

UNIVERSITY OF BANJA LUKA
SENATE OF THE UNIVERSITY

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

I GENERAL PROVISIONS

Article 1

This Rulebook closely defines the organisation, structure, work, and duties of the Committee for Quality Assurance and Improvement of the Faculty/ Academy of Arts (hereinafter: the Committee), as well as other issues significant for the organisation and operation of the Committee.

The grammatical expressions used in this Rulebook to refer to either male or female gender imply both genders.

Article 2

The Committee is an advisory, professional, and operational body of the Senate of the University (hereinafter: the Senate).

II STRUCTURE OF THE BOARD

Article 3

Members of the Board are as follows:

- vice-rector for teaching and students' affairs, chairperson of the Board,
- one representative of natural, medical, and healthcare sciences;
- one representative of engineering and technological sciences;
- one representative of agricultural sciences;
- one representative of humanities and social sciences;
- one expert associate of the Office for quality assurance and improvement
- one representative of students.

Members of the Committee are appointed by the Senate, at the proposal of the Rector.

A member of the Committee from the ranks of students who is a member of the Senate is nominated by the Students' Parliament of the University.

Each scientific field committee of the University of Banja Luka nominates their respective member of the Committee.

Members of the Committee are appointed for a period of four years, with the possibility of re-appointment.

Article 4

Membership on the Committee can be terminated at the personal request of a member, in case of retirement, or on the grounds of other justified causes, in accordance with the Law on Higher Education of the Republic of Srpska and general acts of the University of Banja Luka.

III OPERATION OF THE COMMITTEE

Article 5

The vice-rector for teaching and students' affairs organises and chairs sessions of the Committee.

Sessions of the Committee are organised at least four times a year, with the possibility of more sessions being held if necessary.

Sessions of the Committee 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, seven days prior to the session at the latest.

Sessions of the Committee can be organised online as well.

Minutes are provided on the operation of the Committee.

The Office of Vice-Rector for teaching and students' affairs provides professional, administrative, and technical services for the Committee.

IV COMPETENCES OF THE BOARD

Article

Within its competences, the Committee performs the following activities:

- 1) supervises and improves the quality assurance system;
- 2) champions the establishment of the culture of quality;
- 3) prepares Report on self-assessment of the University;
- 4) participates in the process of accreditation of the University;
- 5) considers external assessment recommendations and suggests measure for improvement;
- 6) considers documents delivered by the Board for Quality Assurance and Improvement of the faculty/ Academy of Arts;
- 7) prepares Summary report on indicators of quality for the previous calendar year, in which measures for improvement are recommended;
- 8) once a year (in December as a rule) prepares Analysis of the ranking of the University, in which measures for improvement are recommended;
- 9) participates in training sessions organised by the competent bodies and institutions;
- 10) initiates the organisation of fora attended by students, with a view to getting feedback information and suggestions for improving the quality of studies;
- 11) exchanges experiences with the universities with which the University has agreement of cooperation signed and promotes professional training of both academic and non-academic staff;
- 12) follows guidelines of European associations for higher education by participating in international projects related to quality assurance;
- 13) performs other activities from the field of quality assurance and improvement.

V FINAL PROVISIONS

Article 7

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

Ref. no: 02/04-3.356-14/23

**CHAIRPERSON OF THE SENATE
RECTOR**

Prof. Radoslav Gajanin, PhD

Appendix 1

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 | |
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Appendix 2

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: - - - |
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