Based on the *Law on Quality Assurance in Science and Higher Education* (Zakon o osiguravanju kvalitete u znanosti i visokom obrazovanju – Narodne novine broj: 45/09), articles 33rd and 36th of the *Statute of the University of Zagreb* (Statut Sveučilišta u Zagrebu), article 43rd § 1, and article 132nd § 3 of the *Statute of the Catholic Faculty of Theology of the University of Zagreb* (Statut Katoličkoga bogoslovnog fakulteta Sveučilišta u Zagrebu), and the *Standard and Guidelines for Quality Assurance in the European Higher Education Area* (Standard i smjernice za osiguravanje kvalitete u Europskom prostoru visokog obrazovanja), the Faculty Board of the Catholic Faculty of Theology has, on its IV. regular session held on January 18, 2013, adopted

REGULATIONS
ON THE SYSTEM FOR QUALITY ASSURANCE
AT CATHOLIC FACULTY OF THEOLOGY, UNIVERSITY OF ZAGREB

I. GENERAL DIRECTIVES

Article 1

These *Regulations* set the goal, the purpose, the area of evaluation, and the structure and function of the system for quality assurance at the Catholic Faculty of Theology of the University of Zagreb (further in the text, Faculty), especially the role of the Faculty Board of the Catholic Faculty of Theology of the University of Zagreb (further in the text, Faculty Board) in the system for quality assurance, the structure and function of the Committee for Faculty Quality Assurance (further in the text, Committee), the structure and function of the Office for Faculty Quality Assurance (further in the text, Office), and the area within which the measures and activities for quality assurance at the Faculty are being carried out.

Article 2

The goal of quality assurance is to build mechanisms for promoting quality and reaching its highest levels in the educational, scientific, and artistic activities, as well as in the professional and administrative activities of the Faculty.

Article 3

(1) The purpose of the system for quality assurance is to establish the principles, the criteria, and the methods for quality assurance by following the provisions of the *Law on Quality Assurance in Science and Higher Education* and the *Statute of the University*, and by taking in consideration the *Standard and Guidelines for Quality Assurance in the European Higher Education Area*.
(2) In order to operationalise the accomplishment of the purpose defined in paragraph 1 of this article, the Faculty Board will adopt the *Manual for Quality Assurance at the Faculty*.

Article 4

(1) The system for quality assurance at the Faculty is used by all inner and outer participants in the teaching process, and the scientific-research and professional work of the Faculty.
(2) The inner participants are students, teachers, collaborators, administrative, technical, and auxiliary staff employed by the Faculty. All inner participants of the Faculty are personally responsible for quality assurance in areas of their activity and jurisdiction.
(3) The outer participants are Congregation for Catholic Education and legal and physical persons related to activities of the Faculty.
(4) The outer participants take part in the system for quality assurance as a source of data and evaluation attitudes.

II. AREAS OF QUALITY ASSURANCE

Article 5

The areas within which the measures and activities for quality assurance are being carried out are:
(1) Governance of the institution for higher education and quality assurance
- Development of the system for quality assurance at the Faculty, its alignment with the system for quality assurance at the University, and its continuous improvement
- Adoption and implementation of strategy of development and systematic strategic and activity planning
- Development of strategic and legal documents and adequate organisational structure for following and improving the quality of education, research and professional work
- Adoption and implementation of a set of formal rules of ethical behaviour in accord with the mission of the Faculty.

(2) Study programmes and programmes for lifelong education
- Status of study programmes and programmes for lifelong education
- Approval of study programmes and programmes for lifelong education
- Criteria and procedures for enrolment of students and enrolment quotas
- Study load and allocation of ECTS points
- Contents and outcomes of study
- Teaching methods aligned with outcomes of study
- Linkage to scientific-research and professional work
- Availability of relevant literature, equipment, and other study resources
- Systematic monitoring of learning process, teaching, and students' accomplishments
- Periodic evaluation of study programmes and programmes for livelong education
- Alignment with similar programmes within the University of Zagreb and with programmes of other institutions of higher education in the Republic of Croatia
- Participation of students in quality control activity.

(3) Grading of students
- Following and assessing whether the planned outcomes of learning and the goals of study programmes have been reached
- Criteria, rules, and methods of grading students
- Alignment of grading procedure with the relevant legal acts

- Administration of grading procedure and possibility of reviewing regularity of the procedure
- Following advancements and achievements of students during their study.

(4) Student support
- Information packages (web page, brochures, etc.) on study programmes for future students
- Support of students in their learning activities (counselling, mentorship, demonstrations, etc.)
- Support of students in their extracurricular activities
- Support of students with disabilities
- Possibility of counselling in general and counselling on professional development
- Contacts with alumni.

(5) Teachers and collaborators
- Disposition of necessary skills and experiences needed for quality teaching
- Continuous education for improvement of learning and teaching processes
- Evaluation and self-evaluation of teachers
- Planned employment and promotion of teachers for assuring the necessary competencies of teachers and their continuous advancement
- Balancing of load ratios.

(6) Scientific-teaching, scientific-research and professional activity
- Alignment with the mission and the strategy of development of the Faculty
- Setting of priorities for scientific and professional activities
- Planning and realisation of collaboration with other scientific organisations, cultural and public organisations, and with state institutions
- Care for research assistants
- Following of research and professional activities.

(7) Mobility and international collaboration
- Mobility of students and teachers in relation to other universities in the country and abroad
- Participation and activity in international associations
- Participation in international projects of mobility of teachers, students, and non-teaching staff
- Collaboration with other bodies within the University and with other institutions of higher education in realisation of mobility of students and teachers and in realisation of quality of teaching, research, professional, and administrative activities
- Collaboration with the Office for International Collaboration of the University and with other institutions of higher education abroad.

(8) Resources: professional services, space, equipment, and finances
- Availability of teaching and research and professional activity equipment in classrooms and computer classrooms
- Availability of relevant literature in libraries
- Wider net of relevant institutions (for instance, schools, institutions for internship, etc.)
- Qualification of administrative-technical staff
- Assuring financial sustainability

- Transparency of financial activities.

(9) Public character of activity
- Publication of study programmes and information on study programmes
- Public character of executive plans of study programmes
- Information on those possibilities that are conducive for quality of studying
- Publication of regulations, instructions, and criteria
- Public character of exams and theses' defences
- Punctuality, objectivity, and availability of published data and information
- Protection of personal information.

III. STRUCTURE AND ACTIVITY

Article 6

(1) The bodies of the Faculty which are responsible for the system for quality assurance are Faulty Board and Committee.
(2) The administrative and professional support to the work of those bodies is provided by the Office.

Article 7

(1) The system for quality control is governed by the Faculty Board.
(2) The Faculty Board, following the recommendation of the Dean, names the President and Members of the Committee.
(3) The Faculty Board, following the recommendation of the Committee:
- makes the decisions on accepting strategy for development, manuals on quality, and procedures for quality assurance in all areas of activity of the Faculty
- makes the decisions on approval, periodic evaluation, and changes in study programmes and programmes for lifelong education
- makes the decisions on measures and activities in reference to the system for quality assurance in accordance with the Faculty Board's competencies and needs of the system for quality assurance, especially,
    - the decisions on modifications of the inner structure of the Faculty and structures of job positions, in accordance with the needs of teaching and scientific-research activities
    - the decisions on additional conditions for scientific-research and assistant job positions, and other decisions on measures and activities in reference to the system of quality assurance and in accordance with the Faculty Board's competencies and needs of the system for quality assurance.

Article 8

(1) The Committee is an advisory and professional body of the Faculty Board and the Dean.
(2) The Committee consists of minimum seven (7) Members. The Members of the Committee are:

-   Vice Dean for education who is also the President of the Committee
-   Four (4) representatives of the employees in scientific-research and assistant positions
-   One (1) representative of students
-   One (1) representative of administrative and technical staff

(3) The representative of administrative and technical staff is at the same time an employee of the Office.
(4) The mandate of the President lasts as long as his/her mandate as the Vice Dean.
(5) The mandate of the representatives of employees in scientific-teaching and assistant positions is two (2) years.
(6) The mandate of the representative of students is one year.
(7) The mandate of the representative of administrative and technical staff is regulated by a separate decision of the Dean.
(8) The mandate of a Member of the Committee can be given again.

Article 9

(1) A Member of the Committee can be discharged from his/her duty before his/her mandate is over if:
-   If s/he stops performing the duty that was the basis on which s/he became a Member of the Committee
-   If s/he requests to be discharged
-   If s/he does not participate in the work of the Committee or if in his/her work s/he does not follow the decisions of the Committee and the Faculty Board and the directives relevant for the system for quality assurance
-   On the Dean's motion, the Faculty Board reaches a decision for his/her discharge.

(2) The decision on discharge is reached by the Faculty Board based on the Dean's motion and this decision also names a new Member of the Committee, whose mandate lasts as long as the mandate of the discharged Member.

Article 10

(1) The Committee plans, coordinates, carries out, follows, and evaluates measures and activities concerning quality assurance at the Faculty and, especially, within the Faculty Board.
- it suggests adoption of strategic documents and directives for quality assurance
- it suggests adoption of decisions for quality assurance which are within the jurisdiction of the Faculty Board, based on article 7 of these *Regulations*.
- it submits periodic reports on its work and on measures and activities concerning quality assurance
- it suggests yearly plan of measures and activities concerning quality assurance
- it submits an opinion on suggested study programmes and programmes for lifelong education, as well as on suggested changes on and additions to those.
(2) It carries out measures and activities related to the Faculty self-evaluation.
- it develops quality indicators specific to the Faculty (for instance, the number of applications in relation to signing quotas, the number of teachers in relation to the number of students, the work achievements in scientific-research projects, emigrating and immigrating mobility of students, especially those of Croatian nationality living abroad, the number and quality of scientific production of the Faculty, etc.)

- it follows and coordinates the participation of the participants of the system for quality assurance in activities for quality assurance
- it participates in preparation and procedure of exterior evaluation
- it follows and evaluates teaching and other educational processes, their material and organisational conditions, and it suggests measures and activities aimed at their improvement
- it evaluates the quality of the general and specific competencies gained during study programmes
- it develops indicators of improvement of the quality of teaching (for instance, reaching the planned outcomes of studying, the application of e-studying, transience, availability of literature, employment of students)
- it follows and evaluates the work of teachers and their competencies, and it suggests measures and activities aimed at their improvement
- it follows and evaluates the efficiency of students, and it suggests measures and activities aimed at their improvement
- it follows insurance processes and coordinates support for students in curricular and extra-curricular activities
- it follows engagement of research-teaching and assistant staff in available programmes of international exchange
- it follows and evaluates the work of employees in administrative and professional services and their competencies, and it suggests measures and activities aimed at their improvement
- it follows and evaluates the standard procedures in administration and it suggests measures and activities aimed at their improvement
- it coordinates the structuring and activation of the programme for lifelong education
- it represents the Faculty in the system for quality assurance at the University of Zagreb and it carries out other measures and activities related to quality assurance.
(3) In its work the Committee collaborates, through competent bodies of the Faculty, with the Congregation for Catholic Education, with the Committee for Quality Management of the University of Zagreb, with the Office for Quality Management of the University of Zagreb, with the Agency for Science and Higher Education, and with the inner and the outer participants of the system for quality assurance of the Faculty.

Article 11

(1) The Committee works through meetings. Representatives of other advisory and professional bodies can be present at Committee meetings.
(2) The meeting is convened by the President of the Committee according to the need, but not less than once in every two months.
(3) The President is obliged to convene a Committee meeting if at least two Members of the Committee demanded it.
(4) The Committee can decide if the majority of the Members are present at a meeting.
(5) The Committee reaches its decisions by public voting. A decision is reached if more than half of all the Members voted for it.
(6) The work of the Committee has a public character.

Article 12

(1) The Committee makes a yearly and long-term plan of measures and activities related to quality assurance and in accordance with the Faculty's directives for development strategy currently in effect.

(2) A yearly plan of measures and activities is promulgated by the Faculty Board based on the motion of the Committee at the beginning of each academic year.

(3) The Faculty Board, based on the motion of the Committee, also brings out a long-term plan of measures and activities, which is made for a period of five years.

(4) The Committee is obliged to deliver those plans of measures and activities to the Office for Quality Management of the University of Zagreb.

(5) The Committee submits a report on its work to the Faculty Board at least once a year.

(6) The accepted yearly report mentioned in paragraph 5 of this article is delivered to the Office for Quality Management of the University of Zagreb.

Article 13

(1) The Office extends administrative and professional support to the Committee and it participates in implementation of the decisions on measures and activities related to the system for quality assurance reached by the Faculty Board and the Committee.

(2) In its work the Office collaborates with the Office for Quality Management of the University of Zagreb.

(3) The work of the Office and its structure is regulated by a separate decision of the Dean, in accordance with the previously accepted inner structure of the Catholic Faculty of Theology (KBF) and the structure of its job positions.

IV. FINAL AND TRANSITIONAL DIRECTIVES

Article 14

Until founding and establishing membership of the Office mentioned in article 13 of these *Regulations,* all the listed tasks will be carried out by the temporary Office for Quality Assurance, which is founded by a decision of the Dean.

Article 15

(1) The *Regulations* will become valid eight days after their publication on the notice board of the Faculty.

(2) The *Regulations* will also be published at the web page of the Faculty.

Number: 01-71/1-2013.

Dean

Prof. Dr. Sc. Tonči Matulić

The *Regulations* have been published on the notice board of the Faculty on January 22, 2003.