

Pursuant to Article 19, Paragraph 1, items 1 and 6 of the Statute of the Faculty of Graphic Arts of the University of Zagreb (dated 26 June 2005), and in accordance with Article 18, Paragraphs 5 and 6 of the Act on Quality Assurance in Science and Higher Education (Official Gazette of the Republic of Croatia No. 46/09) and Article 15 of the Regulations on the Quality Assurance System at the University of Zagreb, the Faculty Council of the Faculty of Graphic Arts of the University of Zagreb in its 7th regular session held on 18 April 2011, adopted the following

REGULATIONS
ON QUALITY ASSURANCE SYSTEM
AT THE UNIVERSITY OF ZAGREB
FACULTY OF GRAPHIC ARTS

GENERAL PROVISIONS

Article 1

The Regulations on Quality Assurance System at the Faculty of Graphic Arts of the University of Zagreb (hereinafter: the Regulations) regulate the area of evaluation and establishment of a quality assurance system at the Faculty of Graphic Arts (hereinafter: the Faculty).

Article 2

The aim of the quality assurance system is to establish the mechanisms for the promotion of quality and systematic work at the Faculty as well as to coordinate development programmes whose sustainable purpose is to promote high standards of professional and technical development of the Faculty in all areas of its activities.

Article 3

The purpose of the quality assurance system is to establish the principles, criteria and methods of quality assurance by complying with provisions of the Act on Quality Assurance in Science and Higher Education, the Statute of the University of Zagreb and the Statute of the Faculty of Graphic Arts, taking into consideration the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

Article 4

A culture of quality is developed in all areas of activities and is incorporated in all normative acts of the Faculty.

Article 5

Creation and development of quality assurance system involves, and its results are used by, all internal and external stakeholders in the educational process, scientific, artistic and professional work at the Faculty.

Internal stakeholders are students, teaching and assisting staff, administrative, technical and support staff employed at the Faculty.

External stakeholders are legal and natural persons associated with the Faculty's activities (e.g. economy, local and state government, individuals with any academic degree, etc.).

Article 6

The basic procedures in the quality assurance system are:

- defining the mission and strategy of the quality assurance system,
- setting the measurable objectives within the defined mission and strategy,
- defining the process for the implementation of the mission and strategy,
- defining the process of assurance of the objectives achievement,
- measurement and analysis of achievements in comparison with the set objectives,
- undertaking analysis, preventive and corrective actions.

II AREAS OF QUALITY ASSURANCE

Article 7

The areas of the internal quality assurance and improvement are:

- rules and procedures of quality assurance and improvement,
- status of the study programmes,
- student evaluation and assessment of their work,
- learning resources and student support,
- teaching staff quality assurance,
- scientific and artistic research activities,
- professional and vocational activities,

- mobility and international cooperation,
- resources for teaching, scientific and artistic research and professional activities,
- information system,
- public transparency of activities.

III STRUCTURE AND OPERATION

Article 8

The Faculty Council establishes the Quality Assurance Committee (hereinafter: the Committee) responsible for assurance and improvement of quality at the Faculty.

Article 9

The Committee is a body advising the Dean and the Faculty Council, which plans, manages and analyses the evaluation procedures and develops the internal mechanisms of quality assurance and improvement at the Faculty, with consent of the Faculty Council.

Article 10

The Committee has five (5) members. The members are:

- one representative of the management of the Faculty,
- two representatives of teaching staff with research and artistic teaching positions,
- one students' representative, and
- one representative of administrative or technical staff.

The Faculty Council appoints the members of the Committee recommended by the Dean.

The President of the Committee is appointed from representatives of teaching staff with research and artistic teaching positions.

The members of the Committee are appointed for the term of three (3) years, and the student member of the Committee is appointed for the term of two (2) years.

A member of the Committee may be appointed more than once, but not for more than two consecutive terms.

If one or more members of the Committee cease to be its members, the Faculty Council shall appoint a new member or new members, as applicable, as recommended by the Dean.

a) Authority

Article 11

1. The Committee manages the quality assurance system of the Faculty, implements strategic planning and proposes guidelines and procedures for quality assurance and improvement.
2. The Committee proposes specific projects and activities to the Dean and the Faculty Council, and encourages innovation and development for quality assurance and improvement.
3. The Committee organises, coordinates and undertakes evaluation procedures and develops the internal mechanisms of quality assurance and improvement, primarily comprising:
 - implementation of self-assessment,
 - development of mechanisms of quality assurance and improvement,
 - organising students' participation in monitoring the quality of the studies,
 - researching successfulness of studying,
 - researching and analysing the causes of low-quality, inefficient and lengthy studying,
 - proposing activities for improvement of competencies of teaching staff and their professional development (lifelong learning),
 - proposing training activities for administrative and technical staff,
 - analysing arguments relating to improvement of teaching, as well as the quality of general and specific competencies obtained in a study programme,
 - defining and proposing the introduction of standardisation in administration of the Faculty.
4. In cooperation with the Quality Assurance Committee of the University and the Quality Assurance Office of the University, the Committee:

- encourages and organises continuing discussions on quality and quality culture development;
- implements the external and internal evaluation processes, methods of research of various aspects of quality in education, and various target populations (students, teaching staff, administrative staff, management, employers, general public and public opinion);
- implements and defines criteria, standards and quality monitoring procedures, as necessary;
- analyses and gathers information on the quality from all users of the system;
- conducts surveys among process participants and processes and evaluates collected information;
- provides recommendations for improvement, and supervises observance and implementation of recommendations;
- supervises the enrolment policy as the necessary prerequisite of quality of the teaching process;
- supervises the implementation of study programmes;
- introduces the system of internal evaluation as the basic prerequisite of quality assurance;
- obtaining students' feedback and dealing with their suggestions, proposals and criticism;
- encourages and organises training and development of teaching staff, assisting staff, as well as management and administrative staff;
- defines the evaluation of quality of teaching relating to appointment or re-appointment to scientific teaching positions.

b) Efficacy

Article 12

The Committee prepares an annual as well as a long-term plan of activities and presents it to the Faculty Council. The Committee acts in accordance with the plan previously approved by the Faculty Council.

The Committee works in sessions.

The President of the Committee shall convene the sessions as necessary, but at least four times per year.

The Committee shall submit its report to the Faculty Council once per year.

The accepted annual report is delivered to the University Office.

IV TRANSITIONAL AND CONCLUDING PROVISIONS

Article 13

Amendments to these Regulations are adopted in the same way as the Regulations.

These Regulations shall enter into force on the eight day following the date of their publication on the notice board and the web pages of the Faculty.

By these Regulations entering into force, the Regulations on Quality System Management at the Faculty of Graphic Arts (dated 16 November 2009) shall no longer apply.

Class: 003-05/11-01

Registration number: 251-80-11-1

Zagreb, 18 April 2011

Dean

Professor Diana Milčić, PhD

These Regulations were adopted on 18 April 2011, made public on the notice board and published on the Faculty's website on 19 April 2011 and entered into force on 27 April 2011.

Faculty Secretary:

Jaka Mustapić, LL.B.