



## **STANDARDS FOR ACCREDITATION OF HIGHER EDUCATION INSTITUTIONS**

**Banja Luka, 2022**

## **STANDARD 1: Quality assurance policy**

This standard is aligned with criterion 1. of the Criteria for accreditation of higher education institutions in Bosnia and Herzegovina and standard 1.1 of Standards and guidelines for quality assurance in the European Higher Education Area (ESG)

### **Requirement 1.1: Basic tasks and goals of the higher education institution**

*The higher education institution has established goals that are in accordance with the goals of higher education established by law.*

#### **Guidelines for the application of Requirement 1.1:**

- 1.1.1. The higher education institution has a clearly defined vision and mission, which have been developed and improved in consultation with relevant stakeholders and are publicly available.
- 1.1.2. The higher education institution has clearly established goals that demonstrate the social justification for the existence of the higher education institution, determine the general direction of its activities and are the basis for recognizing the priorities of the higher education institution in its future work.
- 1.1.3. The objectives of the higher education institution, expressed succinctly, are determined by the governing body of the higher education institution and are published in the appropriate publication of the institution.
- 1.1.4. The goals are concrete, achievable and measurable in accordance with the available possibilities and more closely determine the activity of the higher education institution.
- 1.1.5. The higher education institution, in consultation with stakeholders, develops a strategy that is formally adopted and publicly available. The strategy refers to the teaching process, scientific research and artistic work, contribution to the development of society, including concrete and achievable strategic goals and activities of the higher education institution. The higher education institution has an established system and procedures for implementation, monitoring and further development of strategy and action plans.
- 1.1.6. Within the framework of the strategy, the higher education institution of the university level defines the strategic directions of the development of the third mission of the university through cooperation with business and the wider social community.
- 1.1.7. A higher education institution may have a special internationalization strategy or, within the strategy of a higher education institution, define international aspects of work, including a framework plan of activities such as student mobility, joint study programs, international projects and other issues of importance for the institution's internationalization.<sup>1</sup>

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<sup>1</sup> This guideline is binding for higher education institutions of university level, while it is recommended for institutions of college level.

## **Requirement 1.2: Planning and control**

*The higher education institution plans and controls the results of all forms of educational, scientific, artistic, research and professional activities within its operations.*

### **Guidelines for applying Requirement 1.2:**

- 1.2.1. The higher education institution has a prescribed procedure for short-term and long-term planning. Planning is done based on the analysis of internal and external factors. Planning is based on systematic and continuous data collection and their professional analysis. Planning results are planning documents that are available to the public and are applied in practice.
- 1.2.2. The higher education institution regularly and systematically checks the fulfillment of basic goals. The check is performed by comparing the planned and achieved goals and by comparing the results of the higher education institution with its results in the previous period and with the results of similar higher education institutions in the country and the world. The results of the check are part of the work report and/or self-evaluation report of the higher education institution, which are available to the public.
- 1.2.3. The higher education institution regularly reviews the effectiveness of implemented planning and control and works on their improvement.

## **Requirement 1.3: Organization and management**

*The higher education institution has an organizational structure and management system that ensure the achievement of the goals of the higher education institution.*

### **Guidelines for applying Requirement 1.3:**

- 1.3.1. The organization of a higher education institution is regulated by the statute of the institution and is in accordance with the goals of the higher education institution.
- 1.3.2. The powers and responsibilities of the management body, professional bodies of the higher education institution, as well as the student parliament are determined by the statute of the higher education institution.
- 1.3.3. The work of management bodies, professional bodies and the student parliament is periodically evaluated.
- 1.3.4. The higher education institution encourages the active engagement of students in management processes.

## **Requirement 1.4: Internal mechanisms for quality assurance**

The higher education institution adopts and implements a quality assurance strategy in its work.

### **Guidelines for applying Requirement 1.4:**

- 1.4.1. The quality assurance strategy is adopted as a separate document or as an integral part of the strategy of the higher education institution.
- 1.4.2. The system of internal quality assurance is aimed at the constant improvement of the higher education institution and provides support for the improvement of the teaching process, scientific research and artistic work, contribution to the development of society and management and administrative processes.
- 1.4.3. The higher education institution establishes and monitors a set of key indicators of the institution's work quality.
- 1.4.4. The higher education institution includes all stakeholders (representatives of students, graduates, labor market, professional associations, employers) in the creation and development of the internal quality assurance system.
- 1.4.5. The higher education institution establishes a clearly and thoroughly formulated quality assurance policy, from which procedures for internal quality assurance arise, which also include clear responsibilities. The quality assurance policy, which is publicly available, prescribes mechanisms for ensuring the quality of the teaching process, management of the higher education institution, non-teaching activities, as well as working and studying conditions.
- 1.4.6. The higher education institution forms a special body in charge of quality assurance, consisting of teachers, associates, non-teaching staff and students.
- 1.4.7. Self-evaluation is an integral part of the quality assurance strategy/policy and is carried out at intervals of no more than two years. In the self-evaluation process, students' assessment of the quality of the teaching process is considered.
- 1.4.8. The higher education institution especially monitors the quality of teaching, conducting exams, the success of students in studying as a whole and in individual subjects, the quality of textbooks and undertakes the necessary measures to eliminate observed deficiencies.
- 1.4.9. Students have an active role in making and implementing the quality assurance strategy/policy. The assessment of the quality of the teaching process, which is determined by surveying students, is particularly important.
- 1.4.10. The student survey includes the assessment of student satisfaction with the quality of the teaching process, but also with all other segments of the higher education institution's work that are important for students, and based on the analysis of the survey results, measures to improve the work of the higher education institution are defined. Analysis of survey results, improvement measures and analysis of implementation of measures are an integral part of the self-evaluation report.

## STANDARD 2: Developing and approving the program

This standard is aligned with criterion 2 of the Criteria for Accreditation of Higher Education Institutions in Bosnia and Herzegovina and standard 1.2 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

*The study programs of the higher education institution are in accordance with the basic tasks and goals and serve their fulfillment. The content of qualifications and diplomas of certain types and levels of study correspond to the character and goals of the study programs. The description of the qualifications of each study program must be precisely defined and correspond to a certain level of the European Qualifications Framework. The higher education institution systematically and effectively plans, implements, monitors, evaluates and improves the quality of study programs.*

**Guidelines for the application of the part of the requirement related to the type and degree of study:**

- 2.1. Each study program is a connected and coordinated whole that includes goals, structure and content, policy and procedure of student enrollment, learning methods and methods of knowledge assessment, learning outcomes and student competencies. A higher education institution offering multiple study programs ensures that all programs meet basic quality standards and that there is a necessary degree of consistency between them.
- 2.2. The procedures for creating, innovating and adopting study programs are in accordance with the strategy of the higher education institution.
- 2.3. The higher education institution publishes the objectives of each of the study programs it carries out. Objectives include the attainment of specific knowledge and expertise and the methods for acquiring them. Goals may include developing creative abilities and mastering specific practical skills needed for career development.
- 2.4. The higher education institution has established procedures that ensure that the planned learning outcomes and the use of the credit system expressed through ECTS points are in accordance with the valid qualification framework, that they are applied to all study programs, and that there are opportunities for acquiring knowledge and skills outside the institution.
- 2.5. Each course from the study program is expressed by the number of ECTS points. The scope of studies is expressed by the sum of ECTS points. The transfer of ECTS points between different study programs is based on the number of ECTS points and learning outcomes.
- 2.6. The higher education institution analyzes study programs in terms of their compatibility with other similar study programs that are carried out at accredited higher education institutions in countries that are signatories to the Bologna Declaration. The institution prepares a report on compatibility with at least three such study programs, especially in the part that refers to the subjects that make up the essence of the qualification or are aimed at a more detailed study of the corresponding narrower scientific/artistic field.
- 2.7. The structure of the study program is based on the development of the competencies of graduated students, and the learning outcomes that express what the student will know, understand or be able to do after completing the education process on the study program.
- 2.8. The starting point for planning the curriculum based on the learning outcomes are the competencies of the graduated students. Therefore, the study program must have defined

learning outcomes, course content and methods of working with students. Learning outcomes must be defined at the level of each cycle of the study program, as well as at the level of each subject within the cycle.

- 2.9. At the level of the study program, it is necessary to create a matrix of learning outcomes that allows insight into the mutual compatibility of learning outcomes at the level of the study program and at the level of all subjects studied during the studies in such a way that the learning outcomes of each subject must contribute to the learning outcomes at the level of the study cycle, and that all learning outcomes at the cycle level must be achieved through different subjects. Student competencies and learning outcomes must be logically connected in such a way that the learning outcomes are statements of what competencies the student should acquire after successfully completing the study process, with the fact that the acquired competencies may exceed the learning outcomes. Learning outcomes must be logically linked to ECTS credits. In the context of linking learning outcomes and ECTS credits, it is necessary to take into account the available time that the student must devote to the duties within the given subject and the student's ability to achieve the planned outcomes in that time.
- 2.10. It is recommended that learning outcomes be defined in accordance with one of the existing methodologies using different hierarchical levels of learning (factual knowledge, understanding, application, analysis/synthesis, evaluation and creation).

**Guidelines for the application of the part of the requirements related to the qualifications acquired by students:**

- 2.11. Qualifications acquired by students at the end of the first cycle of academic studies:
  - knowledge and understanding of basic principles in the field of study,
  - recognition of problems that arise in practice and the possibility of their quick and efficient solution,
  - ability to work in a team in a multidisciplinary environment,
  - spreading and monitoring the development of the latest achievements, recognizing the need and possibilities of applying those achievements,
  - developed skills of selfsustaining education.
- 2.12. Qualifications acquired by students at the end of the second cycle of academic studies:
  - knowledge and understanding from the field of study, which complements the knowledge acquired during the transition cycle of studies and represents the basis for developing critical thinking and application of knowledge,
  - ability for independent or team scientific research work, leading a research project and easy involvement in modern scientific and professional achievements,
  - the ability to independently perceive problems and tasks that need to be solved through certain research, which can increase the efficiency and cost-effectiveness of a certain procedure or system,
  - the ability to integrate knowledge, solve complex problems and reasoning on available information about social and ethical responsibility for applying their knowledge.

- 2.13. Qualifications acquired by students upon completion of the first cycle of professional studies:
- knowledge and understanding of basic principles and tasks in the profession they are engaged in,
  - possessing the cognitive and practical skills necessary to fulfill tasks and solve problems by selecting and applying basic methodologies, tools, materials and information,
  - ability to work in a team in a multidisciplinary environment,
  - adapting one's own behavior and actions to the circumstances, with the aim of solving the problem,
  - developed skills of independent education,
  - compliance with the professional code.
- 2.14. Qualifications acquired by students at the end of the second cycle of professional studies:
- advanced skills with demonstrated competence and innovation necessary to solve complex and unpredictable problems in a specialized field of work or study,
  - specialized problem-solving skills necessary for innovation in order to create new knowledge and procedures and to integrate knowledge from different fields,
  - the ability to manage and adapt to unpredictable working or learning conditions, which requires a strategic approach.

### **STANDARD 3: Student-centred learning, teaching and assessment**

**This standard is aligned with criterion 3 of the Criteria for Accreditation of Higher Education Institutions in Bosnia and Herzegovina and standard 1.3 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).**

*A higher education institution encourages and provides student-centred learning, teaching and assessment.*

#### **Guidelines for the application of Standard 3:**

- 3.1. At the higher education institution, modern active learning and teaching strategies are defined and applied, which put the student in the focus of the education process.
- 3.2. The implementation of teaching content is interactive, stimulating and expedient.
- 3.3. The higher education institution uses active teaching methods (dialogic, research, simulations, content analysis, projects, learning through problem solving, games, case studies, etc.). Teachers are encouraged to adapt work methods to the needs of students.
- 3.4. The higher education institution takes care of the compliance of planned learning outcomes with teaching methods and methods of evaluating the achievement of learning outcomes.
- 3.5. The higher education institution has defined ways of encouraging student motivation for an active role in their own learning process. The student is expected to be involved, engaged and responsible in acquiring the knowledge and skills necessary for successfully mastering the studies.

- 3.6. The higher education institution, in addition to factual, conceptual and procedural knowledge, especially encourages the acquisition of metacognitive knowledge in students with the aim of readiness for successful lifelong learning in modern society.
- 3.7. The higher education institution applies procedures that guarantee a fair, transparent and consistent way of evaluating students and foresees the possibility of student appeals. Procedures are formalized and publicly available.
- 3.8. The higher education institution encourages and ensures the international mobility of students, and manages the system for the dissemination of their experiences and examples of good practice.
- 3.9. The higher education institution provides additional support to students from vulnerable groups. Additional support is provided without discrimination on any basis to any student from vulnerable social groups who, due to a socio-economic disadvantage, the existence of sensory, motor, intellectual or other forms of disability, learning difficulties and other reasons, needs additional support in education. Additional support includes services provided to students in order to fulfill their academic obligations under equal conditions. Forms of additional support are:
  - adaptation of textbooks (electronic format, audio format, Braille format) in accordance with the regulations of the higher education institution related to adaptation of the content and/or format of textbooks,
  - organizing classes in accordance with the student's time and other restrictions (restrictions regarding the transportation of wheelchair users, organizing classes in an accessible space within the jurisdiction of the higher education institution, etc.),
  - providing the necessary assistive technology for the needs of fulfilling academic obligations,
  - providing other services that are necessary so that students from sensitive groups can fulfill their academic obligations under equal conditions.
- 3.10. The higher education institution prescribes the criteria for providing support to students from vulnerable social groups, with the detailed support mechanisms that the higher education institution provides, under what conditions, as well as the sources of financing those services.
- 3.11. A student with a disability takes the exam in a way adapted to his abilities.
- 3.12. The teaching group consists of all students enrolled in a specific study program who attend lectures and exercises on the subjects of that study program together. The minimum number of students in the teaching group per study program is:
  - a) for social sciences and humanities:
    - 1) 30 in lectures and 2) 15 in exercises,
  - b) for medical and health sciences, engineering and technology, agricultural and natural sciences:
    - 1) 15 in lectures and 2) five in exercises,
  - c) for arts and sports:
    - 1) five in lectures and 2) one in exercises.The maximum number of students in the teaching group per study program is:
  - a) for social sciences and humanities:
    - 1) 100 in lectures and 2) 30 in exercises,
  - b) for medical and health sciences, engineering and technology, agricultural and natural sciences:



- 1) 50 in lectures and 2) 15 in exercises,
- c) for arts and sports:
  - 1) 15 in lectures and 2) five in exercises.

A new teaching group on the same study program is established when the number of enrolled students that exceeds the maximum number for lectures is greater than the prescribed minimum number, and the practice groups are determined accordingly. Exceptionally, the maximum number of students in a teaching group can be increased to a maximum of 30% in the event that the conditions for establishing a new teaching group are not met.

The minimum and maximum number of students in experimental exercises is determined depending on the nature of the study program and cannot exceed 10 students per group.

#### **STANDARD 4: Enrollment and advancement of students, recognition and certification**

**This standard is aligned with criterion 4 of the Criteria for Accreditation of Higher Education Institutions in Bosnia and Herzegovina and standard 1.4 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).**

*In accordance with the basic tasks, the higher education institution determines the conditions for student enrollment and provides the students with the necessary conditions for successfully mastering the study programs.*

##### **Guidelines for the application of Standard 4:**

- 4.1. The higher education institution announces a competition for enrollment in studies. The competition includes: the number of students for certain study programs, enrollment requirements, criteria for determining the order of candidates, the procedure for conducting the competition, the method and deadlines for submitting an appeal to the established order, as well as the amount of tuition paid by students whose studies are not financed from the budget.
- 4.2. The higher education institution has a guide for freshmen that contains all relevant data on study programs, including data from the Employment Agency on the number of unemployed persons with various degrees of higher education obtained at the higher education institution.
- 4.3. The number of students that a higher education institution enrolls must be aligned with the personnel, spatial and technical-technological capabilities of the higher education institution and the needs of the labor market.
- 4.4. A candidate for enrollment in the studies of the first cycle of studies takes an entrance exam or an exam to check aptitude and ability, in accordance with the statute of the higher education institution. The order of candidates is determined on the basis of the general success achieved in secondary education and the results of the entrance exam, i.e. the aptitude and ability test.

- 4.5. The higher education institution has an established system for the recognition of qualifications and periods of study in accordance with the Lisbon Convention on the Recognition of Qualifications, and prior learning.
- 4.6. The higher education institution provides vertical and horizontal mobility of students.
- 4.7. The higher education institution continuously and systematically monitors the success of students and their progress in each of the study programs it carries out and undertakes support measures in case of unsatisfactory student success.
- 4.8. The student's success in mastering a particular subject is continuously monitored and evaluated during the course. The student's overall grade in one subject consists of the grade the student received for the pre-exam obligations and for the knowledge demonstrated in the final exam. The minimum participation of the grade that the student receives during classes in the total grade is 30%, and the maximum is 70%.
- 4.9. A person who completes his studies acquires a corresponding professional, academic or scientific title. The higher education institution provides students with a certificate of graduation, including a supplement to the diploma, in a timely manner.
- 4.10. The higher education institution provides adequate conditions and supports the academic progress of students, providing equal opportunities.

## **STANDARD 5: Teaching staff**

**This standard is aligned with criterion 5 of the Criteria for Accreditation of Higher Education Institutions in Bosnia and Herzegovina and standard 1.5 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).**

### **Requirement 5.1: Competencies and number of teachers**

*The higher education institution employs a sufficient number of teachers and associates who enable the fulfillment of the institution's goals with their scientific, artistic and teaching activities. The teaching staff competently realizes the study programs. Teachers have an obligation to improve their teaching, scientific and artistic competences.*

#### **Guidelines for applying requirement 5.1:**

- 5.1.1. The higher education institution provides teachers and associates who meet the conditions for election to the appropriate title, in accordance with the law and the act that regulates the conditions for election to the title. Teachers must have a valid election for a scientific-teaching, artistic-teaching, teaching or scientific title at one of the accredited higher education institutions or scientific research organizations that have a competent electoral body in the field for which the choice is made.
- 5.1.2. The higher education institution provides teaching staff whose scientific, artistic and professional qualifications correspond to the scientific field or artistic field and the level of their responsibilities. Qualifications are proven by diplomas, published works in scientific journals and peer-reviewed collections, representative references in artistic work, as well as records of pedagogical qualities and relevant professional experience. In assessing the

fulfillment of this standard and scientific, artistic and professional qualifications, the conditions and criteria prescribed by the law and the act regulating the conditions for election into the profession are applied.

- 5.1.3. The higher education institution prepares an employment plan and career development planning, in accordance with the analyzes that are carried out regularly.
- 5.1.4. The higher education institution encourages outgoing and incoming mobility of teaching staff.
- 5.1.5. The higher education institution applies fair and transparent procedures in hiring and promoting employees. The procedures are established in advance, are publicly available and are harmonized with the applicable legal regulations. The members of the commission for the election of academic staff are competent in the given scientific/artistic field (fields and narrower scientific fields) in which the candidate is selected for the position.
- 5.1.6. The total number of teachers and associates corresponds to the needs of the study programs and must be sufficient to cover the total number of teaching hours on the study programs that the institution plans to implement. In the first and second cycle of studies, the number of full-time teachers must provide at least 70% of the teaching hours in each study program, at least nine teachers in the three-year program, at least 12 in the four-year program, and at least 15 in the integrated study program. For study programs in the field of art, that percentage cannot be less than 50%, and at least eight in a three-year study program, or 10 in a four-year study program. When determining the number of full-time teachers on study programs in the field of medical and health sciences, teachers of clinical branches of medical sciences, who are part-time at a higher education institution, and have a full-time employment contract in a health institution that is the teaching base of a higher education institution, they will be considered full-time teachers.
- 5.1.7. A teacher and associate who has an established full-time employment relationship with another employer in the country or abroad cannot have an established full-time employment relationship at a higher education institution.
- 5.1.8. Teachers in the title of assistant professor, associate professor and full professor can teach in all types of academic and applied studies. Teachers in the teaching title (college lecturer and college professor) can teach at applied studies.
- 5.1.9. A teacher achieves an average of 180 hours/240 hours in the field of art, i.e. 6 hours/8 hours of teaching per week, whereby engagement per teacher cannot exceed 10 hours/14 hours of teaching per week at all higher education institutions in the Republic of Srpska/B&H. The total workload of the teacher includes the number of classes that are realized in all ways and forms of teaching.
- 5.1.10. If the institution hires a part-time teacher, who is already employed at several higher education institutions, he teaches in each institution in proportion to the percentage of employment, whereby his total employment cannot exceed 10 hours (14 hours in the field of art) of teaching per week at all higher education institutions where he is engaged.
- 5.1.11. A person elected to the scientific title can participate in the performance of all forms of teaching in the first and second cycle of studies, be a mentor and member of commissions in the process of preparing and defending the final thesis, be a member of the commission for preparing proposals for the selection of university teachers and associates, and participate in scientific research work. If such a person does not have an established employment relationship in the higher education institution where the program is conducted, the

institution concludes a corresponding contract with him. The number of associates corresponds to the needs of the study programs that the institution plans to implement, whereby the associate achieves an average of 300 hours (360 hours in the field of art) of teaching per year, that is, an average of 10 hours (12 hours in the field of art) of teaching per week. Engagement per associate cannot exceed 15 hours (16 hours in the field of art) of classes per week at all higher education institutions in the Republic of Srpska/B&H.

- 5.1.12. The higher education institution provides opportunities for professional advancement and development and provides the teaching staff with adequate conditions for active engagement in scientific, artistic and research work. The institution provides teachers and associates with the conditions for participation in scientific meetings, literature, planning and conducting research.
- 5.1.13. A person retired in accordance with the regulations of the Federation of Bosnia and Herzegovina, Brčko District of Bosnia and Herzegovina or another state cannot teach at higher education institutions in the Republic of Srpska.
- 5.1.14. Professor emeritus can, at the latest until the age of 75, participate in teaching in the second and third cycle of studies, as well as in research and scientific projects, and be a member of the commissions for election to the title and for the defense of the master's thesis and doctoral dissertation.
- 5.1.15. A higher education institution may hire a distinguished scientist or artist in part of the teaching, including lectures and exercises in the first and second cycle of studies, in accordance with the statute of the higher education institution.

### **Requirement 5.2: Scientific-research and artistic work**

*A higher education institution that provides academic studies has organized scientific-research and artistic work.*

#### **Guidelines for applying requirement 5.2:**

- 5.2.1. The higher education institution continuously designs, prepares and implements scientific-research and artistic, professional and other types of programs, as well as national and international projects. The higher education institution determines the procedure and criteria for systematic monitoring and evaluation of the scope and quality of the scientific-research and artistic work of the teaching staff.
- 5.2.2. The content and results of scientific-research, artistic and professional work of the institution are aligned with the goals of the higher education institution and with national and European goals and standards of higher education.
- 5.2.3. The knowledge that the higher education institution obtains through the implementation of scientific research and artistic work is included in the teaching process.
- 5.2.4. The higher education institution encourages and provides the conditions for the teaching staff to actively engage in scientific-research, artistic and professional work and to publish the results of that work as often as possible.
- 5.2.5. The higher education institution carries out and encourages publishing activities.
- 5.2.6. The higher education institution provides access to relevant scientific journals and databases.

- 5.2.7. With the aim of commercializing the results of scientific-research and artistic work, a higher education institution can be the founder of a technology transfer center, an innovation center, a business-technology park, a start-up company, a spin-off company and other organizational units.
- 5.2.8. The higher education institution monitors and encourages the publication of scientific publications resulting from master's theses and doctoral dissertations.

## **STANDARD 6: Learning resources and student support**

**This standard is aligned with criterion 6 of the Criteria for Accreditation of Higher Education Institutions in Bosnia and Herzegovina and standard 1.6 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).**

### **Requirement 6.1: Non-teaching staff**

*The higher education institution has non-teaching staff who, with their expert and professional work, ensure the successful implementation of the study programs and goals of the institution.*

#### **Guidelines for the application of requirement 6.1:**

- 6.1.1. A higher education institution where up to 1,000 students study organizes a student service with at least two executors and additionally at least one executor for every next 2,000 students.
- 6.1.2. The higher education institution has at least one executor, a law graduate, in the position of secretary.
- 6.1.3. The higher education institution has at least one executor, a graduate in economics, in financial affairs.
- 6.1.4. The higher education institution has at least one executor with a higher education in the tasks of maintaining the information system.
- 6.1.5. A higher education institution has at least one librarian. A higher education institution with over 1,000 students has at least two librarians with higher education.

### **Requirement 6.2: Space and equipment**

*The higher education institution provides the space and equipment necessary for quality performance of all forms of teaching. Standards of space and equipment are determined by field of education.*

#### **Guidelines for applying requirement 6.2:**

- 6.2.1. The higher education institution systematically and effectively plans, uses and checks its resources, in accordance with the strategic plan.

- 6.2.2. A public higher education institution meets the spatial requirements if it has appropriate space in its own possession, the property of the Republic of Srpska or a local self-government unit. A higher education institution for the establishment and operation of which funds are not provided from the budget of the Republic of Srpska, is obliged to have appropriate space in its own possession for the performance of higher education activities.
- 6.2.3. The higher education institution provides a space whose structure must meet the basic prerequisites for the teaching process and scientific research, namely:
- facilities that provide optimal surfaces of the total useful office space per one enrolled student,
  - amphitheatres, classrooms, laboratories, i.e. other rooms for teaching, as well as library space and reading room, in accordance with the needs of the educational process of a certain educational-scientific, i.e. educational-artistic field,
  - appropriate workspace for teachers and associates,
  - a place in the amphitheater, classroom and laboratory for every student.

The minimum areas of the total useful office space per one enrolled student, according to the fields of education, are:

- natural and agricultural sciences 3m<sup>2</sup>,
  - engineering and technology 5m<sup>2</sup>,
  - medical and health sciences 7m<sup>2</sup>,
  - social and humanities 2m<sup>2</sup> i
  - art and sport 9m<sup>2</sup>.
- 6.2.4. The higher education institution provides space for administrative tasks, namely at least two offices for the needs of the student service and the secretariat.
- 6.2.5. The space provided by the higher education institution for the needs of teaching and for the needs of the administration must satisfy the appropriate urban, technical-technological and hygienic conditions. The space must be in facilities that have the necessary building and use permits.
- 6.2.6. The higher education institution provides the necessary technical equipment for modern teaching in accordance with the needs of the study program.
- 6.2.7. The higher education institution provides equipment and teaching in accordance with health and safety standards.
- 6.2.8. The higher education institution provides space for the work of the student parliament.
- 6.2.9. The higher education institution provides all subjects with appropriate textbook literature, teaching equipment and teaching aids, which must be available on time and in sufficient numbers for the quality of the teaching process.
- 6.2.10. The higher education institution is obliged to have the appropriate number of computer classrooms in accordance with the number of students and the needs of the study programs.
- 6.2.11. The higher education institution is obliged to have at least one laboratory with 15 places for every 300 enrolled students for each study program in natural and agricultural sciences, engineering and technology, and medical and health sciences.

- 6.2.12. A higher education institution that administers study programs in the field of natural sciences provides additional laboratory space for conducting experimental teaching, conditions for teaching in the field and other conditions in accordance with the needs of the study program in relation to the number of students in subjects from which experimental teaching is conducted.
- 6.2.13. A higher education institution that administers study programs in the field of medical and health sciences provides laboratories, i.e. teaching bases for conducting practical classes in pre-clinical courses, the capacity and size of which correspond to the number of students enrolled and the specifics of studies and courses, so that the capacity is sufficient for a minimum of 20 % of the total number of enrolled students. In order to realize the clinical training of students, the university and the medical faculties within it cooperate with the respective clinics as partners in medical education, for which they conclude a cooperation agreement. Clinical bases and clinical teaching capacities fully cover the clinical subjects of a specific study program.
- 6.2.14. For the execution of study programs in the field of engineering and technology, the higher education institution provides appropriate teaching and scientific bases, which can be its own or in the economy. Own teaching-scientific bases are: teaching laboratories, scientific and research-development laboratories, experimental fields, technical centers and other scientific, research-development and innovation units within higher education institutions. Educational-scientific bases in the economy are: institutes, centers of exceptional value, organizations for carrying out innovation activities, organizations for providing infrastructural support for innovation activities and enterprises for the production of food, raw materials, equipment and services. Teaching-scientific bases in the economy are equipped with the necessary measuring, demonstration, computer and information-communication equipment for the performance of teaching activities of an experimental, demonstration and simulation character in all subjects within a certain group of scientific-professional and professional-applied subjects. In the field of agricultural sciences, the higher education institution provides at least one suitable demonstration property. Demonstration properties in the field of agriculture are in the possession of the higher education institution or it is used based on the lease of arable land on which different types of plants are produced and different types of livestock are grown, nursery and seed production, with the application of modern technology supported by high-quality machinery, in accordance with the requirements of the study programs. Demonstration properties and demonstration facilities in the narrower scientific field of forestry are owned by the higher education institution or used on the basis of a lease, agreement or contract on the use of land, on which different types of forests and forest land are grown, where students are introduced to seed production through field teaching and planting material with the application of modern technology, supported by high-quality machinery. The contents of the sample goods and demonstration objects correspond to the requirements of the study programs carried out by the higher education institution. Higher education institutions that are not in agricultural sciences, but have study programs in agriculture and forestry, have a minimum professional practice, as well as higher education institutions in agricultural sciences. For programs in agriculture, the higher education institution must have at least 50 ha of arable land for use, and in forestry 500 ha under forest stands.

- 6.2.15. For the performance of the study program in the field of art, necessary special spaces are provided depending on the specifics of the art field: workshops, laboratories, exhibition space, concert hall, sound and opera studio, theater hall, movie screening room, film and TV studio, etc. For the execution of the study program, the necessary equipment for modern teaching is provided, depending on the specifics of the art field.
- 6.2.16. A higher education institution that organizes second and third cycle studies in natural and agricultural sciences, engineering and technology, and medical and health sciences must have laboratories for performing scientific research work or have a contract with an institution that enables scientific research work to be performed. Depending on the type of study program, the higher education institution is required to have laboratories, special equipment, software and classrooms necessary for carrying out the teaching process in these study programs.
- 6.2.17. A higher education institution that administers certain forms of study as distance education must also have special equipment and classrooms that are necessary for conducting distance education, i.e. a laboratory with professional equipment for distance learning. This laboratory should have:
- one monitor/projector with an image diagonal of at least 100 cm,
  - speaker in the laboratory or headphones for each user,
  - professional cameras and omnidirectional microphones for digital conferences,
  - a computer with appropriate software and permanent high-speed Internet access i
  - five desktop or personal computers with permanent internet connection.
- The number of laboratories is determined based on the total number of hours per week necessary to perform all subjects at the institution that are performed as distance education.

### **Requirement 6.3: Library, textbooks and IT support**

*The higher education institution has a suitable library supplied with the necessary textbooks for teaching and IT resources and services that it uses in order to fulfill basic tasks.*

#### **Смјернице за примјену захтјева 6.3:**

- 6.3.1. The higher education institution has a library stocked with literature, which, with its level and volume, provides support for the teaching process and scientific research and artistic work. The library must have an established register of library materials in electronic and/or printed form.
- 6.3.2. The higher education institution provides all subjects with appropriate textbook literature, classrooms and teaching aids. Teaching tools and teaching aids must be available on time and in sufficient numbers to ensure the normal course of the teaching process.
- 6.3.3. The higher education institution must provide an appropriate reading room with appropriate equipment for monitoring library contents.
- 6.3.4. The higher education institution has a general act on textbooks.



- 6.3.5. Universities where second cycle studies are administered must also have a subscription to at least two international reference scientific journals in the field of second cycle study programs
- 6.3.6. Universities where the third cycle study is conducted must have direct access to databases with scientific journals or an agreement with the institution that allows the university direct access to databases with scientific journals.
- 6.3.7. The higher education institution provides all subjects with appropriate textbook literature, including electronic editions.
- 6.3.8. The higher education institution has information equipment that is necessary for the teaching process and scientific research and artistic work. The higher education institution provides at least one computer classroom with 20 computers with Internet access for every 300 enrolled students.

#### **Requirement 6.4: Sources of funding**

*The sources of funding of the higher education institution are sufficient to ensure quality teaching at least for the duration of the study program.*

#### **Смјернице за примјену захтјева 6.4:**

- 6.4.1. Higher education institutions are non-profit organizations and can be financed only from those sources that do not affect their autonomy.
- 6.4.2. The higher education institution achieves positive financial results in a period of at least three years.
- 6.4.3. The higher education institution has an available financial plan for the period prescribed by law for the duration of the study program, which is an integral part of the higher education institution's business plan. The financial plan contains clearly presented sources of financing, and planned income and expenses by types and dynamics.

### **STANDARD 7: Information Management**

**This standard is aligned with criterion 7 of the Criteria for Accreditation of Higher Education Institutions in Bosnia and Herzegovina and standard 1.7 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).**

*The higher education institution regularly collects and analyzes data on students and academic staff in order to improve the teaching process, scientific-research and artistic work and contribute to the development of society.*

#### **Guidelines for the application of Standard 7:**

- 7.1. The higher education institution uses information systems with the aim of collecting, analyzing and using data for the effectiveness and improvement of all segments of its work, and based

on the analysis of key indicators of the institution's quality, draws up a plan of measures for improvement.

- 7.2. The higher education institution regularly collects and analyzes data on the progress of students through their studies, the rate of success and dropping out of studies, the relationship between students and teaching staff and other data on students that are important for the work of the higher education institution.
- 7.3. The higher education institution regularly collects and analyzes data on the work, age structure and qualifications of the academic staff, including the ratio of its own and visiting staff and other data on the academic staff important for the work of the higher education institution. The higher education institution keeps up to date records of the working status of teaching staff, as well as the share of engagement of teaching staff in teaching in relation to the type of engagement contract.
- 7.4. The higher education institution forms an alumni center in which it gathers its graduated students, and keeps up to date data on their employment and advancement.
- 7.5. The higher education institution uses dedicated software to verify the authenticity of graduate and master's theses, doctoral dissertations and staff scientific papers.

#### **STANDARD 8: Informing the public (KB&H Criterion 8)**

**This standard is aligned with criterion 8 of the Criteria for Accreditation of Higher Education Institutions in Bosnia and Herzegovina and standard 1.8 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).**

*The higher education institution publishes complete, precise, clear and accessible information about its work intended for students, potential students and other interested parties.*

#### **Guidelines for the application of Standard 8:**

- 8.1. The higher education institution provides communication with interested parties in accordance with the communication strategy, which is an integral part of the institution's strategy.
- 8.2. The higher education institution publishes relevant information about its activities, including goals, expected educational outcomes, description of study programs and description of subjects it offers, conditions for enrollment and transfer of ECTS points, academic calendar, brief description of scientific research, artistic and professional programs, as well as national and international projects, status of the institution and its accreditation, quality assurance strategy and other relevant data. Information is published in one of the official languages in the Republic of Srpska and in English.
- 8.3. The higher education institution has its own website on the Internet that meets the basic technical standards of accessibility.
- 8.4. Information from guideline 8.2 must also be published on the institution's website.
- 8.5. The higher education institution publishes data on the management, as well as teachers and associates, along with their qualifications and employment at the higher education institution.

- 8.6. The University establishes a publicly available digital repository in which electronic versions of graduate theses, master's theses and defended doctoral theses, i.e. doctoral art projects are permanently stored, together with the report of the doctoral evaluation committee, data on the mentor and composition of the committee, and data on copyright protection, and makes all the mentioned data publicly available.

### **STANDARD 9: Continuous monitoring and periodic revision of the program**

This standard is aligned with criterion 9 of the Criteria for Accreditation of Higher Education Institutions in Bosnia and Herzegovina and standard 1.9 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

*The higher education institution regularly monitors and develops its study programs.*

#### **Guidelines for the application of Standard 9:**

- 9.1. The higher education institution regularly monitors and further develops its study programs with the involvement of all stakeholders.
- 9.2. The higher education institution has defined and adopted procedures for regular monitoring of the implementation and fulfillment of the basic goals of the study programs.
- 9.3. The higher education institution analyzes how the procedures for collecting information and the activities undertaken have influenced the improvement of the study program.

### **STANDARD 10: Periodic external quality assurance**

This standard is aligned with criterion 10 of the Criteria for Accreditation of Higher Education Institutions in Bosnia and Herzegovina and standard 1.10 of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

*Higher education institutions should periodically undergo the procedure of external quality assurance.*

#### **Guidelines for the application of Standard 10:**

- 10.1 The higher education institution undergoes periodic accreditation procedure every five years.
- 10.2 A higher education institution submits an application for accreditation at least one year before the expiry of the validity period of the accreditation.
- 10.3 The higher education institution accredits all study programs for which it has a work permit in accordance with the Study Program Accreditation Plan that it adopts in cooperation with the Agency for Higher Education.
- 10.4 The higher education institution can organize external evaluation by other accreditation bodies.