education institution provides sufficient financial resources for the continuing and completion of studies in the case of termination of work of the institution or the termination of realization of a certain study programme.</p>
Instruction for the preparation of documentation for accreditation:
Description (not more than 300 words):
<p>Instructions for the application of standard 11:</p> <p>11.1 Higher education institution for which establishment the financial resources are not provided from the Budget of the Republic of Serbia, delivers a bank guarantee for the continuation and completion of studies in the case of termination of work of the institution or the termination of realization of a certain study programme, to the amounts 25% of scholarship for the number of students for which the work permit is required.</p> <p>11.2 The higher education institution has the financial plan for the period of duration of the study programme set by the law, which is an integral part of the business plan of the higher education institution.</p> <p>The financial plan contains clearly presented the future planned income and outcome sorted by types and dynamic.</p>
Record

Attachment 11.1 The bank guarantee for the continuation and completion of studies in the case of termination of work of the institution or the termination of realization of a certain study programme, amounts 25% of scholarship for the number of students for which the work permit is required.

Attachment 11.2 The decision of the temporary managing organ on the amount of scholarship.

Attachment 11.3 Financial plan for the current year

Instruction for the review commission for the evaluation of the fulfilment of standards:

The review commission concludes whether the institution has provided the financial results for the minimum of three years. The review commission evaluates, by analyzing attachments given as a proof of the fulfilment of this standard, whether the sources of financing the higher education institution are sufficient to ensure the adequate realization of the study programmes.

The conclusion on the fulfilment of standards and the explanation of the evaluation are given on the basis of the attachment with the request for the accreditation, facts which the review commission has determined during the visit and documents which the institution has ensured at the request of the committee before/during/after the visit.

Standard 12. Intern mechanisms for ensuring the quality

The higher education adopts a strategy for ensuring the quality of its work

Instruction for the preparation of documentation for accreditation:

Description (maximum 100 words)

Instructions for the application of standard 12:

12.1 The higher education institution determines clearly and properly formulated strategy for ensuring the quality of the teaching process, managing the higher degree institution, non-teaching activities, as well as the conditions of work and study.

12.2 The higher education institution creates a special committee for ensuring the quality, out of teaching staff, associates, non-teaching staff and students.

12.3 The higher education institution has a general act on class books.

Record

Table 12. 1 The list of members of the committee for the quality.

Table 12.2. The list of members of the Board for the quality, if there is one.

Attachment 12.1. The policy of ensuring the quality – planned document.

Attachment 12.2. The Regulation on class books.

Attachment 12.3. The excerpt from the Statute of the institution which regulates the establishment and scope of work activities of the committee for the quality.

Instruction for the review commission for the evaluation of the fulfilment of standard:

The review commission whether the managing organ of the higher education institution adopted the strategy of ensuring the quality and whether that document is available to the public. The evaluation of the fulfilment of this standard is noted in the space for comment. The review commission estimates strategic planning by the Institution in the higher education and resources which are necessary for achieving those aims. The review commission gives a descriptive evaluation estimating the commitment of the higher education institution for the build of the organizational culture of the quality.

It is especially evaluated and commented: measures for the ensuring, controlling and improving the quality; subjects of ensuring the quality; areas of ensuring the quality.

The review commission especially evaluates the Report on self-evaluation, by analyzing the content and descriptions.

The review commission apart from the evaluation of the fulfilment of standards gives the explanation of the conclusion which is related to the fulfilment of this standard, on the basis of the attachment with the request for accreditation, facts which the review commission has determined during the visit and

documents which the institution has ensured at the request of the committee before/during/after the visit.