

UNIVERSITY OF ZADAR

Department of History

Class: 602-04/11-08/10

Reg. 2198-1-79-38/11-01

Zadar, September 12, 2012

Pursuant to Article 3, paragraph 3 of the Ordinance of Quality Assurance System at the University of Zadar (June 2010), in accordance with Article 18, paragraphs 5 and 6 of the Law on Quality Assurance in Science and Higher Education (Narodne novine, no. 45/09), Department of History Council, University of Zadar, at its regular meeting held on September 12, 2011, adopted

ORDINANCE

On quality assurance system at the Department of History, University of Zadar

I. GENERAL PROVISIONS

Article 1

This ordinance prescribes the structure of quality assurance system of the Department of History, University of Zadar (hereinafter: the Department).

Article 2

The purpose of the quality assurance system at the Department is systematic and continuous improvement of all the aspects of scientific, educational, professional, and administrative activities in order to promote high professional and vocational standards of all who participate in the system. The objective of the system is to create conditions for continuous monitoring of various quality indicators and measures for improvement and enhancement of the said indicators. The quality assurance system at the Department is implemented in accordance with the correspondent legislation, decisions of the University's Senate, adopted recommendations of relevant national and international organizations and agencies, and collaboration and coordination with other bodies of the quality assurance system at the University of Zadar.

II. AREAS IN WHICH QUALITY ASSURANCE SYSTEM IS PROMOTED

Article 3

Areas in which quality assurance system is promoted are:

- teaching,
- science,
- projects,
- publishing,
- contribution to society, and
- administration.

III. ORGANIZATION AND OPERATIONS

Article 4

Bodies of the system

Bodies which carry out the quality assurance system at the Department are:

- The Head of Department and the Deputy Head of Department (hereinafter: the Management),
- Office for Quality Assurance at the University,
- Quality assurance Committee for at the University,
- Committee for Internal Revision of Quality Assurance System at the University,
- Quality Assurance Committee at the Department,
- Departmental coordinators for quality assurance.

Article 5

The Management

The Department Management is responsible for determining priorities, guidance and encouragement of procedures' implementation, and constant promotion and monitoring of quality improvement at the Department.

Furthermore, the Management:

- ensures effectiveness of procedures for improving quality;
- encourages improvements in internal quality assurance mechanisms;
- proposes specific projects and activities to the Committee and departmental coordinators;
- encourages innovations and development in order to ensure and improve quality,
- monitors the activities of the Quality Assurance Committee at the Department, in collaboration with the Department of History Council (hereinafter: the Department Council)

Article 6

Quality Assurance Committee at the Department of History

Quality Assurance Committee at the Department of History (hereinafter: the Committee) is an advisory body, established by the decision of the Department Council. Members, activities, and scope of the Committee's operations are governed by a separate Rules of Procedure, which is adopted by the Department Council on the proposition of the president of Committee. The Committee answers to the Department Council.

Article 7

Departmental Quality Assurance Coordinator

The Department Council elects the president of the Committee, who is also the departmental coordinator for quality assurance. The coordinator collaborates with the Quality Assurance Committee at the University, Committee for Internal Revision of Quality Assurance System at the University, and the Office for Quality Assurance at the University.

Article 8

Quality Assurance Committee at the Department

The Committee has three (3) members:

- One (1) teacher in scientific-academic position at the Department,
- One (1) teacher in academic position or a professional associate,
- One (1) representative of the students at the Department.

Committee members from the ranks of faculty members are appointed by the Department Council. Student representative in the Department Council is also a member of the Committee.

Article 9

Committee for Internal Revision of Quality Assurance System at the University

- (1) The Department Council appoints Committee for Internal Revision of Quality Assurance System at the Department, according to the needs of internal and requirements of external evaluation. The Committee, after it has completed the revision, reports the results to the Department Council and, in case of external evaluation, delivers the report to corresponding authorities and publishes it on the Department's website
- (2) The Committee for Internal Revision of Quality Assurance System consists of three members: One (1) teacher in scientific-academic position at the Department, one (1) teacher in academic position or a professional associate, and one (1) representative of the students at the Department.
- (3) Committee members from the ranks of faculty members are appointed by the Department Council. Student representative in the Department Council is also a member of the Committee.

IV. FINAL PROVISIONS

Article 10

This Ordinance is adopted by the Department Council. Amendments to the Ordinance are performed in the same manner as its adoption.

Article 11

This Ordinance enters into force on the date of its enactment, and is accessible to the public on the Department's website.

President of Quality Assurance Committee
at the Department of History
Milorad Pavić, PhD

Head of Department of History
Prof. Mithad Kozličić, PhD