In conformity with Article 65, par. 4 of the Statutes of the University of Niš ("Bulletin of the University of Niš" no. 4/06), the Senate of the University of Niš, on its meeting held on June 22, 2010, adopted the following

**BOOK OF RULES**
**OF THE CENTER FOR QUALITY ASSURANCE**

**Article 1**
This Book of Rules regulates the internal organization and activities of the University Center for Quality Assurance (hereinafter referred to as the University Center).

**Article 2**
The University Center is the organizational unit of the University of Niš (hereinafter referred to as the University) and, together with the quality assurance boards at the faculties constituting the University, makes the university system for quality assurance.

**Article 3**
Within the scope of its activities, the University Center defines the strategy and policy of quality monitoring, assuring, improving and developing and carries out administrative and organizational tasks related to self-evaluation and enhancement of the quality of study programs, teaching process and working conditions of the University and constituent higher education units.

**Article 4**
The University Center performs its activities through:
1. Development of a uniform system of quality assurance and improvement within the University of Niš,
2. Definition of standards, criteria and indicators of quality,
3. Development of procedures for evaluation, self-evaluation and investigation of the quality of education, scientific research and professional work,
4. Initiating, coordinating and organizing the quality management and improvement in all areas of work and activities of the University and its constituent Faculties,
5. Planning and preparation of activities related to quality monitoring and control at the University, according to the annual work plan,
6. Implementation of the process of self-evaluation at the University,
7. Gathering of information about the quality of all the system users,
8. Investigation of the causes of inefficient and prolonged studying,
9. Development of quality assurance mechanisms,
10. Supervision over the students' evaluating of the quality of studies,
11. Promoting international cooperation and scientific competitiveness,
12. Encouraging professional development of teaching and administrative staff.
Article 5
The work of the University Center is managed by its Head. The Head and the Deputy Head are appointed by the Rector, for a period of three years with the possibility of reappointment. The Head of the Center may be a person who has a rich experience and many years of practice related to quality assurance and improvement within the university sector.

Article 6
Rights and obligations of the Head of the Center are as follows:
1. taking care of synchronization and cohesion of the University Center with other bodies of the University and its constituent faculties, which have competences in the field of quality assurance,
2. coordinating the work of the University Center and taking care of its functioning,
3. attending meetings of the Quality Assurance Committee and participating in its work without the right to vote,
4. taking care of and developing cooperation and organizing joint activities with the Center for International Relations of the University,
5. taking care of and developing cooperation and organizing joint activities with the Students’ Career Center of the University,
6. preparing drafts of the University Center annual work plans.
In the absence of the Head, the Deputy Head shall perform the said duties.

Article 7
Within the University Center, the Committee for Quality Assurance and the University Center Collegium exercise their competences, rights and responsibilities.

Article 8
The Quality Assurance Committee is the professional and advisory body of the Senate and the Rector, but it is simultaneously the professional body of the University Center for Quality Assurance.

The Committee members are appointed by the Senate, upon the proposal of the Rector, for the period of three years.

Article 9
The Quality Assurance Committee has the chairman and eight members from the ranks of teachers and researchers from each educational-scientific and educational-artistic field, as well as one student elected by the Student Parliament.

Vice rectors for education and science participate in the Committee sessions without the right to vote.

Article 10
Within its authority, the Quality Assurance Committee shall undertake the following activities:
- to plan, analyze and manage the processes of evaluation of the entire system of higher education and research at the University,
- to prepare a draft of the Strategy for Quality Assurance and make action plans for the implementation of this strategy,
- to promote the development of quality culture at the University and its constituent faculties,
- to prepare proposals for the improvement of the standards, procedures and methods of assessing the quality, in accordance with the standards of the National Council for Higher Education,
– to consider reports of regular self-assessments of the University and its faculties,
– to suggest, if needed, additional self-evaluation in specific areas,
– to propose external quality assessment,
– to monitor the implementation of the Strategy, standards and procedures of quality assurance and recommend measures to remedy perceived weaknesses, in order to improve the quality,
– to represent the University in the national network of quality assurance,
– to perform other tasks of importance for the promotion and development of the quality of study programs, education process and working conditions.

Article 11
The Quality Assurance Committee works in sessions. Other professional and subsidiary bodies of the University may participate in and provide assistance to the Committee activities.

Article 12
The University Center Collegium is a subsidiary body of the University Center. It consists of: the Head, the Deputy Head, the University Vice Rector for Education, the University Vice Rector for Science, the heads of Quality Assurance Committees of each constituent Faculty and two students.

Article 13
The members of the Center Collegium are appointed by the decision of the Rector, with the student members being proposed by the Student Parliament of the University.

Article 14
The Center Collegium works in sessions convened and chaired by the Head of the Center.

Article 15
Within its authority, the Center Collegium shall undertake the following activities:
– to take care of normative provisions related to quality assurance,
– to initiate enactment of necessary statutory acts in accordance with regulations adopted in the field of quality assurance,
– to render professional assistance in implementing the procedures of evaluation, self-evaluation and investigation of the quality of education, scientific and professional work and to help the Universities and its constituent Faculties in the preparation of documents for accreditation before the competent authority,
– based on information gathered on the quality from all the system users, to propose measures to improve quality in all the activities of the University and its Faculties,
– to organize seminars, conferences, round tables, meetings with representatives of the media and similar gatherings for the promotion of quality culture in the academic community and in the general public,
– to collect, promote and ensure the availability of literature in the area of quality assurance,
– to systematize and process data obtained after the procedure of self-evaluation at the University, of which to make the written report and submit it to the Quality Assurance Committee for assessment,
− to analyze self-evaluation reports of the faculties and reports on measures for quality control and improvement,
− to monitor all activities undertaken during the process of students' evaluation of the quality of studies, determination of the evaluation results and elimination of perceived weaknesses in order to improve the quality of studies, in accordance with University regulations governing this matter,
− to make annual reports on the overall results of the supervision of the conducted process of student assessment of the quality of studies related to each Faculty of the University and to deliver them to the Faculty to which they apply,
− to keep the documents related to all activities, procedures and processes in the area of quality assurance,
− to adopt annual plans,
− to perform other tasks entrusted to it by the University Senate or the Quality Assurance Committee, as well as other activities in accordance with the law, Statutes and other general acts of the University.

**Article 16**

Professional, administrative and technical activities for the needs of the University Center are performed by a professional office of the University responsible for the University Center affairs according to the job classification at the University of Niš.

**Article 17**

Funds for the work of the University Center shall be ensured from the University Budget, against the decision of the competent body, as well as from projects, donations, gifts, etc.

**Article 18**

The Book of Rules of the Center for Quality Assurance ("Bulletin of the University of Niš" no. 3/08) shall cease to be effective on the date of the entry into force of this Book of Rules.

**Article 19**

The present Book of Rules shall come into force on the next day from the date of its publication in the "Bulletin of the University of Niš".

**Number: SNU 8/16-01-005/10-005**

**In Niš, on the date of June 22, 2010**

PRESIDENT OF THE SENATE OF THE UNIVERSITY OF NIŠ

Prof. Dr. Miroljub Grozdanović, sgd.

*End of translation*