

UNIVERSITY OF ZADAR

Department of History

Class: 602-04/11-08/09

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

Zadar, September 12, 2012

Pursuant to Article 9 of the Ordinance on 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 the

**RULES OF PROCEDURE
of Quality Assurance Committee at the Department of History, University
of Zadar**

I. GENERAL PROVISIONS

Article 1

These Rules of Procedure regulate the establishment, members, and scope of operations of the Quality Assurance Committee at the Department of History, University of Zadar (hereinafter: the Committee), and the rights and duties of Committee members.

Article 2

Operations of the Committee is determined by these Rules of Procedure, adopted by the Department of History Council (hereinafter: the Council), and the Rules of Procedure for Quality Assurance Office, adopted by the University's Senate.

II. ESTABLISHMENT AND AUTHORITY OF THE COMMITTEE

Article 3

The Committee is established by a decision of the Council and serves as an advisory body of the Council.

Article 4

The Committee's scope of operations includes:

- Encouraging the spread of quality culture at the Department of History (hereinafter: the Department);
- Participating in definition of quality standards and criteria of teaching, scientific, professional, publishing, and administrative activities of the Department;
- Considering of new approaches and ways of performing and improving teaching;
- Creating and updating the Manual for Quality Assurance at the Department;
- Collecting information on the quality of work at the Department;
- Developing institutional mechanisms for evaluating different aspects of work quality;
- Keeping record of all aspects of at the Department;

- Participating in development of procedures that regulate the work quality at the Department.

III. MEMBERS OF THE COMMITTEE

Article 5

The Committee consists of three members: one faculty member in scientific and academic position at the Department, one professional associate of the Department, and one student at the Department. Student representative in the Committee is usually the deputy student representative in the Council.

Article 6

Members and the President of Committee are elected at the Council meeting. President of Committee is also the coordinator of the Department's quality assurance system. A student cannot become the President of Committee.

Article 7

Committee members' mandates last two years, beginning with the date of election. Each member may be repeatedly re-elected for duty.

Article 8

Procedure for dismissal of individual members or the entire Committee can be initiated by the Head of Department or the majority of the Council members. The procedure is carried out at the Council meeting as one of the topics on the agenda. Committee members can initiate procedure for dismissal at their own request.

IV: OPERATION OF THE COMMITTEE

Article 9

The Committee operates at meetings scheduled on the proposal of the President of Committee. Exceptionally, a meeting can be scheduled by the University of Zadar or any other Committee member.

Article 10

Meetings are chaired by the President of Committee or, exceptionally, the person who convened the meeting. The chairperson gives the floor to participants and, in case of disturbance of order, can take the floor; issue reprimands or remove participants from the meeting. Removal from the meeting is final after voted upon by the Committee.

Article 11

At the beginning of a meeting the chairperson constitutes a quorum and puts the agenda to vote. The quorum required for decision-making consists of more than half members of the Committee.

Article 12

Voting at the Committee meetings is public, unless the Committee decides otherwise. Any member of the Committee can propose secret voting.

Article 13

Minutes of the meetings are kept by the Department Secretary or a person appointed for the duty at the beginning of the meeting by the Committee members. At the beginning of a meeting, Committee members may present their objections to the minutes of the previous meeting. The Committee decides on the grounds of objections. Minutes is adopted if there are no objections towards it or if the objections are accepted. An adopted minute is signed by the president of Committee and the scorer. Signed minutes are kept in the Department's archives.

Article 14

The Committee meets at least once during each semester. Meetings can be scheduled if necessary to take appropriate actions related to quality assurance at the Department.

Article 15

President of Committee prepares the meetings in collaboration with the Department Secretary. Invitations are delivered to the members by post and email at least three days before the meeting is scheduled and contain draft agenda and corresponding materials. Committee members can send their amendments to the agenda to the president of Committee or present them at the meeting.

Article 16

If necessary, other Department employees may be included in the Committee's work, which is decided upon at Council meetings, based on a request of the president of Committee. At Council meetings, the president of Committee may request the participation of persons outside the Department. Persons who are not members of the Committee may participate in discussions but cannot participate in decision-making.

Article 17

President of Committee is responsible for implementation and realization of the conclusions and tasks issued at Committee meetings, while the Council is responsible for its monitoring.

Article 18

The Committee answers to the Council. The Committee reports all their meetings to the Council.

Article 19

The Committee cannot make decisions under the jurisdiction of the Council.

At the request of the Committee, the Head of Department, the majority of Council members, or a person who proves to have legal interest in the matter, the Committee has to provide a valid interpretation of its decisions at a meeting.

VI. FINAL PROVISIONS

Article 20

The provisions of these Rules of Procedure are binding for all Committee members. The president of Committee is responsible for implementation of these Rules of Procedure.

Rules of Procedure are adopted at a Council meeting on the proposal of the president of Committee.

Article 21

Rules of Procedure can be amended as needed at Council meetings on the proposal of any member of the Committee, the Head of Department, or the majority of Council members.

Article 22

These Rules of Procedure enter into force on the day of enactment and are available to the public at 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