Pursuant to Article 5, paragraph 2 of the Act on Quality Assurance in Higher Education and Science (Official Gazette 151/2022) and Article 152 of the Statute of the University of Zagreb School of Medicine, the School of Medicine Faculty Council, at its session held on 28 February 2023, adopted the following:

QUALITY ASSURANCE REGULATIONS AT THE UNIVERSITY OF ZAGREB SCHOOL OF MEDICINE

I. GENERAL PROVISIONS

Article 1

(1) These Regulations prescribe the aim and purpose of quality assurance at the University of Zagreb School of Medicine (hereinafter: the School), as well as the structure and functioning of the School's quality assurance system.

(2) The terms used in these Regulations that have gender meanings are used neutrally and refer equally to male and female genders.

Article 2

(1) The aim of quality assurance is the continuous maintenance and improvement of the quality of the School's work, including teaching, scientific and professional work of teachers, researchers, and associates, the professional work of staff in professional services at the School, and the monitoring of the quality of study programmes and studying at the School, in accordance with European and international standards for quality assurance in higher education and scientific activity.

(2) Quality assurance at the School is carried out through an internal system of quality assurance and improvement, as well as an external quality evaluation system.

Article 3

(1) The purpose of the School's quality assurance system is to establish principles, criteria, and methods for planning, monitoring, evaluating, and proposing improvement measures for the system, in accordance with the criteria and procedures prescribed by the Act on Quality Assurance in Higher Education and Science, the Statute of the University of Zagreb, and the Statute of the School.

(2) The system is based on standards and guidelines for quality assurance in the European higher education area, respecting the specificities of the School's work in the field of biomedicine and health.

Article 4

(1) Internal and external stakeholders in the educational process, scientific research, and professional work of the School participate in the creation and development of the quality assurance system and use the results of its work.

(2) Internal stakeholders include students, teachers, library, technical, and administrative staff employed at the School and its teaching bases.

(3) External stakeholders (healthcare, state administration, regional and local self-government, institutions of other education levels, economic entities, students who have completed any level of study) are legal and natural persons associated with the School's activities, involved in verifying, validating, assessing, and improving the quality of the School's work as a source of data in the evaluation process and a stimulus for improving the quality assurance system.

II. CONTENT OF EVALUATION

Article 5

The internal quality assurance and improvement system at the School includes:

1. Monitoring the implementation of the School's development strategy,

2. Implementation of internal quality assurance and improvement procedures,

3. Monitoring and improving the quality of study programmes,

4. Monitoring and improving methods of learning, teaching, and assessment in studies,

5. Monitoring and improving the achievement of student learning outcomes,

6. Monitoring and improving the scientific productivity of teachers,

7. Monitoring and improving the professional work of teachers,

8. Monitoring and improving the work of professional service employees at the School,

9. Monitoring and improving other activities carried out by the School.

III. STRUCTURE AND ACTIVITIES

Article 6

(1) Tasks in promoting and ensuring quality at the School are carried out at the level of leadership and decision-making, advisory and supervisory, and executive and implementation levels.

(2) Collaboration of bodies at all levels is a prerequisite for ensuring the quality system at the School.

Article 7

(1) The bodies responsible for ensuring the quality system at the leadership and decision-making level are:

- The Faculty Council,

- The Council for Postgraduate Programmemes,

- The Dean's Management Board and the Dean.

(2) The bodies responsible for ensuring the quality system at the advisory and supervisory level are:

- The Quality Promotion Committee,

- The Committee for Quality Assurance of Teaching.

(3) The entities managing and responsible for ensuring the quality system at the executive and implementation levels are:

- Heads of departments and course councils,

- The Office for Quality Assurance and Improvement in collaboration with the heads of administrative-professional services of the School.

III.I.1. FACULTY COUNCIL

Article 8

(1) The quality assurance system is managed by the Faculty Council.

(2) The Faculty Council, upon the proposal of the Dean's Management Board, appoints the members of the Quality Promotion Committee and the Committee for Teaching Quality Assurance.

(3) Based on the opinions and proposals of the Quality Promotion Committee and the Dean's Management Board, the Faculty Council:

- Adopts decisions on accepting the development strategy,

- Adopts regulations,

- Adopts manuals and procedures for quality assurance in the School's areas of activity,

- Adopts decisions on measures and activities within the quality assurance system,

- Adopts decisions on accepting periodic plans and reports of the Quality Promotion Committee and the Committee for Teaching Quality Assurance,

- Adopts decisions on approving, periodically evaluating, and amending study programmes as well as lifelong education programmes,

- Adopts all other decisions on measures and activities within the quality assurance system in accordance with its competencies and the needs of the quality assurance system.

III.I.2. COUNCIL FOR POSTGRADUATE PROGRAMMEMES

Article 9

(1) The Council for Postgraduate Programmemes is an advisory body of the Faculty Council on matters related to postgraduate studies.

(2) The Council for Postgraduate Programmemes:

- Manages activities and measures for improving the quality of postgraduate studies at the School,

- Proposes strategies for improving postgraduate studies at the School,

- Provides opinions on accreditation elaborations for postgraduate studies,

- Provides opinions on elaborations for changes in postgraduate study programmemes and implementation plans for postgraduate studies,

- Monitors quality indicators of postgraduate studies,

- Manages the harmonization of criteria and procedures in the process of obtaining doctoral degrees and completing university postgraduate specialist studies.

III.II.1. QUALITY PROMOTION COMMITTEE

Article 10

The Quality Promotion Committee (hereinafter: the Committee) is a special body of the School established by the decision of the Faculty Council.

Article 11

The competencies and scope of work of the Committee are:

1. Encouraging developmental programmes aimed at promoting a culture of quality, in accordance with international, national, and university standards, criteria, and procedures;

2. Advising and coordinating all bodies at the levels of leadership and decision-making, management and supervision, and implementation of measures for ensuring the quality system;

3. Planning the internal audit process of the School's quality system, analysis, proposing an action plan and its monitoring in collaboration with the Agency for Higher Education, as well as with the University of Zagreb Quality Committee and the Quality Management Office;

4. Representing the School in the national and international network for promoting a culture of quality and ensuring the quality system.

Article 12

The specific tasks of the Committee are:

1. Planning and proposing guidelines and procedures and encouraging active participation and innovation in promoting a culture of quality and ensuring the system at the School;

2. Developing methods for researching various aspects of quality in the field of biomedicine and health from the perspective of external and internal stakeholders;

3. Developing quality indicators according to the specific needs of the School;

4. Providing active support to the School's organizational units in applying quality standards, encouraging self-analysis, implementing measures for quality improvement, and sharing good practice experiences;

5. Annual planning and implementation of internal evaluations, with a report, proposal of an action plan, and monitoring its implementation in the quality assurance system at the School.

6. Submitting an annual report to the Dean's Management Board consisting of observations, proposals, and recommendations for the improvement of the quality assurance system.

Article 13

(1) The Committee consists of:

- Representatives of the School teachers employed in scientific-teaching or teaching positions, who make up at least 50% of the total number of Committee members,

- Two student representatives elected by the School's Student Council,

- A representative of the administrative-technical staff,

- A representative of external stakeholders.

(2) The Faculty Council appoints the members of the Committee upon the proposal of:

- The Dean's Management Board for representatives of teachers, associates, and external stakeholders,

- The School's Student Council for the student representative.

(3) Upon the proposal of the Dean's Management Board, the President of the Committee (from among the representatives of teachers employed in scientific-teaching positions) is confirmed by the Faculty Council.

(4) The Deputy President of the Committee is proposed by the President of the Committee and confirmed by the Committee members.

(5) The criteria for selecting Committee members are:

- Good knowledge of the quality assurance system,

- Good knowledge of the field of internal evaluations,

- Acceptance of the principles of impartial and objective internal auditing.

Article 14

The term of office of the Committee members lasts three (3) years. A Committee member can be appointed to the Committee multiple times.

Article 15

(1) A Committee member may be dismissed before the end of the term for which they were appointed if:

- They request dismissal themselves,

- They are not active in their work, do not attend meetings, or do not adhere to the adoptedmade,

- Their proposer submits a justified proposal for dismissal.

(2) The decision on dismissal is made by the Faculty Council, which appoints another member of the Committee with the mandate of the dismissed member.

Article 16

(1) The Committee performs its tasks at meetings. Committee meetings are convened and chaired by the President of the Committee. The Head of the Office for Quality Assurance and Improvement at the School is invited to Committee meetings and participates in the work of the Committee without the right to vote.

(2) Regular Committee meetings are held at least four times a year, and extraordinary meetings as needed.

(3) The Committee can make effective decisions when the majority of Committee members are present at the meeting.

(4) The Committee makes decisions by public voting with a majority of the members present. The Committee can adopt its own rules of procedure.

Article 17

(1) The Committee proposes an activity plan in the field of quality assurance to the Faculty Council, which, after adoption, is submitted to the Quality Management Office of the University of Zagreb.

(2) The Committee submits at least one annual report on its activities to the Faculty Council.

(3) A copy of the annual report, accepted by the Faculty Council, is submitted to the Quality Management Office of the University of Zagreb and published on the School's website.

Article 18

The work of the Committee is public. The transparency of its work is ensured via the School's website.

III.II.2. COMMITTEE FOR QUALITY ASSURANCE OF TEACHING

Article 19

(1) The Committee for Quality Assurance of Teaching is an advisory, working, and professional body of the Committee and the Dean.

(2) The Committee for Quality Assurance of Teaching organizes, coordinates, and implements procedures for:

- The participation of teachers, students, and administrative-professional services of the School in monitoring the quality of implementation of studies,

- Researching the academic success and analysing data obtained through digital platforms (e.g., LMS, ISVU, PDS),

- Conducting student surveys at least once in an academic year,

- Monitoring the alignment of student workload with ECTS credits,

- Encouraging relevant committees and other bodies of the School to improve the evaluation of study programmes and the School's implementation plans,

- Planning the development of teaching competencies of teachers and associates at the School,

- Monitoring indicators of teaching improvement (e.g., achievement of learning outcomes, e-learning, pass rates, literature coverage, prior knowledge of students gained during previously passed courses, employability of students).

(3) The provisions of Articles 16, 17, and 18 of these Regulations apply appropriately to the work of the Quality Assurance of Teaching.

III.III.1. OFFICE FOR QUALITY ASSURANCE AND IMPROVEMENT

Article 20

(1) To implement the internal quality assurance and improvement system, the Office for Quality Assurance and Improvement (hereinafter: the Office) is established as an organizational unit of the

School's Secretariat. The Office performs its tasks from these Regulations in collaboration with the heads of the School's administrative-professional services.

(2) The Office is managed by the Head, appointed by the Dean.

(3) The organization of job positions in the Office is prescribed by the School's internal organization regulations.

(4) The Office organizes systematic monitoring of established quality indicators and performs the following tasks in particular:

- Provides administrative and professional support to the Committee and the Quality Assurance of Teaching,

- Provides administrative and professional support in evaluating new study programmes and amendments to existing study programmes, as well as in periodic internal evaluations,

- Provides administrative and professional support in internal evaluations of the School's quality assurance system,

- Provides professional support to the School's bodies in improving quality assurance procedures related to external evaluations,

- Collects information on quality from all system stakeholders, especially feedback from students and teachers,

- Organizes the implementation of the Student Survey on the Quality of Teacher Work, handling of survey materials, training of surveyors, collection of survey materials, data processing, availability of data, and presentation of survey results,

- Organizes the implementation of the Student Survey on the Quality of Studies, handling of survey materials, collection of survey materials, data processing, availability of data, and presentation of survey results,

- Collects, processes, and analyses data needed for the preparation of the Quality Promotion Committee's report,

- Collaborates with the relevant offices of the University of Zagreb and other constituents to improve quality assurance procedures,

- Performs other tasks as assigned by the relevant committees and the Dean of the School.

Article 21

The Quality Assurance Manual is an integral part of these Regulations. All documents related to the internal quality assurance and improvement system at the School are published on the School's website in Croatian and English.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 22

Amendments and supplements to these Regulations shall be implemented in the same manner as their adoption. The School will establish an internal quality assurance and improvement system in accordance with Articles 3 to 5 of the Act on Quality Assurance in Higher Education and Science (Official

Gazette 151/2022) no later than six months from the date of entry into force of the Act on Quality Assurance in Higher Education and Science.

Article 23

These Regulations enter into force on the eighth day after their publication on the notice board and the School's website.

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Dean:

Prof. Slavko Orešković, MD, PhD

These Regulations were published on the notice board and the School's website on 2 March 2023.

Secretary General:

Darko Bošnjak, dipl. iur.