

UNIVERSITY OF BANJA LUKA
SENATE OF THE UNIVERSITY

**RULEBOOK ON THE
ORGANISATION AND OPERATION OF THE BOARD
FOR QUALITY ASSURANCE AND IMPROVEMENT**

Banja Luka, 23 February 2023

In accordance with Article 54, paragraph (1), item (4) of the Law on Higher Education of the Republic of Srpska ('Official Gazette of the Republic of Srpska', no. 67/20) and with Article 34, paragraph (1), item (4), in relation to Article 164 and Article 165 of the Statute of the University of Banja Luka, the Senate of the University of Banja Luka, at its 90th session, held on 23 February 2023, adopted the

RULEBOOK ON THE ORGANISATION AND OPERATION OF THE BOARD FOR QUALITY ASSURANCE AND IMPROVEMENT

I GENERAL PROVISIONS

Article 1

This Rulebook closely defines the organisation, structure, work, and duties of the Board for Quality Assurance and Improvement of the Faculty/ Academy of Arts (hereinafter: the Board), as well as other issues significant for the organisation and operation of the Board. The grammatical expressions used in this Rulebook to refer to either male or female gender imply both genders.

Article 2

The Board is an advisory, professional, and operational body of the academic/ artistic councils of faculties/ Academy of Arts (hereinafter: the Council), as well as deans of faculties/ Academy of Arts.

II STRUCTURE OF THE BOARD

Article 3

Members of the Board are as follows:

- vice-dean for teaching, chairperson of the Board,
- vice-dean for scientific research,
- coordinator for quality assurance,
- heads of study programmes,
- head of the registrar's office
- a representative of students who is a member of the један представник студената

The coordinator for quality assurance is selected among the members of academic staff.

Members of the Board are appointed by the Council, at the proposal of the dean.

III OPERATION OF THE BOARD

Article 4

The vice-dean for teaching of the faculty/ Academy of Arts chairs the sessions of the board, plans, harmonises, and coordinates the operations and affairs of the Board.

Sessions of the Board are organised by the chairperson by means of delivering the call, the agenda, and the material for each item on the agenda in a written or electronic form, three days prior to the session at the latest.

Minutes are provided on the operation of the Board.

The coordinator for quality assurance is the secretary of the Board.

IV COMPETENCES OF THE BOARD

Article 5

Within its competences, the Board performs the following activities:

- 1) prepares reports on self-assessment of study programmes, according to the standards;
- 2) prepares requests for accreditation of study programmes, according to the standards;
- 3) participates in the process of accreditation of study programmes;
- 4) prepares Plan of operations for the following calendar year (Appendix 1);
- 5) prepares Report on realisation of Plan of operations for the previous calendar year (Appendix 2.);
- 6) prepares Report on quality indicators for the previous calendar year (on the form defined by the Committee for quality assurance and improvement);
- 7) participates in surveying students on the quality of teaching process;
- 8) prepares Analysis of surveying students on the quality of teaching process for the previous academic year, in which improvement measures are recommended;
- 9) prepares Analysis of the feedback information from employers and alumni on the quality of study programmes and acquired competences upon graduation;
- 10) once a year (in December as a rule) prepares Analysis of the ranking of the faculty/ Academy of Arts at the level of the University, in which measures for improvement are recommended;
- 11) performs other activities from the field of quality assurance and improvement.

The documents from items 1), 2), 4), 5), 6), 8), 9), and 10) of this Article, adopted at the Council, are forwarded to the Committee for quality assurance and improvement.

V FINAL PROVISIONS

Article 6

This Rulebook is effective as of the eighth day of its announcement on the webpage of the University of Banja Luka.

Ref. no: 02/04-3.356-13/23

**CHAIRPERSON OF THE SENATE
RECTOR**

Prof. Radoslav Gajanin, PhD

UNIVERSITY OF BANJA LUKA

Title of the member unit

Board for Quality Assurance and Improvement

PLAN OF OPERATIONS
for the year of 20XX

Ord. num.	Activity	Deadline
1.	First activity	01.06.20XX
2.	Second activity	
3.	Third activity	

UNIVERSITY OF BANJA LUKA

Title of the member unit

Board for Quality Assurance and Improvement

REPORT ON REALISATION OF PLAN OF OPERATIONS
for the year of 20XX.

Ord. num.	Activity	Realisation
1.	First activity	Fully realised
2.	Second activity	Partly realised
3.	Third activity	Realised: - - - Not realised: - - -

