

Pursuant to the Article 18, paragraph 5 of the Act on Quality Assurance in Science and Higher Education (“Official Gazette” No. 45/09), Article 24 of the Regulations on System of Quality Assurance and Improvement of the University of Rijeka (from March 19<sup>th</sup> 2013), Article 97 and Article 33, paragraph 1, subparagraph 5 of the Statute of Faculty of Civil Engineering, University of Rijeka (consolidated text from December 21<sup>st</sup> 2012), the Faculty Council of the Faculty of Civil Engineering, University of Rijeka, on its 6<sup>th</sup> regular session held on 18<sup>th</sup> July 2013, issues the following

**BOOK OF RULES**  
**ON QUALITY ASSURANCE AND IMPROVEMENT**  
**OF THE FACULTY OF CIVIL ENGINEERING, UNIVERSITY OF RIJEKA**

**I. GENERAL PROVISIONS**

**Article 1**

This Book of Rules regulates assessment fields, structure and scope of activities of the system of quality assurance and improvement (hereinafter: system of quality) of the Faculty of Civil Engineering, University of Rijeka (hereinafter: the Faculty).

**Article 2**

The Faculty system of quality is an integral part of the system of quality assurance and improvement of the University of Rijeka.

**Article 3**

The purpose of the system of quality assurance and improvement of the University of Rijeka is to establish common principles, criteria and standards for assessing the quality of work based on provisions of the Act on Quality Assurance in Science and Higher Education, general acts of University of Rijeka and valid European standards. The assessment system recognizes the particularities of Faculty’s scope of activities.

#### **Article 4**

The aim of the system of quality is the promotion of quality culture and the development of institutional mechanisms for systematic evaluation in order to permanently assure and improve the quality and promote the high standards of the professional and scientific development of the parties in all fields of Faculty activities.

#### **Article 5**

The internal users of the system of quality and promoters of the Faculty quality assurance and improvement are: students, teachers, associates, administrative and maintenance staff and the Faculty management.

#### **Article 6**

The external parties (other levels of the education system, economy, local and state authorities...) are included into the examination of the significance, purposefulness and quality of Faculty work as the source of evaluation parameters and as an integral part of Faculty quality system units.

## **II. FIELDS OF EVALUATION**

#### **Article 7**

System of quality includes the following fields of evaluation:

- Development strategy and quality assurance procedures,
- Approval, monitoring and periodical examination of programs and qualifications,
- Evaluation of students,
- Quality assurance of the teaching staff,
- Learning and student assistance resources,
- Communication system,
- Mass communications,
- Scientific and research activity,
- International cooperation,
- Cooperation with the community,
- Other activities related to the Faculty scope of business.

### **III. STRUCTURE AND ACTIVITY**

#### **Article 8**

##### **Faculty units of system of quality**

The Faculty units of system of quality are the following:

- Quality assurance and improvement board
- Office for student relations ,
- Doctoral studies board and
- other permanent advisory and working bodies of the Faculty, whose scope of activities is defined by other general acts of the University and the Faculty.

The units from paragraph 1 of this Article work in an integrated manner and share the responsibility for quality assurance and improvement in all Faculty activity fields.

The administrative and maintenance tasks required for functioning of the structural units from paragraph 1 of this Article are performed by the assigned staff member.

#### **Article 9**

##### **Vice-dean for quality assurance and improvement**

The vice-dean for quality assurance and improvement covers the following scope of activities:

The vice-dean:

- proposes and coordinates implementation of activities related to the quality assurance system,
- coordinates activities for internal and external evaluation of the quality assurance system
- supervises the quality and efficiency of studies and studying,
- proposes measures for improving the quality and efficiency of studying,
- coordinates the creation, revision and report according to the University strategy,
- coordinates the creation, revision and report according to the Faculty strategy,
- is the chairperson of the Quality assurance and improvement board (hereinafter: the Board),
- coordinates the creation and introduction of new university and vocational studies and their modifications,
- is responsible for the coordination of Faculty regulations related to studies and studying,
- performs other tasks within the system of quality scope of activities.

#### **Article 10**

## **Quality assurance and improvement board**

The Board is established by the decision of the Faculty Council.

The Board consolidates and coordinates all the activities related to the quality and has the freedom of making adjustments for the system of quality procedures according to the Faculty needs.

### **Article 11**

#### **Board members**

The Board has the following members:

- vice-dean for quality assurance and improvement, representative of the Faculty management, chairperson,
- vice-dean for education and student affairs,
- heads of chairs and head of the Department for Computer Modeling of Materials and Structures (hereinafter: the Department),
- one (1) representative of the students,
- one (1) representative of the administrative and maintenance staff,
- one (1) representative of the external users.

The Faculty Council appoints members of the Board. Upon the proposal of the dean, vice-deans, heads of chairs, head of the Department, the representative of the administrative and maintenance staff and the representative of the external users are appointed. The representative of students is appointed upon the proposal of the Branch office of the Faculty student council.

### **Article 12**

#### **Term of office of Board members**

The representative of the Management, heads of chairs, head of the Department, the representative of the administrative and maintenance staff and the representative of the external users are appointed Board members for the period of three (3) years. The term of office of the representative of the students lasts for two (2) years.

### **Article 13**

#### **Dismissal of Board members**

A Board member can be dismissed prior to the expiry of the term of office if:

- he/she personally asks to be dismissed; the representative of the Management, heads of chairs and head of the Department excluded,
- an argued proposal is submitted by his/her proposer,
- he/she does not actively participate in work, does not attend the meetings or does not respect the adopted decisions.

The decision about the dismissal of a member is taken by the Faculty Council which appoints another Board member on the same meeting.

## **Article 14**

### **Board competencies**

In collaboration with the University Board for quality assurance and improvement, the University Centre for quality assurance and improvement and Faculty parties the Board plans the Faculty quality improvement strategy, organizes, coordinates and implements evaluation procedures and develops the internal mechanisms of quality assurance and improvement at the Faculty level pursuant to the fields of evaluation determined by the Article 7 of this Book of rules.

The Board is responsible for the application of the University Guide to quality assurance and improvement and for making adjustments of the University Guide provisions according to the Faculty needs as well as for the development of the Guide-related procedures.

## **Article 15**

### **Board activities**

The Board has meetings.

The Board meetings are summoned by the president of the Board.

The president must summon the meeting of the Board upon request of at least two Board members.

The Board can make decisions if the majority of the Board members are present at the session.

The Board makes decisions by open voting by a majority vote.

The Board submits a report on its activities to the Faculty Council one a year.

## **Article 16**

## **Efficiency**

The Board creates an annual and a long-term plan of activities.

### **IV. OFFICE FOR STUDENT RELATIONS**

#### **Article 17**

##### **Members of the Office for student relations**

The Office for student relations (hereinafter: the Office) has the following members:

- two (2) representative of the teaching staff, at least one (1) of whom must be the representative of the Management,
- one (1) student-advisor.

The members of the Office are appointed by the Faculty Council upon the proposal of:

- the dean for the representative of the teaching staff;
- the Branch office of the Faculty student council for the student-advisor, with the consent of the dean.

All representatives of students of all study years of the Faculty participate in the work of the Office.

#### **Article 18**

##### **Term of office of Office members**

The student-advisor is appointed for the period of one (1) year. The representative of the teaching staff and the Management are appointed for the period of two (2) years.

#### **Article 19**

##### **Competencies and activities of the Office**

The Office discusses all matters related to students and takes necessary measures in collaboration with other Faculty bodies, that is, proposes ways of solving the detected problems:

The Office performs the following activities:

- holds periodical meetings (at least once a month, except in August) with representatives of students of all study years,

- holds emergency meetings upon requests of: students, the Board or members of the Office,
- holds a meeting with teachers and representatives of students at least once per semester,
- organizes an orientation and motivation program for students of the 1. study year.

The Office submits a report on its activities:

- once a month to the dean of the Faculty,
- at least once a year to the Board.

## **V. TRANSITORY AND CONCLUDING PROVISIONS**

### **Article 20**

#### **Continuance of work of the existing Board and Office**

The appointed Board and Office members continue with their work until the day new members of the Board and the Office are appointed pursuant to this Book of rules.

### **Article 21**

#### **Amendments of the Book of rules**

The amendments of the Book of rules are executed in the same manner in which this Book of rules was issued.

### **Article 22**

#### **Expiry of the existing Book of rules**

On the day this Book of rules comes into effect, the Book of rules on quality system of the Faculty of Civil Engineering, University of Rijeka (from September 26<sup>th</sup> 2006), the amendments of the Book of rules (from May 5<sup>th</sup> 2011) and the consolidated text of the Book of rules (from June 6<sup>th</sup> 2011) have expired.

### **Article 23**

#### **Entry into force of Book of rules**

This Book of rules comes into effect on the day of its posting on the Faculty bulletin board.

THE DEAN

Prof.dr.sc. Aleksandra Deluka Tibljaš

Class: 003-5/13-01/02

Reg. No.: 2170-57-01-13-01

This Book of rules was posted on the Faculty bulletin board on July 18<sup>th</sup> 2013 and came into effect on the same day.

Secretary of the Faculty

Lenka Miletić, dipl.iur.