

Annex to the report on additional external evaluation for:

College of Economy and Informatics, Prijedor, study program Public administration

AHERS number: 01/1.3.17-8-1/19, 12th December 2022

Date of visit: 1st November 2022

Location: Prijedor

External evaluation panel:

- Prof. Jamila Jaganjac, PhD representative of the academic community in B&H, chairwoman,
- Prof. Alenka Brancek Lalic, PhD international expert, member,
- Dragana Dilber, representative of commerce and practice, member and
- Ozren Trisic, MA, student representative, member.

Coordinator: Eng. Tatjana Radakovic, MS

Evaluation criteria: Standards and Guidelines for Quality Assurance in European Higher Education Area - European Association for Quality Assurance in Higher Education, 2015, Criteria for accreditation of higher education institutions in the Republic of Srpska and Bosnia and Herzegovina, Criteria for accreditation of study programs of the first and second cycle of studies in the Republic of Srpska and Bosnia and Herzegovina, Rulebook on accreditation of higher education institutions and study programs in the Republic of Srpska.

1.0 Application

1.1 Data on higher education institution

Data on higher education institution	
Name, address and e-mail address of the institution	College of Economy and Informatics, Prijedor Mitropolita Petra Zimonjica bb, Prijedor vseiprijedor@gmail.com
Internet address	www.vseip.com
Title, number and date of the founding act	<p>By decision of the Commercial District Court in Banja Luka No.071-0-Per10-000746 dated 21th June 2010 „College of Informatics and management Janjos” changed its name to “College of Economy and Informatics” in Prijedor.</p> <p>The Ministry of Education and Culture of the Republic of Srpska issued a license to the „College of Informatics and Management Janjos”, Work Permit No.07.2-9620-07 dated 28th December 2007.</p> <p>By decision of the Basic Court in Banja Luka No. 071-0-Per-07-001133 dated 8th June 2007 the college grew into a college named „College of Informatics and Management Janjos”.</p> <p>The college "College of Informatics and Management CIM Janjos" with headquarters in Prijedor was founded by the Decision of the Basic Court in Banja Luka No. U/I-2005/04 dated 22th September 2004.</p>
Tax identification number (PIB)	4401933240001
Registration number assigned by the Institute of Statistics of the Republic of Srpska	01983962
Name, surname and address (name and headquarters) of the founder	Business and Education Center "ALEX", Limited Liability Company Prijedor, Ul. Mitropolita Petra Zimonjica bb, Prijedor
Number and date of decision on appointment of the person authorized to represent.	<p>By decision on registration of the Commercial District Court in Banja Luka number: 057-0-Reg-16-000106 dated 9th February 2016, the authorized person for representation is the director, prof. Dragan Solesa, PhD.</p> <p>By Senate Decision No. S-49/21 dated 14th May 2021 prof. Radovan Vladislavljevic, PhD is appointed acting director of the College of Economics and Informatics.</p>
Number and date of license for work of higher education institution	07.2-9620/07 dated 28 th December 2007
Number and date of license to operate out of headquarters	The college does not operate outside the headquarters
Visiting Organizational Units and Responsible Persons	There are no organizational units

Contact person (for on site visit)	Milena Radakovic
Phone number	052 241 960

1.2 Application information

College of Economics and Informatics Prijedor on April 13, 2022 submitted to the Agency a Report on the implementation of the Plan of Measures made on the basis of the recommendations of the Panel for External Evaluation of the Public Administration study program with attachments.

The study program submitted by the higher education institution for the purpose of accreditation, which was subject to additional external evaluation, is:

Study program registered for accreditation		
Name of the study program:	Level of study	Name(s) of exit qualifications
Public administration	First cycle	Economist 240 ECTS

2.0 Additional scope of assessment based on the Letter of Expectations

2.1 Previous activities

Based on the letter of expectation number 01/1.3.17-11/19 from 29th October 2021, the Prijedor College of Economics and Informatics and the Public Administration study program were given a deadline of one year to improve the state of the Public Administration study program considering the lowest rated criteria from the Report on the external evaluation of the study program number: 01/1.3.17- 8/19 from 11th August 2021.

Based on the aforementioned criteria, the higher education institution, together with the Agency for Higher Education of the Republic of Srpska (hereinafter: the Agency), agreed on the Plan of measures for the implementation of the recommendations of the Panel for External Evaluation of the Study Program No. 01/1.3.17-17/19 of 26th January 2022 College on 13th April 2022 submitted to the Agency a Report on the implementation of the Plan of Measures made on the basis of the recommendations of the Panel for External Evaluation of the study program Public Administration with attachments (hereinafter: Report on the fulfillment of recommendations for the study program). The report on the fulfillment of the recommendations for the study program, together with all the evidence on the fulfillment of the recommendations, was submitted electronically to all members of the Panel of Experts. All members of the Panel of Experts undertook a contractual obligation to study the received report and accompanying documentation. The members of the Panel jointly determined the methodology of additional assessment, in accordance with the Rulebook on accreditation of higher education institutions and study programs.

2.2 Visit to a higher education institution

On November 1st, 2022, prof. Jamila Jaganjac, PhD, chairwoman of the Panel, and Tatjana Radakovic, MS, coordinator from the Agency for Higher Education of the Republic of Srpska visited the institution. On behalf of the institution, the Panel was welcomed and talked to by: prof. Radovan Vladislavljjevic, PhD, director, prof. Dragan Solesa, PhD, prof. Radivoj Prodanovic, PhD, prof. Vladimir Simovic, PhD, prof. Boris Kuzman, PhD, prof. Svetlana Ignjatijevic, PhD and Assoc. prof. Slobodan Zivkucin, PhD. At the introductory meeting, the methodology of the supervisory visit was explained, after which the discussion began about the activities undertaken to improve the Public Administration study program

regarding the fulfillment of the criteria for accreditation of the study programs that were rated the lowest in the original procedure. During the discussion, documents were presented that support the previously submitted documentation, and representatives of the management and teaching staff explained the activities that were listed in the Report on the fulfillment of recommendations for the study program.

The Panel Chairwoman conducted the discussions on behalf of the members of the Panel based on the questions and suggestions arising from the analysis of the documentation submitted by the University, ie the Report on the measures implemented and the documentation presented during the visit.

3.0 Opinion on the outcome of the external evaluation

1. Quality assurance policy of study programs Requirements of ESG standard 1.1 and RS/BiH criteria T.1.1, T.1.2, T.1.3, T.1.4, T.1.5, T.1.6				
1.1. The higher education institution has an adopted and publicly available policy of internal quality assurance of study programs as part of its strategic management. 1.2. The quality assurance policy of study programs is aimed at the promotion of: research work, learning and teaching, mobility and internationalization in study programs, as well as preventing plagiarism of teachers' works and students' final works in all study cycles. 1.3. The policy supports the development of a culture of quality in which all internal participants contribute to the quality of study programs, and defines the way to involve external participants in it.				
Recommendations from the Report on external evaluation of the study program: 1. Create a College Development Strategy with clear strategic directions regarding quality management of study programs. 2. Carry out periodic analyzes of study programs using system user satisfaction results analysis, analysis of related study programs in the country and the surrounding area, syllabus analysis, labor market analysis. 3. Revise quality documentation and align it with the Strategy. 4. Monitor and analyze the degree of implementation of measures to improve the quality of the study program defined by the Plan of Improvement Measures.				
Realization: The higher education institution developed a Development Strategy for the period 2022-2027, with eight strategic goals that include all aspects of quality management. The quality of study programs is covered by the strategic goal of Continuous development and improvement of the teaching process, with defined sub-goals, tasks and indicators. During the visit, the Higher Education Institution made available for inspection documents from the field of quality aligned with the Strategy. An Elaborate on the justification of the execution of the study program was presented, which included the labor market, and the Report on the assessment of study programs by graduate students from the academic year 2020/2021 was previously submitted. An analysis of related study programs in the country and the surrounding area was performed.				
Weaknesses: Deadlines and responsible persons/bodies for the determined corrective measures are not specified in the document on the Analysis of survey results and on the adoption of corrective and preventive measures.				
Recommendations: Define deadlines and responsible persons/bodies for the implementation of corrective measures from the document on Analysis of survey results and adoption of corrective and preventive measures.				
LEVEL OF FULFILLMENT OF REQUIREMENTS:				III
2. Creation and adoption of study programs Requirements of ESG standard 1.2 and RS/BiH criteria T.2.1, T.2.2				

- 2.1. The higher education institution has established procedures for the creation and adoption of study programs that include students and all interested parties.
- 2.2. Study programs are aligned with the scientific and educational standards and achievements of a certain scientific/artistic field, the requirements of related scientific fields in order to acquire multidisciplinary knowledge, the requirements of the labor market and international reform processes.
- 2.3. The goals of the study program and learning outcomes are clearly defined and consistent with the content of the study programs and the level of the study cycle and are in line with the institution's strategy. The objectives of the study program and learning outcomes are comparable to the same and/or similar programs on higher education institutions in BiH and abroad.
- 2.4. Learning outcomes are determined and specified at each level of the study program and are linked to qualification standards, the Qualification Framework in BiH and the Qualification Framework of the European Higher Education Area (QF-EHEA).
- 2.5. The curriculum contains at least: an overview of compulsory and optional subjects, the outline content of the teaching material for each subject (divided according to the number of weeks/teaching units within one semester), student workload per subject, point value of each subject expressed in accordance with ECTS, ways of checking and evaluating the continuous acquisition of student knowledge, ECTS point value of the final paper in the first and second cycle of studies, depending on the status of the institution, methods of quality assurance, lists of mandatory and supplementary literature for each individual subject, mandatory and specific equipment for carrying out the program/subject according to the requirements of the scientific/artistic field.
- 2.6. The higher education institution provides: interdisciplinarity/multidisciplinarity of the curriculum, internationalization of the curriculum, interaction with professional practice, implementation of practical teaching and active participation of students in scientific/artistic research within the study program..

Recommendations from the Report on external evaluation of the study program:

1. For registered Public Administration study programs, apply the modified Public Administration curriculum.
2. In the next phase, go through the procedure of changing the name of the study program, in order to harmonize the name of the study program with the exit qualifications
3. Comparability of study programs at the country level as well.
4. After drafting the Strategy of the College, harmonize the Rulebook on the introduction, changes and additions to study programs.
5. Harmonize the Rulebook on the introduction, amendments and additions to study programs with the Law on Higher Education of the Republic of Srpska in the part that refers to amendments and additions to study programs.

Realization: The Rulebook on the introduction, changes and additions to study programs is harmonized with the Law on Higher Education of the Republic of Srpska ("Official Gazette of RS", No. 67/2020). The Higher Education Institution submitted a new Public Administration curriculum that has been improved. Course descriptions were also innovated with special emphasis on teaching content, inclusion of current literature, new courses are professional and relate to the economy and management of public institutions. The comparability of the study program at the level of the country and in the surrounding area was done and presented.

Weaknesses: The delivered curriculum is written partly in Latin and partly in Cyrillic, and this needs to be harmonized.

Recommendations for improvement: Given that the amended curriculum and program contains a larger number of subjects related to public administration compared to the curriculum and program

included in the previous Report of the Panel, the recommendation under point 2 of the Higher Education Institution should be reconsidered and determined whether in accordance with the structure of the new NPP, given the learning outcomes and the academic title that the student acquires at the end of the studies, there is a need to change the name of the study program. In the amended NPP it is stated on p. 5 „ The study program was innovated in accordance with the recommendations of the review panel as well as the Panel of experts in the process of external evaluation of the higher education institution, but also based on the current and future needs of public institutions and in accordance with modern academic trends,,. Learning outcomes ,, during the studies students will acquire appropriate knowledge, abilities and skills from the field of economics and management of public institutions,,.

LEVEL OF FULFILLMENT OF REQUIREMENTS:			III	
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9. Continuous monitoring, periodic evaluation and revision of study programs
Requirements of ESG standard 1.9 and RS/BiH criteria T.9.1, T.9.2, T.9.3

9.1. Procedures for periodic evaluation, improvement and restructuring of existing study programs have been established. The procedures include the opinions of students and other internal and external stakeholders.

9.2. The higher education institution periodically evaluates the curriculum, the teaching process, the degree of realization of learning outcomes and their relevance to the labor market through surveys of students, academic and administrative staff, and uses feedback for innovation and improvement.

9.3. The higher education institution monitors and evaluates the implementation of: the internationalization action plan, the benefits from the signed Agreements on International Cooperation, the percentage of foreign students and professors; the number and progress of its students on professional training abroad; employment of graduate students, etc.

9.4. The quality, modernity and availability of resources are evaluated through surveys of academic staff and students.

Recommendations from the Report on external evaluation of the study program:

1. Carry out a periodic analysis of the internationalization action plan, benefits from the signed Agreements on international cooperation, the percentage of foreign students and professors; the number and progress of its students on professional training abroad; employment of graduate students, etc.

2. Carry out periodic analysis of study programs, collected data from interested parties, draw conclusions and measures for their improvement.

3. Harmonize the Rulebook on the introduction, amendments and additions to study programs with the Law on Higher Education of the Republic of Srpska from 2020, study programs - amendments and additions, Article 26.

4. Monitor and analyze the implementation of the measure of improvement of the Public Administration study program according to the given deadlines for implementation.

Implementation: The analysis of the Public Administration study program was carried out according to the recommendations of reviewers and the Panel of Experts, following the Study Program Improvement Measures included in the first Report. During the visit, feedback from employers during the analysis of the study program was provided, the Report on the evaluation of the study programs of the Higher Education Institution by the graduated students, the document on the Analysis of the results of the surveys and the adoption of corrective and preventive measures, the Elaborate on the justification of the implementation of the study program, which included and the labor market. The Rulebook on the introduction, changes and additions to study programs is harmonized with the Law on Higher Education of the Republic of Srpska.

The professional development of students abroad is realized through the continuation of studies at FIMEK University of Applied Sciences, with which an agreement was signed, the records of the guest lecture held by a foreign professor were submitted for inspection.

Weaknesses: Benefits and documented analysis of signed contracts on international cooperation, data on the number of foreign students and professors, employment of graduate students were not presented. The information is based on an oral presentation during the visit. The deadlines and responsible persons/bodies for the determined corrective measures were not specified in the document on the Analysis of survey results and on the adoption of corrective and preventive measures.

Recommendations for improvement: Document all processes and analyzes related to the monitoring, evaluation and revision of study programs, following the tasks and indicators from the Development Strategy and the requirements of this criterion, including employment of students, benefits of signed agreements, professional development and during studies at the Higher Education Institution.

Define deadlines and responsible persons/bodies for the implementation of corrective measures from the document on the Analysis of survey results and the adoption of corrective and preventive measures.

LEVEL OF FULFILLMENT OF REQUIREMENTS:			III	
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10. Mobility of academic staff and students
Requirements of RS/BiH criteria T.10.1, T.10.2, T.10.3

10.1. The mobility of academic staff and students in the study program is promoted and improved through joint applications and participation in projects with other higher education institutions from the country and abroad.

10.2. Mechanisms for achieving bilateral and multilateral exchange of students with foreign higher education institutions through various programs and student exchange networks with recognition of time, grades and ECTS points achieved during the exchange have been established.

10.3. The higher education institution strengthens the personnel and financial capacities of the services for international cooperation and two-way mobility of academic staff and students. This service monitors and evaluates mobility, and submits to the Senate an annual Report on the mobility of academic staff and students with proposed measures for improvement.

Recommendations from the Report on the external evaluation of the study program:

1. Monitor and analyze the implementation of the Plan of measures to improve the study program within the defined mobility activities.
2. Adopt an act that regulates the issue of mobility.
3. Establish a service for international cooperation with the capacity to establish mobility and exchange activities of students and academic staff with other higher education institutions in the country and abroad with the recognition of time, grades and ECTS points achieved during the exchange. Evaluate these activities and adopt improvement measures.
4. Within the service, it is necessary to develop the activities of applying and participating in projects with other higher education institutions from the country and abroad.

Realization: The Higher Education Institution adopted the Rulebook on the mobility of students, teachers and non-teaching staff, formed the Office for International Cooperation and the Office for Projects, submitted a Report on the potential for international cooperation and participation in projects. The Higher Education Institution submitted the Document on the analysis of survey results and the adoption of corrective and preventive measures, the Report on the evaluation of study programs.

Weaknesses: In the Rulebook on Mobility, Article 3, Paragraph 4 and Article 2. paragraph 5. the university from Novi Sad is mentioned, not the name of the parent university. The document does not prescribe the way of achieving the outgoing and incoming mobility of academic and administrative staff, except for keeping records, the right to compensation and respecting the rights and obligations that apply to the recipient institution. The Rulebook mainly refers to the mobility

of students. Decisions on the establishment of the Office for International Cooperation and the Office for Projects are entrusted to one person. The role of these offices, jobs and tasks, plans are not specified. The Rulebook on Mobility and the Decision on the Formation of Offices date from September 21, 2021. The plans and activities of these offices since their formation have not been presented. The document on the analysis of survey results and the adoption of corrective and preventive measures does not have defined deadlines and activity holders for the activities for which a corrective measure has been determined. The document was submitted as a response to recommendation 1 of this criterion, however mobility is not mentioned in it, nor in the Study Program Evaluation Report.

Recommendations for improvement: Make changes and additions to the Rulebook on Mobility, which will eliminate the mentioned shortcomings, i.e. clearly define the outgoing and incoming mobility of all users. Create Decisions on the work and tasks of the Office for International Cooperation and the Office for Projects. Activate the mobility of students, teachers and non-teaching staff. Within the established Offices, adopt plans and develop activities within their competences.

LEVEL OF FULFILLMENT OF REQUIREMENTS:		II		
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Recommendation for accreditation

After reviewing the complete submitted documentation, visiting the higher education institution and analyzing all documents, procedures and ways of functioning of the study program that refer to the criteria in the Report on external evaluation of the study program number 01/1.3.17-8/19 dated 11th August 2021, were assessed as level II, the Panel of Experts established the next level of fulfillment of the requirements of the respective standards and criteria by re-evaluation:

STUDY PROGRAM	
Public administration, first cycle	
ELIGIBILITY CRITERIA	FULFILLMENT LEVEL
1. Quality assurance policy of study programs	III
2. Creation and adoption of study programs	III
9. Continuous monitoring, periodic evaluation and revision of study programs	III
10. Mobility of academic staff and students	II

Based on the overall quality assessment, the Panel makes a recommendation to the Agency for Higher Education of the Republika Srpska to, in accordance with the Rulebook on Accreditation of Higher Education Institutions and Study Programs, **pass a decision on the rejection of accreditation of the study program Public Administration** of the Prijedor College of Economics and Informatics.

Members of the Panel:

Prof. Jamila Jaganjac, PhD, chairwoman _____

Prof. Alenka Brancek Lalic, PhD, member _____

Dragana Dilber, member _____

Ozren Trisic, MS, member _____

