Pursuant to Article 31 and Article 89 of the Statute of the Faculty of Pharmacy and Biochemistry of the University of Zagreb, the Faculty Council, at its session on 22 February 2012, adopted

REGULATIONS

on the Quality Assurance System at the Faculty of Pharmacy and Biochemistry of the University of Zagreb

I GENERAL PROVISIONS

Article 1

These Regulations on the Quality Assurance System at the Faculty of Pharmacy and Biochemistry of the University of Zagreb (hereinafter: Regulations) set the goal, the purpose, the scope of evaluation and the organization of the quality assurance system at the Faculty of Pharmacy and Biochemistry (hereinafter: the Faculty).

Article 2

The aim of quality assurance is to build a mechanism for promoting and achieving the highest level of quality in educational and scientific activities, as well as professional and administrative activities at the Faculty.

Article 3

The purpose of the quality assurance system is to establish principles, criteria and the methods of quality assurance, in compliance with the Act on Quality Assurance in Science and Higher Education, the Statute of the University of Zagreb, the Faculty Statute and other binding acts, while talking into consideration the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

Article 4

Primary activities in the quality assurance system are:

- defining the mission and strategy of the quality assurance system,

- setting measurable goals within the framework of a defined mission and strategy,

- formulating the processes for implementation of set goals and ensuring such implementation,

- measuring and analyzing the achievements in relation to set goals,

- carrying out activities for prevention and correction of certain conditions and,

- defining new goals.

Article 5

All internal and external participants in the educational process and the scientific-research and professional activities of the Faculty take place in the creation and the development of the quality assurance system and make use of its results.

Internal participants are students and teachers, associates, administrative, technical and auxiliary staff employed at the Faculty.

External participants are legal and natural persons linked with the Faculty's activities (e.g. other educational institutions, businesses, local and national government bodies, students who have completed any level of studies).

II QUALITY ASSURANCE AREAS

Article 6

The Faculty is responsible for the following areas of quality assurance and advancement:

1. Rules and procedures to ensure and advance the Faculty's quality system

2. Approval, monitoring and periodical evaluation of the study programmes

3. Assessment of student work and grading of students

4. Resources for learning and student support

5. Teacher quality assurance

6. Scientific and research activity

7. Professional activity

8. Mobility and international cooperation

9. Resources for educational, scientific-research and professional activity

10. Institution's information system

11. Public activity

III ORGANIZATION AND FUNCTIONING

Article 7

Quality assurance and advancement system at the Faculty is managed by the Faculty Quality Assurance Committee (hereinafter: Committee) and the Faculty's advisory and professional bodies responsible for quality assurance in particular areas included in the Article 5 of these Regulations (various Faculty committees).

The organization and the work method of the Faculty Committee are determined by these Regulations.

The Committee has the freedom to adapt the procedure of the quality system in accordance with the Faculty's needs.

Article 8

The Chairman and the members of the Quality Assurance Committee shall be appointed by the Faculty Council.

The Committee consists of seven (7) members. The Committee shall include a representative(s) of the Faculty's administration (1), teachers (2) and associates (1), non-teaching staff (1), students (1) and a representative of the Faculty's external stakeholders (1).

The mandate of the members of the Committee lasts for 2 years.

Article 9

The Faculty Committee organizes, coordinates and conducts the evaluation procedures and develops mechanisms for quality assurance and advancement on the Faculty level, especially considering the following elements:

- self-evaluation,
- development of quality indicators,
- student participation in monitoring the quality of study implementation,
- inquiry into the studying success factors and the causes of poor quality, inefficient and overlong studying,
- inquiry into the competence of the teaching staff,
- university teachers' professional development (lifelong learning),
- administrative and technical staff professional development,
- proof of teaching advancement,
- quality of general and specific competences achieved through the study program,
- defining and introducing a type of standardization in the administrative segment.

In cooperation with the University Committee for Quality Management, the University Office for Quality Management and the Faculty stakeholders, the Committee:

- plans the Faculty quality advancement strategy,

- implements the evaluation program and the Faculty quality advancement procedure,

- coordinates the implementation of projects for professional and expert development of staff (academic, administrative and technical) at the Faculty.

Article 10

The Committee performs the tasks for which it is responsible at sessions.

The Chairman calls the Committee session.

The Committee meets normally once a month or as needed.

The Committee can make valid decisions when the majority of members are present at a session.

The Committee makes decisions based on the majority of votes among the present members. Voting can be public or secret.

Article 11

The Committee creates the annual and long-term action plan.

The Committee has the responsibility to submit a report on its activities to the Faculty Council. Reports are submitted once a year at minimum.

IV FINAL PROVISIONS

Article 12

On the date of the adoption of these Regulations, the Regulations on the Organization and Work Method of the Quality Management and Advancement Committee from 28 May 2008, Reg. No. 62-01-444/1-2008 from 3 July 2008 and the Regulations on the Quality Assurance System at the Faculty of Pharmacy and Biochemistry of University of Zagreb, Class: 011-01/11-01/1, Reg. No. 251-62-01-11-6, from 18 May 2011, cease to be valid.

Article 13

These Regulations shall take effect within 8 (eight) days from the date of their publication on the Faculty notice board.

Class: 011-01/12-01/1
Reg. No.: 251-62-01-12-4
Zagreb, 1 March, 2012

Dean:

Prof. Karmela Barišić, PhD

These Regulations were published on 22 February 2012 on the notice board of the Faculty of Pharmacy and Biochemistry of University of Zagreb, and they took effect on 1 March 2012.