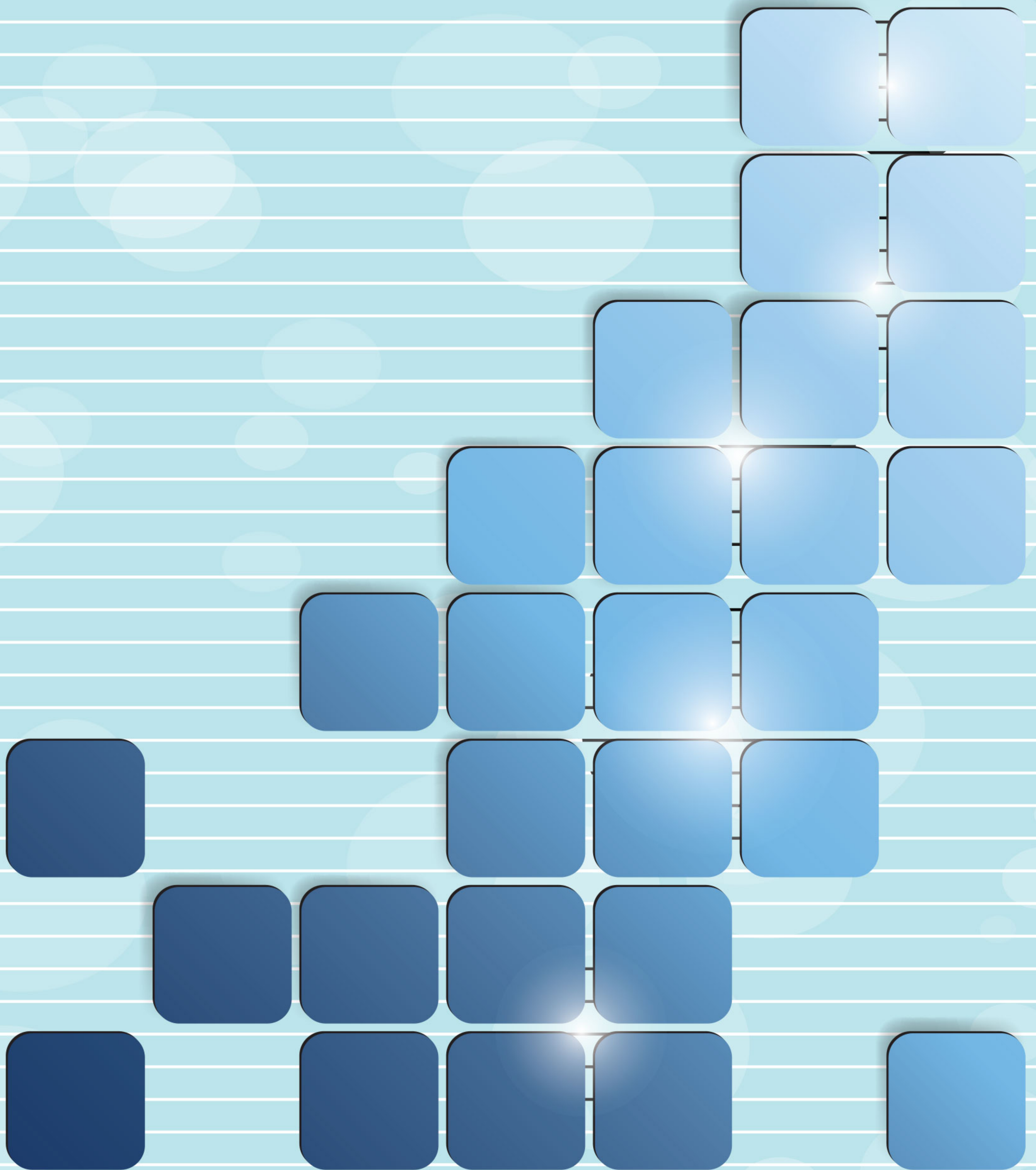




Tempus



”Establishing and Capacity Building of a Southern Serbian Academy and a National Conference for Vocational Higher Education in Serbia – ECBAC”

RULEBOOK OF ACAS



*"Establishing and Capacity Building of a Southern Serbian Academy and a National Conference for Vocational Higher Education in Serbia – **ECBAC**"*

Rolebook of ACAS

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"Establishing and Capacity Building of a Southern Serbian Academy and a National Conference for Vocational Higher Education in Serbia – ECBAC "

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Pursuant to Article 15, Paragraph 1 of the Law on Higher Education ("Official Gazette of RS", no. 76/05), Standards 1. Ordinance on standards for self-evaluation and quality assessment of higher education institutions ("Official Gazette of RS", no. 106/06), the Senate of the "First Academy of Vocational Studies" at the session held on 13th July 2015 has brought

STRATEGY FOR QUALITY ASSURANCE

Article 1.

"First Academy of Vocational Studies" defines strategy and promotes quality assurance, both at the "First Academy", and in public.

Article 2.

The strategy of quality assurance includes:

1. The commitment of the "First Academy of Vocational Studies" to continually and systematically improve the quality of study programs,
2. The measures for quality assurance,
3. The subjects of quality assurance,
4. Areas of quality assurance,
5. Inclination to build organizational culture of quality,
6. The connection between scientific research and professional activities.

Article 3.

The quality of the curriculum is ensured through monitoring and reviewing of its objectives, structure and student workload, as well as the modernization of the content.

The "First Academy of Vocational Studies" regularly and systematically checks the quality of academic programs by regular obtaining of data from employers, representatives of the National Employment Service, the Center for Career Development and other organizations.

Student involvement in assessment and quality assurance of the studies and programs is provided through their representatives in professional bodies and Councils, as well as direct surveys of students.

Article 4.

Standards and procedures for quality assurance are brought by the Council of the "First Academy of Vocational Studies" on the proposal of the Commission for quality assurance.

Standards for Quality Assurance contain minimum requirements for the level of quality of a particular college.

The procedures for quality assurance are determined separately for each area.

The "First Academy of Vocational Studies" is obliged to make standards and procedures for quality assurance available to teachers, students and the public through the website of the "First Academy of Vocational Studies".

Article 5.

"First Academy of Vocational Studies" forms a committee to ensure the quality of lecturers, assistants, non-teaching staff and students.

Rulebook on standards and procedures for quality assurance defines jobs and tasks of the teaching staff, non-teaching staff, students and the Committee for Quality Assurance in adoption and implementation of the strategy.

Article 6.

Standards and procedures for quality assurance are determined separately for each area as follows:

1. Study programs,
2. Teaching,
3. Student evaluation,
4. Textbooks,
5. The non-teaching support,
6. Premises and equipment.

Article 7.

"First Academy of Vocational Studies" systematically monitors and evaluates the scope and quality of the research work of teachers and assistants. The "First Academy of Vocational Studies" encourages the implementation of specific scientific, research and professional activities, and gets actively involved in the existing educational process.

The "First Academy of Vocational Studies" encourages its employees to become actively engaged in scientific, research and professional work and often publish the results of their work.

Article 8.

"First Academy of Vocational Studies" continuously and systematically collects the necessary information on quality assurance and performs periodic checks in all areas of quality assurance during which it verifies the implementation of the strategy determined by standards and procedures for quality assurance as well as for achieving the desired level of quality.

Article 9.

This strategy of quality assurance shall enter into force on the day following its adoption and shall be published on the website of the "First Academy of Vocational Studies".

Pursuant to Article 55 Paragraph 7 of the Law on Higher Education ("Official Gazette" no. 76/2005), the Senate of the "First Academy of Vocational Studies" at the session held on 13th July 2015 has brought

CODEX OF PROFESSIONAL ETHICS

OBJECTIVE OF THE CODEX

Code of Ethics shall be made in order to preserve the dignity of the profession, protect the value of knowledge and responsibilities of employees and students of the "First Academy of Vocational Studies".

Code of Ethics contains moral principles and principles of professional ethics according to which teachers, associates, students and other stakeholders in higher education should behave.

Code of Ethics consists of ethical canons which prescribe standards of conduct tailored to the needs of the "First Academy of Vocational Studies".

ETHICAL CANON

Basic ethical canons in terms of this Code are:

Canon I - Attitude towards the profession

In attitude to the profession, teachers and associates are free and responsible for defending the truth, as they see it, and in this sense they are obliged to exercise the following standards:

1. Improve their knowledge.
2. Strive to achieve the highest level in the field of scientific knowledge and technological solutions.
3. Ensure accuracy and precision in communicating these findings in the context of the study program which is realized.
4. Develop and encourage critical thinking, while current private interests, of either moral or material kind, must not jeopardize or compromise creative freedom and research work.

Canon II - Attitude to students

1. Teachers and associates should encourage their students to have free and serious approach to learning by applying the best ethical and professional standards in teaching.

2. Expressing appreciation for the students as personalities, teachers and associates should be their true intellectual guides and counselors.

3. Teachers and associates are required to establish a relationship with the students based on mutual trust and respect.

4. The monitoring system of student work and assesment must be objective, reliable and balanced, so that each student's score is reported in line with the number of points for the pre-determined activities relevant to the evaluation.

5. Teaching staff and other employees shall not either directly or indirectly, exploit, abuse, harass, blackmail and discriminate against students or treat them in a derogatory or otherwise offensive manner hurting their dignity.

6. Any form of attack on the personality of students, particularly sexual harassment, physical assault, mockery and ridicule is seen as morally unacceptable behavior.

Canon III - Relations among Colleagues

1. Employees of the "First Academy of Vocational Studies" should foster collegial relationships based on mutual respect and understanding.

2. Employees are obliged to exchange ideas and criticism showing respect for different opinions by relying on strong arguments.

3. Teachers and associates shall be obliged to objectively evaluate professional colleagues according to the principles of fairness, reasonableness and collegiality.

4. Teachers are obliged to respect and defend creative freedom of associates.

IV - Attitude to the "First Academy of Vocational Studies"

1. Employees of the "First Academy of Vocational Studies" safeguard the integrity and dignity of the "First Academy of Vocational Studies" and work according to their best knowledge conscientiously, diligently and devotedly showing good manners.

2. They respect the organization of the "First Academy of Vocational Studies" with the freedom to criticize and modify its rules.

3. In the case of their engagement outside of the "First Academy of Vocational Studies", teachers and associates are required to comply with the obligations of the scope of interest of the "First Academy of Vocational Studies".

V – Dress code

1. Employees are required to be appropriately and neatly dressed so that their manner of dress does not impair the reputation of the "First Academy of Vocational Studies".

2. The following items of clothing are considered to be inappropriate: inappropriately short skirts, shorts, blouses with big cleavage and extremely short and transparent blouses.

VI - Social Mission

1. Employees of the "First Academy of Vocational Studies" participate in social and political life like all other citizens, but their personal involvement must be coordinated with their obligations to students, teaching and their college interests.

2. When acting as private individuals, employees are required to prevent creating the impression that they are doing it on behalf of their colleagues or the "First Academy of Vocational Studies".

3. Employees of the "First Academy of Vocational Studies" are obliged to fight against all forms of corruption in higher education, create and follow the mechanisms of safe reporting and check cases of corruption.

VII - Implementation of the Code

1. An employee who believes that he is required to act in a manner that is inconsistent with this Codex, should notify the Board of directors of the "First Academy of Vocational Studies" in the written form, and therefore should not be put at a disadvantage compared to other teachers and associates.

2. Employees will apply this Codex in good faith and its violation will be the basis for determination of disciplinary or other responsibilities.

3. This Codex of Ethics shall enter into force on the day following its adoption and will be published on the website of the "First Academy of Vocational Studies".

Pursuant to Article 49 of the Law of Labor ("Official Gazette of RS" no. 24/2005 and 61/2005), Article 5 of the Special Collective Agreement for Higher Education ("Official Gazette of RS" no. 86/2005) the Senate of the "First Academy of Vocational Studies" on the session held on 13th July 2015 has brought

REGULATIONS ON PROFESSIONAL DEVELOPMENT AND TRAINING

Article 1.

These Regulations on professional development and training (hereinafter referred to as the Regulations) regulate on one hand the rights and obligations of employees to educate themselves while they work, participate in professional training and development and on the other hand the responsibilities of the "First Academy of Vocational Studies" to provide them with the possibility to obtain education, vocational training and professional development when the new educational processes, introduction of new technologies and reorganization of work ask for it.

Article 2.

The cost of education, professional development and training is borne by the employee, and shall be provided by the "First Academy of Vocational Studies" funds or other sources based on the annual plan for training.

The "First Academy of Vocational Studies" provides finances to cover part of the costs of education and training from the fund for professional training and development in which the finances are transferred to from the publishing activities, sponsorships and donations.

Article 3.

The annual plan for professional development and training at the "First Academy of Vocational Studies" is brought by the Council of the "First Academy of Vocational Studies".
Commission for Vocational Education and Training is selected by each college within the "First Academy of Vocational Studies".

Article 4.

Commission makes a proposal for the annual plan for training on the basis of individual requests and suggestions of employees and secretariats.

Before the start of the academic year and not later than the end of November, the Commission announces a public invitation to employees for submitting requests for reimbursement of costs for education and professional training and development.

Article 5.

Along with the request for reimbursement for the application and defense of a dissertation, the applicant provides among other things the following facts: a field of doctoral studies, duration of studies, date of completion, and a detailed cost estimate with the appropriate attachments.

For PhD studies the "First Academy of Vocational Studies" participates only in covering the costs of the application and defense of the doctoral dissertation.

For the application and defense of the doctoral dissertation a reimbursement of the costs of application and defense is granted in the amount of 60% of the cost at the relevant faculty of the mother University as a rule.

In the event that the price of the application and the defense is lower than 60% of the application and defense at the relevant faculty, the actual cost is paid.

Article 6.

Along with the request for professional education, training and participation in scientific conferences in the country or abroad, the applicant submits: the name of the event, the venue, the time of the event, the title of the paper, the field to which the paper belongs, the summary of the paper and the cost estimate with the appropriate attachments.

After the deadline for submission of applications, the Commission returns incomplete requests to the candidates to be completed within 7 days and then directs them to the Council and the secretariat for consideration and proposals.

Article 7.

The Commission shall prepare a proposal for the Annual plan for training and then submit it to the Council for review and approval no later than the end of December.

The annual professional development plan includes:

- Names of teachers, assistants and other staff,
- Forms of professional development, and
- The height of costs for professional development.

Article 8.

The decision on reimbursement of the costs of vocational training is approved by the Board of directors of the "First Academy of Vocational Studies" based on this regulation and the funds available in accordance with the annual plan for professional development.

To cover the costs of application and defense of the doctoral dissertation, a special agreement is signed on mutual rights and obligations of the employee and the "First Academy of Vocational Studies".

Article 9.

Lecturer or associate for whom the "First Academy of Vocational Studies" participated in financing the application and defense of the doctoral dissertation is obliged by acquiring the academic title of a PhD to remain employed for at least five years at the "First Academy of Vocational Studies", and if he wants to terminate the employment status, shall be obliged to repay the funds paid in full.

Article 10.

The "First Academy of Vocational Studies" reimburses the cost for participation in the scientific conference which is of general interest for the "First Academy of Vocational Studies" only to the author for the amount of transportation and accommodation costs, or for the registration fee.

The teacher and associate to whom the funds are provided should provide in addition the pro forma invoice and the receipts and submit a detailed report about his stay at the conference with a summary of the paper exhibited at the conference. The report in the written form is submitted to the Council within 5 days after the end of participation.

Article 11.

Annually, the employee of a college within the "First Academy of Vocational Studies" has the right to use the resources of the "First Academy of Vocational Studies" to participate three times in conferences organized in the country, and twice for the meetings abroad, if they concern the general interests of the "First Academy of Vocational Studies".

Teacher or associate is eligible to participate in scientific conferences at his own expense without restrictions on the number of participations during the academic year with the absence of up to 3 days per participation.

Article 12.

After five years of teaching work, a teacher may be granted an unpaid leave for up to one year for the purpose of professional development.

Article 13.

The Council of the "First Academy of Vocational Studies" may make a proposal to the Annual plan to include the obligation of professional training for an employee who has not submitted a request, in cases when this is required by the educational process or the introduction of new technologies and the reorganization of work.

Article 14.

Amendments to this Regulation shall be made in the manner and procedure which applies to its adoption.

Article 15.

This Regulation shall enter into force on the day following its adoption and shall be published on the website of the "First Academy of Vocational Studies".

Pursuant to Article 55 of the Law on Higher Education ("Official Gazette of RS", No. 76/2005, 100/2007 - authentic interpretation, 97/2008, 44/2010, 93/2012, 89/2013 and 99/2014), the Senate of the "First Academy of Vocational Studies" on the session held on 13th July 2015 has brought a

RULEBOOK ON SPECIALIST VOCATIONAL STUDIES

I Basic Provisions

Article 1.

Rulebook on specialist vocational studies (hereinafter referred to as the Rulebook) regulates the conditions, manner and procedure of the second level of vocational studies - specialist vocational studies at the colleges within the "First Academy of Vocational Studies".

The Regulation defines the rights and responsibilities of students and the rules of study at specialized vocational studies.

Article 2.

The college organizes specialist vocational studies in order to improve research and professional work, train young professionals for the needs of the economy and make innovations in the fields studied at the college.

Article 3.

The number of students who enroll specialized vocational studies is determined by the Teaching Council of the college on the proposal of the Study program councils and it cannot be greater than the number specified in the license for work.

II Admission to specialist studies

Article 4.

A person who has acquired higher education in basic vocational and undergraduate studies at the first level of studies with at least 180 credits in respective areas of expertise within the educational - scientific fields of technical-technological sciences and educational and scientific fields of natural sciences and mathematics may enroll the first year of specialized vocational studies.

Persons who completed the studies according to the regulations in effect prior to the adoption of the Law on Higher Education can enroll specialist vocational studies, provided that their diploma is at least equivalent to a bachelor diploma of vocational studies in accordance with the Law.

III Admission

Article.5

Admission to specialist vocational studies is done on the basis of a competition announced by the director of the college no later than 30 days before the beginning of classes in the winter semester.

The announcement is published in the media and on the college website.

Article 6.

The competition includes: information about the enrollment, the number of students who can enroll a specific program of study, the criteria for determining the ranking of candidates, the process of competition implementation, the required documents and other data.

Article 7.

Competition for admission of candidates to specialist studies is conducted by the Commission appointed by the Teaching Council on the proposal of the College consortium.

Article 8.

The selection of candidates for admission to specialist vocational studies is carried out based on their average mark achieved at the undergraduate studies. The college competition may establish other criteria for the ranking of candidates (publications, participation in projects, inventions, patents, etc.).

The ranking list is made based on the average mark of the undergraduate studies so that the average mark is multiplied by the number of ten, on which basis, the candidate can acquire a minimum of 60 and a maximum of 100 points. In the event that two or more candidates have the same number of points, the candidate who has the greater number of points in professional - applicative courses or who has published papers, participated in projects or developed patents and inventions has the advantage.

Article 9.

Students of specialist studies have the status of self-financing students.

Tuition fee for specialist studies is determined by the board of the college on the proposal of the Teaching Council after having obtained the opinion of the Ministry of Education, Science and Technological Development.

Article 10.

Foreign citizens may enroll specialized studies under the same conditions as the citizens of Serbia according to the Law.

IV Organisation of Studies

Article 11.

Specialist vocational studies last for one year or two semesters and have at least 60 ECTS credits.

A number of credits is also given for the specialist paper which is included in the total number of credits required for the completion of studies.

Article 12.

Performance of students in mastering a particular subject is monitored continuously during classes and is expressed in points determined by the study programme. Fulfilling pre-exam activities and passing the exam, a student can earn a maximum of 100 points. Students' performance in exams is assessed from five (failed) to 10 (excellent-) depending on the number of points earned.

Article 13.

The exam is unique and is taken in written, oral or practical form.

The exam is taken at the headquarters of the college.

The student takes the exam immediately after the end of lectures. Number of exam periods is determined by the Law and the Statute of the college.

Article 14.

Classes and exams are performed according to a pre-announced schedules for teaching and examination in accordance with the Rules of the study.

If less than 50% of the students enrol specialist vocational studies from the number determined by the competition, the study program council makes a decision on the method of implementation of the study program.

Article 15.

Specialist vocational studies are realized through compulsory and elective courses.

The way of achieving pre-exam activities and obtaining ECTS credits is determined by the study program of the specialist vocational studies.

Article 16.

Students enrolled at specialized studies, can complete the studies at the latest within two academic years.

Exceptionally, in justified cases, at the request of the student, pursuant to the provisions of Article 92 of the Law on Higher Education, the prescribed time limit referred to in paragraph 1 of this Article may be extended. The decision is issued by the Director of the college.

The Specialist paper

Article 17.

Specialist paper is the result of an independent professional work of students, which systematizes the existing knowledge and contributes to new knowledge.

In specialist paper the student demonstrates:

- that he is able to independently and creatively apply theoretical and practical knowledge acquired during the studies for specific skills of the profession;
- that by relying on his technical knowledge, professional literature and research skills he can successfully provide answers to the questions posed;
- that he is capable of implementing new IT programs, materials, equipment, technical procedures and methods for optimization and decision making;
- that he has the ability to apply the knowledge in the sepecified areas.

Article 18.

The student shall be entitled to make an application for his specialist paper if he has passed at least three exams.

The specialist paper submitted by the student should include:

- The name of the study program,
- The name of the subject from which the topic of the specialist paper is,
- The theme of the paper, from a list of topics, which was adopted by the study program council.

Application of the specialist paper is being considered by the study program council. If the application is justified, the Study program council determines the proposal for the topic of the paper and the proposal for the Commission for assessment of the specialist paper (hereinafter referred to as the Commission). Commission for assessment and defense of the specialist paper consists of a mentor and two members, one of which may be a teacher from another higher education institution.

The head of the study program submits a report to the Teaching council which approves of the topic of the specialist paper and appoints the members of the Commission for the preparation, development and defense of the specialist paper.

The student shall be entitled to submit the specialist paper on an approved topic to the Teaching council, at the earliest after the expiry of 60 days from the date of the decision on approving the topic for the specialist paper and the appointment of the members for the Commission for assessment of the specialist paper.

Article 19.

Specialist paper is submitted by the student to the college library in four identical copies-one of which is a hardcover and each signed by the mentor and the members of the Commission.

The library makes a record on the submission of the paper and makes a notice on the paper public announcement. During the period of public inspection, complaints to the specialist paper can be given and submitted to the Commission via the College library. The Commission is obliged to give a response to the issued complaints within 15 days of receipt.

Article 20.

If during the public inspection there has been any complaint, the Commission shall draw up a report on the paper written on the approved topic and together with the complaints and comments to the complaint submit it to the Study program council for consideration.

The Study program council can bring:

- the decision on dismissing the complaint whereupon the student continues with the reporting procedure and a defense of the specialist paper or

- the decision to uphold the complaint and return the specialist paper for amendment or modification to the student who shall, within 6 months from the date of receipt of the notification of the decision, act according to the comments and suggestions. If the student fails to act upon the comments and suggestions, he shall be deemed to have withdrawn from further work on the specialist paper.

Article 21.

Specialist paper must be defended no later than 6 months from the date on the decision on adoption of the approved topic and the date on the appointment of the members of the Commission for assessment and defense of the specialist paper.

If the specialist paper on the approved topic is not prepared in the specified period, the student can address in a written form the Study program council to ask for the extension, explaining the reasons for the extension.

If, by then, the specialist paper cannot be defended, it is considered that the student withdrew from further work on his specialist paper.

Article 22.

The defense of specialist paper is public and takes place in the premises of the college.

Notice on the time and place of the defense of the specialist paper is published five days before the defense and highlighted on the notice board and the web site of the college.

VI Jurisdiction of the bodies

Article 23.

The competent authorities for the implementation of a study program of specialized studies are:

- the Teaching Council
- College consortium
- Director
- Study program council
- The head of the study program
- Mentor

Article 24.

The Teaching Council under this Rulebook shall perform the following tasks:

- appoint the Commission for implementation of the competition for admission to specialized studies;
- prepare a report on enrollment of students on specialized studies;
- approve of the subject of specialist papers and appoint the members for the Commission for preparation, development and defense of specialist papers;
- perform other duties related to the organization and implementation of specialized studies.

Article 25.

College consortium on the basis of this Rulebook shall perform the following tasks:

- propose to the Commission to implement applications for enrollment of students in specialized studies;
- develop proposals for the Rulebook and other regulations on specialized studies;
- perform other duties within its jurisdiction relating to the organization and implementation of specialized studies.

Article 26.

Director of the college under this Rulebook shall perform the following tasks:

- Announce a competition for admission to specialized studies;
- Decide on the extension of the deadline for completion of studies;
- Perform other duties within his jurisdiction concerning the organization and implementation of specialized studies under the Statute of the College.

Article 27.

The Study program council:

- determines the proposal for the topic of the specialist paper and appoints the members of the Commission for assessment of the specialist paper that delivers these proposals to the Teaching council;
- makes a decision on dismissing the complaint and enables the student to continue with the reporting procedure and defense of the specialist paper,
- makes a decision on upholding the complaint and returns the specialist paper for the amendment, or modification.

Article 28.

The head of the study program:

- submits a report to the Teaching Council that makes decisions on approving the topic of the specialist paper and appoints the members of the Commission for preparation, development and defense of the specialist paper;
- together with the mentor assesses the reasonableness of the given remarks by a member of the Commission for assessment of the specialist paper and makes a decision on it.

Article 29.

Mentor:

- defines and presents: the task - the subject of the paper, a possible way of solving the task and a practical way to verify the results if such a check is necessary, the use of literature and means of communication during the preparation of this paper and the technical guidelines for the development of the paper to the student who submits the application;
- provides assistance to the student in the form of consultations, reviews of partial results of the paper, instructions for solving the problem and possible adjustments of the given task;
- sends a request to the member of the Commission for assessment of the specialist paper to review the work and send objections, if there are any;
- together with the head of the study program assesses the justification of the remarks made by a member of the Commission for assessment of the specialist paper and makes a decision on it;
- by handwritten signature on the first page of the paper confirms that the student adhered to the prescribed rules from the Rulebook on the application, preparation and defense of the final or specialist paper in the development of the specialist paper;
- organizes the defense of the specialist paper.

Article 30.

Diploma on acquired higher education and the professional title of a specialist, both in Serbian and English, shall be delivered at the awarding ceremony.

Diploma is awarded by the Director of the college.

In addition, a graduating student is issued a diploma supplement in Serbian in accordance with the Act.

Until the awarding ceremony for the Diploma and the Diploma Supplement, a certificate is issued certifying the completion of specialist vocational studies.

All other issues concerning the regime of studies, the rights and obligations of students, pre-exam requirements, rules of assessment and evaluation and other matters are regulated by the general acts of the college.

In the event of disrespect of obligations under this Rulebook a disciplinary procedure may be initiated or other appropriate measures taken.

VII Transitional and Final Provisions

Article 31.

This Regulation shall enter into force on the day of publication on the notice board and the website of the College and the website of the "First Academy of Vocational Studies".

Pursuant to Article 104 of the Law on Higher Education (Official Gazette of RS No. 76/05), the Senate of the "First Academy of Vocational Studies" on the session held on 13th July 2015 has brought a

RULEBOOK ON RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS AND A VALIDATION OF FOREIGN STUDY PROGRAMMES

Article 1.

This Rulebook regulates the procedure for recognition of foreign higher education documents and validation of foreign study programs by which the holder of such document gains the right to continue with education or the right in respect to employment.

Article 2.

In the recognition procedure for continuance of education, the holder of a higher education document shall be entitled to the continuation of higher education, or given the right to join the level of higher education.

Article 3.

In the process of recognition for the purposes of employment, the holder of a foreign higher education document will have the type and the level of studies, as well as the professional title determined for him.

Article 4.

In the process of recognition of a foreign higher education document, the education system in the country in which it was acquired, the study program, the conditions of admission to the program, rights given by the higher education document in the country in which it was obtained and other facts relevant to the recognition are taken into consideration.

Article 5.

In the process of recognition of foreign higher education documents, evaluation of a foreign study program based on the type and level of acquired knowledge and skills will be conducted.

Evaluation of foreign study programs is performed by the College Council taking into account the data about the higher education institution in which the study program is carried out, which is to be collected by the competent Ministry.

Article 6.

The application for recognition of foreign higher education document for continuing education or for employment, requires a submission of:

1. The original of a foreign higher education document,
2. Three copies of a certified translation of the diploma,
3. Three copies of a certified translation of the diploma supplement or certificate of the exams passed,
4. Proof of payment for the recognition fees.

Article 7.

The decision on the recognition of a foreign study program is brought by the College Council on the proposal of the Commission consisting of the college teachers from the respective areas of expertise.

Commission members are appointed by the College director at the proposal of the corresponding study program council.

Article 8.

On the basis of the decision on the recognition of foreign study programs, the College shall issue a decision on the request for recognition of foreign higher education document.

Decision of the director is final in the administrative proceedings.

Article 9.

Once a positive validation of the specific study program is done successfully, it shall be applied to all future cases when it comes to the same study program.

Article 10.

These Rules shall enter into force on the day following its adoption and will be published on the website of the "First Academy of Vocational Studies".

Pursuant to Article 55 of the Law on Higher Education ("Official Gazette of RS", No. 76/2005, 100 / 2007- authentic interpretation, 97/2008, 44/2010, 93/2012, 89/2013 and 99/2014), the Senate of the "First Academy of Vocational Studies" on the session held on 13th July 2015 has brought the following

RULEBOOK ON PROFESSIONAL PRACTICE

Article 1.

This Rulebook shall regulate the conditions and manner of conducting professional practice at accredited degree programs at the colleges within the "First Academy of Vocational Studies".

(Hereinafter referred to as the Colleges).

Article 2.

The goal of professional practice is to facilitate the implementation of technical and scientific knowledge in practice to students. Students are directed to professional practice in order to complete their theoretical knowledge with the practical one, in order to master more successfully their study program skills and get involved in the working process.

In addition to the primary goals, there are others that define and determine professional practice within the study program but also establish the link between the college and the work field:

- Improving the practical knowledge and skills of students;
- Verification of the applicability of knowledge in a real working environment;
- Improving the employability of students after studying;
- Improving the quality of study programs thanks to the feedback information from employers and companies;
- Establishment of better connections with the industry and companies;
- Improving the productivity of companies and creating a better business environment;
- Improving the segment of corporate social responsibility.

Article 3.

Professional practice is done at the undergraduate, specialist and master vocational studies in institutions and other organizations that are

directly / indirectly associated with the study programs of the college, with whom the college has signed a cooperation agreement on execution of professional practice in coordination with the Center for Career Development of the "First Academy of Vocational Studies" or it can be done at the laboratories of colleges that develop applications and products for the industry or for the improvement of their institution.

The student is required to take diligent care of the assets of a company during the training, to behave in a manner showing respect towards the company's employees and contribute to the reputation of the college with own appearance and behavior.

Article 4.

Students can do their professional practice abroad at high schools, colleges, institutes and other organizations pursuant to Article 3. In the case of student's departure to professional practice abroad, the person in charge of professional practice is bound to submit an official letter addressed to the organization abroad and submit the syllabus for professional practice.

Article 5.

Professional practice is carried out by the weekly schedule or in blocks (during the holidays), according to the study programs of the college. Professional practice is not included in the workload of the academic year, but is evaluated by ECTS credits. By carrying out professional practice, the students acquire a certain number of points that are included in their final assessment for that specific subject. Daily workload during the training period, cannot be greater than five (5) school hours (5 h 45 min).

Article 6.

The head of professional practice is responsible for planning and organization of professional practice, being appointed by the Council of the study program to do that. The head of professional practice directs students to professional practice in cooperation with the teachers from the subjects which require professional practice.

The head of professional practice is responsible for mediating between students and organizations to which the students are directed to do professional practice and for signing contracts among colleges and these organizations, which regulate the conditions under which students are directed to the practice.

Article 7.

Professional practice is included into the student index book and evaluated descriptively as successfully done or not successfully done. An assessment of whether the student has successfully completed professional practice is made by the head of professional practice or a teacher, depending on the area covered by the professional practice and / or evaluation of an authorized person - employee's supervisor at the institution in which professional practice is conducted, who is responsible for monitoring the students' work .

The authorized person - a supervisor from the organization who is responsible for monitoring students' work can be authorized to specify the contract signed between the vocational colleges and organizations in which professional practice is conducted.

Article 8.

The student is directed to the professional practice in time periods and time limits determined by the curriculum of the study program.

The student may suggest an organization that is not on the list of organizations with whom the college has signed a contract, provided that until his appointment to do the practice in that organization, a cooperation agreement is signed between the college and that organization.

A student who wants to do the professional practice abroad, after he receives the written consent of the organization abroad, gets a form in English from the head of professional practice, which must be verified by the representative of the organization abroad.

Student applies for professional practice by completing the form to be found in the Student Service at the college or by downloading the form from the website of the college. This form is signed by the Head of professional practice, by the teacher and a responsible person in the organization or institution to which the student is sent to do the practice. Student can apply for professional practice over the internet portals of the college, on a separate webpage where his marks, competencies, skills and other relevant information can be available to the potential companies which conduct professional practice.

Students do not have tangible or intangible claims or rights for professional training and development in the organization.

Article 9.

Head of professional practice is required to:

- make a plan for sending students to professional practice for the current academic year per individual study program before the start of the

summer semester of that academic year with the approval of the study program council;

- propose the program and thematic areas of professional practice for the current academic year;
- propose to the study program council a member of the teaching staff or a student of vocational studies from the first or second level of studies who achieved at least 120 ECTS credits at the first level with an overall average mark of at least eight, to hold preparatory classes for professional practice in the current academic year;
- make a list of organizations that provide professional practice for each academic year;
- organize signing of agreements with new organizations;
- maintain regular contacts with relevant organizations and check whether professional practice is being performed in accordance with the plan of professional practice;
- keep records of completed practice;
- submit an annual report on the completed practice to the College council .

Article 10.

The study program council:

- appoints the head of professional practice for the current academic year;
- makes a proposal to the head of professional practice, bringing a program and thematic areas of professional practice for the current academic year;
- appoints a teacher, associates or students of vocational studies of the first or second level of studies, who have achieved at least 120 ECTS credits with an overall average mark of at least eight at the first level of studies, to hold preparatory classes for professional practice in the current academic year.

Article 11.

Student keeps a journal about the realization of professional practice in which he regularly inserts professional activities during the practice and cites the official records of the organization that carries out professional practice.

Journal of the practice is prescribed by the Academic Council of the College and includes data for each day of practice. It is organized in two parts:

- Concise description of practice work, by day, place, duration and obtained tasks;
- Professional description of the company or institution where professional practice is conducted.

The authorized person - supervisor, from the organization where the professional practice is performed, is in charge of monitoring the students' work, checking whether the activities described in the journal of professional practice coincide with the official records of the organization and signing the journal of professional practice to certify it.

Article 12.

If the student does not perform any obligation under Article 11 of the Rulebook, it is considered that he has not successfully completed professional practice and is directed to re-do the practice.

Article 13.

Student can interrupt the conduct of professional practice for health reasons and in the case of employment, for which situations he is to enclose the appropriate certificates. Unexcused absence from practice, its termination or student misconduct entails disciplinary responsibility of the student at the college. The decision on imposing disciplinary measures is brought by the disciplinary committee of the College.

Article 14.

After the completion of professional practice, the student brings a journal and a certificate of completion of practice to the head of professional practice, signed by an authorized person - a supervisor from the organization in which professional practice is completed.

A course teacher is responsible for evaluation of the journal of professional practice.

Article 15.

Funds for professional practice are approved by the College Council upon the proposal of the head of professional practice.

Article 16.

The organization and implementation of professional practice is done with proper documentation and forms that are an integral part of this Rulebook.

Article 17.

This Rulebook shall enter into force on the date of adoption and will be published on the website of the "First Academy of Vocational Studies".

On the basis of Article 16 of the Labour Act (Fig. Gazette of RS no. 24/05) and Article 14 of the Law on Safety and Health at Work (Fig. Gazette no. 101/05, 119/2012, 45/2013, 93 / 2013), the Board of directors of the "First Academy of Vocational Studies" on the session held on 13th July 2015 has brought a

**RULEBOOK ON OCCUPATIONAL SAFETY AND HEALTH
AT WORK OF EMPLOYEES AND STUDENTS**

I - GENERAL PROVISIONS

Article 1.

This Rulebook shall regulate the implementation and promotion of health and safety at work of employees and students at the "First Academy of Vocational Studies", in order to prevent injuries, occupational diseases and diseases related to work.

Article 2.

Regulation on Safety and Health at Work is devoted to the following questions:

- ◆ rights, obligations and responsibilities of employees and students,
- ◆ rights, obligations and responsibilities of the Board of directors of the "First Academy of Vocational Studies", officer for safety and health at work and employees with special powers,
- ◆ method of providing working conditions that reduce injuries, occupational diseases and diseases related to work,
- ◆ preventative measures for the safety and protection of the health of employees and students,
- ◆ training of staff and students, as well as verification of acquired knowledge,
- ◆ identification of violations of duties and other violations of labor discipline in regards to safety and health at work,
- ◆ special protection of women, students and the disabled,
- ◆ employee health care,
- ◆ manner and procedure of sending employees to a medical examination,
- ◆ way of training for the first aid in case of injury and procedure for evacuation and rescue of staff and students in the event of natural disasters, explosions, fires and the like.

- ◆ way of complying to the requests of the inspection of labor in relation to the reporting and recording of occupational injuries and illnesses related to work, as well as keeping records of the trainings for employees,
- ◆ acquisition and maintenance of tools and equipment for personal protection at work,
- ◆ appointment of the persons for safety and health at work,
- ◆ taking prescribed measures and other commitments to implement the provisions of the Law on Safety and Health at Work.

Article 3.

The following persons have the right to safety and health at work:

1. The employees,
2. Students when they are on mandatory lectures, practical training classes and professional practice (offices, laboratories, etc.),
3. Persons in competitions in relation to the process of work,
4. Persons in the working environment who are to perform certain tasks.

II - PREVENTIVE MEASURES

Article 4.

The "First Academy of Vocational Studies" undertakes all legal and prescribed preventive measures in order to achieve safety and health at work and provide the means for eliminating the risk of injury and damage to the health of employees and students, particularly in the procedure of:

1. Use and maintenance of laboratories in order to enable the implementation of teaching and other working processes;
2. Use and maintenance of equipment used in the work process, so that its use prevents injury or damage to the health of employees and students;
3. The use of resources and equipment in an orderly and proper manner;
4. Training and education in the field of health and safety at work,
5. Student insurance against accidents (accidents).

Officer for safety and health at work is required to provide first aid, as well as to train adequate number of staff in first aid, rescue and evacuation procedures in case of emergency.

The obligation of the officer is to lineup cabinets with prescribed medical means for providing first aid in a visible and easily accessible place in the working premises.

Officer for safety and health at work takes care of the procurement and handling of medical supplies.

Article 5.

Officer for safety and health at work is bound to display the no smoking sign in the business premises in accordance with the Act.

III - RIGHTS AND OBLIGATIONS OF EMPLOYEES AND STUDENTS

Article 6.

Employees have the right and obligation to get themselves acquainted before the start of work with the measures of safety and health at work in positions which they were assigned to and be trained to implement them.

Employees have the right and obligation:

1. to give suggestions, comments and information on matters of health and safety at work to the officer for safety and health at work,
2. to use personal protective means and equipment at work, to use them cautiously, handle properly and maintain them in good working order;
3. to perform activities with special care in order to ensure their life and health, as well as the life and health of other employees in their environment;
4. to report having a health problem or a disease that cannot be examined in an ordinary way but which could affect their safety or the safety of other employees and students;
5. to notify the responsible person immediately about the failures he caused or the irregularities, hazards or other occurrences he noticed, which could jeopardize the safety and health of employees and students;
6. to control his health in line with the risks of his workplace in accordance with the regulations on health care;
7. to cooperate with the manager and officer for the occupational health and safety at work in order to implement preventive measures for safety and health at work.

Article 7.

An employee working at the workplace of increased risk, has the right and obligation to take a medical examination to which he is referred to by the officer for safety and health at work, and should be allowed to perform the tasks only on the basis of the reports of occupational health services, declaring that he is medically fit to work at that workplace.

Article 8.

Employees have the right to refuse to work:

1. if there is an immediate danger to life and health since prescribed measures for safety and health at the workplace to which he was assigned to have not been implemented- waiting for such measures to be eliminated;
2. if he is not provided a proper medical examination or if the medical examination determines that he does not meet the health requirements in accordance with the law that enable him to work in the workplace with increased risk;
3. to operate the machines and other pieces of equipment to which prescribed measures for safety and health at work have not been applied;
4. if in the course of training for safety and health at work he was not acquainted with all the risks and measures for their removal prescribed by the Law for the jobs he has been assigned to;

This right can be reached according to the procedure stipulated in the Law on Safety and Health at Work in cooperation with the competent inspection.

IV - RESPONSIBILITY OF EMPLOYEES AND STUDENTS

Article 9.

Employees and students make the breach of obligations if, during work and in the course of instruction do not comply with the prescribed measures of safety and health at work as well as the provisions of this Rulebook, the Law and other regulations governing the issues in this field.

Article 10.

An employee who fails to comply with the set obligations in order to achieve safety and health at work makes a gross violation of duties and responsibilities and is subject to the provisions of the Labour Relations Act.

As a breache of obligations in relation to health and safety at work it is considered in particular:

- failure of performance or negligence, careless and untimely performance of obligations in relation to health and safety at work;
- abuse of power and abuse of authority related to the implementation of safety and health at work;
- improper use of funds for the protection of health and safety at work;
- smoking in restricted areas, as well as the use of fire in prohibited premises and other facilities where teaching is conducted;

- coming to work in a state that does not allow for normal operation (an intoxicated condition, the condition under the influence of drugs, etc.).
- refusal of execution of instructions and orders of directors, managers with special powers and entities for health and safety at work, the orders of the inspection and other authorized bodies.

Article 11.

The liabilities of this Rulebook for employees and students apply when they are in colleges or other places where the education process unfolds, even if that is to be outside the college premises.

Article 12.

An employee or a student who does not implement all the prescribed forms of health and safety measures at work, and intentionally or recklessly inflicts damage to the school, is obliged to compensate it. The procedure for determining the damage and responsibilities of employees and students shall be determined in accordance with applicable laws and regulations and general acts of the colleges.

V - TRAINING OF EMPLOYEES

Article 13.

Officer for safety and health at work is obliged to carry out the training of employees for safety and health at work when employees establish their employment, when employees are reassigned to other jobs, when new technologies or new instruments for work are introduced as well as during changes in the work processes.

Officer for Safety and Health at Work is obliged to inform the employees about all types of risk on the jobs assigned to them and about the specific measures for safety and health at work in accordance with the risk assessment.

Article 14.

Training of employees for safety and health at work must be adapted to the specifics of the place of employment.

Training is done by checking theory knowledge and testing practical knowledge for performing the tasks assigned.

Article 15.

Training of employees for safety and health at work is carried out in several ways, in particular by:

- ◆ seminars

- ◆ courses
- ◆ symposia and conferences
- ◆ self-education
- ◆ giving written notice and instructions
- ◆ making reference books
- ◆ showing films and organizing exhibitions in other ways.

VI - DUTIES AND RESPONSIBILITIES OF DIRECTORS

Article 16.

The directors of colleges shall provide the employee to work in the workplace and in the working environment in which measures of health and safety at work have been applied.

A director is not relieved of the obligation referred to in paragraph 1 of this Article appointing another person or transferring his duties and responsibilities to the officer for Safety and Health at Work.

For an injury at work due to unforeseen circumstances or due to malpractice and negligence at work, and exceptional events that are beyond the control of the director, the director shall not be liable.

Article 17.

The director shall:

1. monitor the work of employees who participate in teaching and practical classes where there is a risk for safety and health of employees and students as well as to monitor the work of teachers of practical teaching in all subjects;

2. to instruct employees and order a medical examination for jobs where examination is mandatory;

3. to order the execution of necessary checks and testing of tools and equipment;

4. to initiate disciplinary action against employees for violation of the obligations relating to safety and health at work, as well as against the students that prevent safe operation in laboratories and other facilities where the respect of safety and health measures at work is obligatory.

Article 18

The Director shall provide preventive measures to protect the life and health of employees and students, as well as to provide the necessary funding for its application in organizing the work.

Officer for Safety and Health at Work by order of the Director is required to provide preventive measures in accordance with the principles of the law and other regulations in the field of health and safety at work, health care, hygiene, health, pension and disability insurance and others.

Article 19

Specific duties and responsibilities of directors are:

1. to appoint a person for Safety and Health at Work
2. to assign the jobs to the employee for which the measures of health and safety at work have been implemented;
3. to issue appropriate instructions for safe operation during the acquisition of new tools and equipment;
4. provide for training of staff and students for safe operation;
5. ensure that employees use tools and equipment for personal protection at work;
6. ensure that the maintenance of tools, instruments and equipment for personal protection at work is in good condition;
7. engage legal entity licensed to conduct preventive and periodic inspection and test the equipment as well as conduct preventive and periodic testing of the working environment;
8. provide necessary medical examinations to employees,
9. provide first aid as well as train certain number of employees in first aid, rescue and evacuation procedures in case of emergency;
10. stop any type of work that represents immediate threat to the life or health of employees and students;
11. adopt Risk Assessment Act for all workplaces and determine the methods and measures for their removal.

Risk Assessment Act is to be brought by the Board of directors after the adoption of the appropriate regulations provided by the Act of the Minister responsible for Labor.

Article 20.

By a special resolution, the director appoints the responsible persons when there is a risk of injury at work. The responsible persons are obliged to ensure that in the process of work, prescribed measures of safety and health at work for both employees and students have been applied.

Article 21.

Responsible persons, ie, the officer for safety and health at work of previous Article 20 of this Rulebook is specifically responsible for:

- application of the prescribed measures of safety and health at work for staff and students;
- proposals to the director for ensuring periodic inspection and checks of the existing equipment and appliances used in work in the premises in which they perform the process of teaching;
- development of personal skills and training in the field of health and safety at work in order to transfer these skills to employees and students with whom he participates in the work process;
- proposals to the director for measures to eliminate the risks and improve the working conditions;
- notifications to the director, and initiation of the procedures for determining the violation of duty by the employees and students whose irresponsible behavior jeopardized or could jeopardize the health and lives of employees and students in their environment.

Article 22.

In addition, appointed persons with special responsibility are lecturers and practical trainers or associates who teach students in premises outside of the college as part of the regular teaching process.

Lecturer or associate shall organize work with students so that during lectures and practical training their safety and health is ensured.

Article 23.

Teachers and their assistants in practical classes are required:

- to familiarize the students with all the dangers and potential risks that may occur during the development of the process of teaching in laboratories or other teaching rooms;
- to introduce students to the basic rules of safety and health at work and check their knowledge in that field during the teaching process;
- to alert students to use protective devices and control this use;
- to entrust some difficult and dangerous operations in the work to qualified students, and to be constantly present in the process of work in laboratories and other high-risk premises;
- to control the regularity of funds, equipment, machinery and appliances and personal means of protection at work in cooperation with the head of the laboratory and take appropriate measures to ensure that any deficiencies and defects are resolved before the beginning of practical training and conducting exercises in the laboratory;
- to control the existence of equipment to provide first aid and to ensure on time the necessary complement of medical supplies;

- in case of injuries of students during the teaching process, they should submit a written report to the college director and take all measures to ensure that the injured are given appropriate medical care;
- undertake other measures envisaged by legislation on safety and health at work upon the order of the Director and responsible persons.

VII - SPECIAL PROTECTION OF WOMEN, YOUTH AND DISABLED

Article 24.

Women, youth and the disabled in employment enjoy special protection at work in accordance with legal regulations.

Article 25.

Women are prohibited to work in the following activities:

- work on the transport, loading and unloading of cargo over 15 kg in weight;
- work on other tasks that adversely and with increased risk may affect the health of women.

Article 26.

During pregnancy, women cannot work in jobs where the work is performed in a fixed position of the body or where the tasks are performed in a standing position for a long period of time, as well as jobs requiring heavy physical exertion or other major physical stresses during operation, but neither can they work over their full working time.

VIII - MAINTENANCE PROCEDURES

Article 27.

The funds for the work in terms of these regulations imply: objects for work associated with the premises, electrical and other installations, equipment and devices, auxiliary premises and their installations, auxiliary facilities which are temporarily used for work and movement of employees.

Article 28.

With the purpose of detecting defects, periodic checks are made.

Checks of devices, work tools and electrical and other installations shall be made at specified time intervals by using the methods defined by the Act and regulations.

Article 29.

All operational and auxiliary facilities must be in compliance with the type of work performed in them, with enough natural and artificial light according to standards and must be periodically checked to comply with legal regulations.

Article 30.

Walls, partitions, ceilings and other structural elements of working premises must be painted in bright colors.

Article 31.

Floors in premises must be hard, levelled and constructed of a material that can easily be cleaned and washed.

In a working space where the water comes and where the water is spilt, floors must be made of impermeable material.

Server room should be soundproof and equipped with anti-static floors.

Article 32.

Working spaces shall be provided with natural or artificial ventilation, according to current regulations.

These facilities must be periodically checked for vapor, gases, dust and other harmful effects.

IX - PRECAUTIONS WHEN PERFORMING OPERATIONS WITH INCREASED RISK

Article 33.

At workplaces where there is a risk or an increased risk of injury, occupational and other diseases to be caused, only the person who meets specific requirements in terms of health skills, qualifications, psycho-physical characteristics and others can be engaged. These activities shall be prescribed by a special act of risk assessment.

Article 34.

Employed women during pregnancy, employees and employees with reduced working capacity shall enjoy special protection in accordance with legal regulations of this rulebook.

X - INDIVIDUAL AND COLLECTIVE SECURITY FUNDS

Article 35.

These include funds that are used to protect employees from occupational injuries and ensure their health and safety at work.

The financial means for personal protection include items, clothing and footwear that employees must use during labor if these are necessary to ensure the safety and health at work.

The use of personal protective equipment and devices at certain positions is determined on the basis of the analysis of sources of danger, and the necessity to implement preventive measures.

Article 36.

The employee is immediately issued the assets for personal protection at work over written obligation, with the notification on the shelf life of the issued assets.

The written obligation should have the date of issuance, the specified features of the given assets and the expiration date.

It is not allowed to use these assets for personal protection and personal safety which due to wear or damage do not provide adequate protection from the exposure risks. These assets should be replaced although their shelf life has not expired by new assets with the retrieval of the damaged ones.

After detecting the damage, the head person should prepare a mandatory report on the causes of the damage.

Article 37.

Means for personal protection and personal equipment are used only in specific purposes during working hours and in jobs that are asked for on behalf of the college. These funds are prohibited for private use. The rights to purchase assets for personal protection are the following:

For tasks and activities -means of protection and their shelf life

Maintaining cleanliness

- Working gowns, 2 years
- Borosane or clogs, 1 year
- Safety glasses, masks and gloves, 6 months

Employee who for any reason fails to do his work at the college as requested is obliged to repay the funds for personal protection or to bring the compensation in its value.

Article 38.

The "First Academy of Vocational Studies" is obliged to comply with the legislation to organize and provide collective protection of employees and students.

As a minimum mandatory funds for collective protection of employees and students, the colleges of the "First Academy of Vocational Studies" should have:

- A cache pharmacy;
- Handy for disinfection and decontamination;
- Adequate number of fire extinguishers and hydrants;
- Digestorium (in the laboratory);
- Prescribed ventilation.

XI - ORGANISATION OF SAFETY AND HEALTH AT WORK

Article 39.

Officer for Safety and Health at Work is obliged to organize activities for safety and health at work of all employees and students at the "First Academy of Vocational Studies".

Safety and health at workplace may be performed by a person who has passed the examination in accordance with the law.

To perform these operations director may issue a decision to designate one or more employees, or to engage a legal entity that is licensed for that job.

Officer for Safety and Health at Work is directly responsible to the director and can have damaging consequences if the work is not done in accordance with the law.

The director shall appoint the person for Safety and Health at Work for performing these tasks and skills training in accordance with the law.

Article 40.

For conducting protection of health and safety, the director engages occupational health services.

Occupational Health Service is required to perform tasks to protect the health of employees on the basis of a contract and in accordance with the Law on Safety and Health at Work, and in particular to comply with the provisions of Articles 40 and 41 of this Act.

Article 41.

Person for safety and health at work must by the order keep and maintain records prescribed by the Law (Article 49 of the Law on Safety and Health at Work).

Article 42.

Officer for safety and health at work is obliged to promptly report to the competent inspection and the competent authority in the internal affairs each death, collective or serious injury at work as well as a dangerous phenomenon that could endanger the safety and health of employees and students.

Officer for Safety and Health at Work shall notify the competent inspection of work when he finds out for an occupational disease of an employee.

Article 43.

The college is obligated to secure compensation for the damage caused to the employees who have suffered an injury, occupational disease and disease related to work to.

XII - HEALTH CARE

Article 44.

Health care, in terms of this Act, is an organized and comprehensive activity of the company with the aim to achieve the highest possible level of health protection of employees and students.

Health care includes the implementation of measures for the protection and promotion of health, prevention, prevention and early detection of diseases, injuries and other health disorders, and timely and effective treatment and rehabilitation.

Article 45.

The college organizes and provides funds for health care of staff and students to create conditions for health –responsible- behavior and occupational safety for employees, which includes at least:

1. Medical examinations to determine the ability for work on behalf of the college;
2. Implementation of measures for prevention and early detection of occupational diseases, diseases related to work and prevention of occupational injuries and chronic diseases;
3. Preventive examinations of employees (periodic and target control) depending on gender and working conditions, as well as the incidence of occupational diseases;

4. Examinations for employees who are required to implement safety measures in order to protect life and working environment, and protect employees from infectious diseases in accordance with regulations prescribed by the Act.

5. Organization of systematic examinations of employees within an academic year;

6. Systematic examinations of students per year in the student clinic within one academic year;

7. Information to the employees on health protection measures at work and their education in relation to specific conditions, and the use of personal and collective protective equipment;

8. Other preventive measures (optional vaccinations, medical check-ups) in accordance with the law;

9. Monitoring of working conditions and work safety and assessment of occupational hazards in order to improve working conditions and ergonomic measures, adjusting the mental and physical abilities of employees;

10. Monitoring of illnesses, injuries, absence and mortality, particularly from illnesses related to work injuries and other health impairments which affect temporary and permanent change of working capacity;

11. Participation in the organization of working and absent leave regime of employees, as well as the evaluation of new equipment and new technologies in terms of health care;

12. Implementation of measures to improve the health of workers exposed to health hazards in the course of work;

13. Providing first aid in case of injury in the workplace and providing conditions for emergency medical intervention.

Health care at the college level involves systematic and periodic examinations of workers and students, in the manner and under the procedure stated in the regulations governing the field of health and safety at work;

In the provision of health care at colleges, Officer for Safety and Health at Work is required to provide to employees other safety measures in accordance with the regulations governing the field of health and safety at work.

Article 46.

Officer for Safety and Health at Work is bound to the regulations on health care to provide vision checks by occupational medicine services or

ophthalmologist to personnel who uses equipment to work in front of the screen.

Vision check is carried out before using the equipment for work in front of the screen, then periodically during the use of equipment, at intervals not exceeding three years, or in cases when the employee experiences problems with eyesight that may arise as implications of using the working equipment with a display.

XIII - FINAL PROVISIONS

Article 47.

Employees and students at the colleges of the "First Academy of Vocational Studies" exercise their rights in the field of health and safety at work in the manner and under the procedure established by this rulebook and the Law on Safety and Health at Work.

Article 48.

This Regulation shall enter into force on the day of publication on the website of the "First Academy of Vocational Studies".

Based on article 15 and article 17 of the Law on Higher Education ("Official gazette RS" no. 76/05, 100/07, 97/08, 44/10, 93/12 and 89/13) and the article ____ of the Statute of the Academy, Board of the vocational college in _____, on the session held on _____ 2014, has adopted a

**RULEBOOK
ON THE STUDENT EVALUATION OF THE QUALITY OF STUDIES**

Content of the rulebook

Article 1.

This Rulebook determines the areas, aims, principles, methods and standards of the procedure for the evaluation of the quality of studies, teaching process and pedagogical work of teachers in colleges within the Academy by their students, as well as the manner in which the evaluation documentation is kept and the manner in which the results of the evaluation are used.

Rules determined by this rulebook are the common rules for the evaluation of the quality of studies, the teaching process and the pedagogical work of teachers in all the colleges within the Academy and they are applied for evaluation of all the levels of studies.

Aims of the evaluation

Article 2.

By evaluating the quality of studies, information is obtained from students on their opinion of monitoring, control and improvement of the quality of studies in accordance with the Rulebook on standards and the procedure for quality assurance.

In the evaluation of the results of the pedagogical work of teachers, opinion of the students is also taken into account.

Scope of evaluation

Article 3.

Areas of student evaluation are the following:

1. study program,
2. teaching process,
3. pedagogical work of teachers,
4. textbooks and literature,
5. work of the professional services, facilities and the equipment.

Principles of the evaluation procedure

Article 4.

Procedure for the student evaluation of the quality of studies is conducted according to the following principles:

- the principle of voluntariness,
- the principle of anonymity,
- the principle of neutrality,
- the principle of protection of the person whose work is the subject of evaluation.

Students approach the evaluation voluntarily.

In the evaluation procedure anonymity of students is ensured.

Persons who conduct the evaluation procedure must not influence the opinion of students, while the person whose work is being evaluated must not be present in the place where the evaluation procedure is conducted.

When conducting the evaluation and announcing the results of evaluation, the dignity of the person whose work has been the subject of evaluation must be protected.

The principles of the evaluation procedure are binding for all the management bodies, professional bodies, as well as all the students and the non-teaching staff.

Commission for conducting the student evaluation

Article 5.

Student evaluation is conducted by the Commission for the quality assurance (hereinafter referred to as the Commission) which is appointed by the Teaching council of the college from the rank of teachers, fellow-workers, non-teaching staff and students.

The Commission prepares a questionnaire, conducts the evaluation procedure, keeps the records of conducting the evaluation and prepares a report about the evaluation results.

Apart from the members of the Commission, students and the employed in the professional services can also take part in conducting the evaluation procedure if they have been authorized in the written form to do that by the director.

Evaluation methods

Article 6.

The main method of the student evaluation of the quality of studies, the teaching process as well as the pedagogical work of teachers is a survey.

According to the rule, the student survey is conducted as a group guided survey.

The survey is conducted by completing a questionnaire which contains multiple choice questions (statements) as well as the open-end questions which give students the possibility to express their views, comments, observations and suggestions.

Examinees

Article 7.

Three groups of examinees are encompassed by the survey.

The first group of examinees consists of freshmen which have enrolled the study program for which they have gained the right.

The second group of examinees encompasses all the enrolled students, from a certain study program and the year of studies (first, second, third year of studies). The surveyed students express their opinion on the courses that they have been attending and the teachers who were holding their lectures and practical classes.

The questionnaire is valid even if the examinee does not answer all the questions, that is the statements given in the questionnaire.

The third group consists of the students who have finished their studies.

The sample must encompass more than 50% of the enrolled students from a certain study program and the year of studies.

Content of the questionnaire

Article 8.

Based on the type of the examinees, three kinds of questionnaires are used and they are the following:

1. Questionnaire for freshmen
2. Questionnaire for students
3. Questionnaire for the students who have finished the studies

All the questionnaires have: specification of the subject of the evaluation, student data (student status and the average score of studies), date of the survey and the instructions for completing the questionnaire.

The instruction for completing the questionnaire contains the specification on the aim of the evaluation, as well as the specification on the voluntariness and anonymity of the survey.

The Questionnaire for freshmen contains questions (statements) the answers to which give realistic information about students (what their expectations are, how they will support themselves during studies, what languages they use, what their special interests are, etc.)

The Questionnaire for students contains questions (statements) from the evaluation area of study programs, teaching process, pedagogical work of teachers, manner of assessment and the evaluation of the professional services.

The Questionnaire for the students who have finished the studies contains questions (statements) to which the students give their final judgement about the college that they have just completed.

Apart from these questionnaires, The College can use other questionnaires as well in accordance with its needs and specificities.

Evaluation scale

Article 9.

The Questionnaire for freshmen contains open and closed type questions. Examinees give their opinion in the open-type questions or choose one of the given answers in the multiple-choice questions.

The Questionnaire for students contains the questions for which a five-level scale is used in accordance with the given statement.

The scale gradation is the following:

1 - I strongly disagree

2 - I disagree

3 - I neither agree nor disagree

4 - I agree

5 - I strongly agree

Students answer all of these questions by writing in the appropriate number on the scale from 1 to 5 where 1 is the lowest and 5 is the highest mark.

The final evaluation conducted by the students is thus expressed in two ways: descriptively-according to the percentage of consent to each of the given statements and numerically in questions where required.

The Questionnaire for the students who have finished the studies contains questions to which students give answers by using a five-level scale in accordance with the given statement. Gradation of the scale is the same as in the questionnaire for students. Also, the questionnaire contains open-end questions on which students give individual answers.

Time and manner of conducting a survey

Article 10.

Freshmen survey is conducted during the enrollement in the first year of studies to the appropriate study program. The questionnaire can be found in the Info brochure for freshmen.

Student survey for students on the first, second or third year of their undergraduate studies and the students at the specialist studies is conducted at the end of each semester, where students evaluate the work of the teachers and fellow-workers from the courses which they have been attending during that semester.

Survey of the students who have finished the studies is conducted on the occasion of issuing diplomas or when issuing a certificate that the studies have been completed.

Before students start completing the questionnaire, the interviewers (commission) explain the importance and the content of the questionnaire and how to complete it.

The interviewers should determine the number of the present examinees and must not make any kind of influence on them.

After finishing the survey, the interviewers should count the questionnaires that are handed in, put them in a folder or a box and write on it the place and the time of the survey, the number of present students, the number of completed and incompletd questionnaires and sign their names.

Students must be informed about the type of the survey and the time of conducting the survey, at least 8 days prior to the start of the survey.

Students must be given enough time to complete the questionnaire.

Data archiving

Article 11.

All the data about the survey (completed questionnaires, processed data, reports and minutes) are filed and must be protected from unauthorized access of the third parties and kept for at least three years.

Reports and the results of evaluation

Article 12.

After the evaluation has been conducted, the Commission for the quality assurance makes a report which contains:

1. data on the conducting of the survey (date of the survey, names of the interviewers, type of the survey procedure, study programs and courses that are evaluated, the names of the teachers, years of studies, status of studies, number of students who should have completed the questionnaire and the number of students who have completed the questionnaire, the number of valid and invalid completed questionnaires as well as the objections if there were any).

2. evaluation results (percentage of answers to each individual question (statement) for all the items of the scale, average mark of all the answers that the examinees have given when numerical scoring is used or attitudes and opinions as answers to open end questions, etc.)

Once a year, usually by the end of the academic year, the Commission makes annual report about the conducted surveys and the evaluation results which is submitted to the college director. The director informs the teaching staff about the evaluation results during that academic year on the session of the Teaching council.

Student representatives who participated in the Commission for conducting of the survey, inform the students through the Student Parliament about the results of the survey which are important for them.

Also, the representatives of the non-teaching staff who are members of the Commission inform the non-teaching staff with the help of the School secretary about the results which are relevant for them.

The Commission also prepares a special report about the evaluation results of the pedagogical work of each teacher. Evaluation of the pedagogical work is determined by the questionnaire for the enrolled students. The Commission delivers a special report about the results of the evaluation of pedagogical work to each teacher whose work has been evaluated and to the Student parliament which gives its opinion in the procedure for the election of a teacher to the position based on these results.

This Rulebook comes into force the following day from the day of its approval.

ACAS Southern Serbia

Based on article 15 paragraph 1 of the Law on Higer Education ("Official Gazette of RS"), no. 76/05, 100/07, 97/08, 44/10, 93/12. and 89/12.), and the article _____ of the Statute of the Academy, Board of the college of vocational studies in _____, on the session held on _____ 2014 has brought the

**RULEBOOK
ON THE STANDARDS AND THE PROCEDURE FOR
THE QUALITY ASSURANCE**

Article 1.

College of vocational studies in _____ (hereinafter referred to as the College) by this Rulebook on the standards and the procedure for quality assurance defines the bodies and the procedures for control, assurance, improvement and development of the quality of the study programs, the teaching process and the working conditions.

Article2.

By determining the standards of quality and the procedure for quality assurance, a permanent quality control is ensured and a series of data are obtained based on which required measures can be taken in view of improving the quality.

Article 3.

Standards and procedures for quality assurance are brought by the Teaching Council on the proposal of the Commision for quality assurance.

The Teaching Council appoints the Commission for quality assurance consisting of 7 members, 4 of which are from the rank of teachers and fellow-workers, 2 of which are from the rank of students and one of which is appointed from the members of the non-teaching staff.

Article 4.

Standards and procedures for quality assurance are determined for the following areas:

1. study program,
2. tuition,
3. assessment,
4. scientific and research work,

5. textbook literature,
6. management and non-teaching support,
7. facility and equipment.

Quality Of The Study Programs

Article 5.

Quality of the study program is assured through monitoring and checking of its aims, structure of the student work load as well as modernizing the curriculum and continuous collection of data from employers, National Employment Service and other relevant organizations.

Each year a college checks and determines anew:

1. aims of the study program and their harmonization with the main mission and aims of the college,
2. structure and content of the study program in respect to general-education, professional and professional-applicative courses,
3. student work load measured by ECTS credits,
4. outcomes and competencies that the students gain when completing the studies, possibility for their employment and further education.

The College assures that students participate in the evaluation of the quality of the study program through surveys and by delegating their representatives to the College Board, Commission of the Quality Assurance, Teaching Council and the Study Program Council.

QUALITY OF TEACHING

Article 6.

a) Standards for holding lectures

The teacher is obliged to hold course lectures according to the Syllabus which has been determined prior to the beginning of the semester.

The teacher submits the Syllabus to the students at the beginning of the semester in three copies. The Syllabus contains:

- basic data on the course- name, semester, number of ECTS credits, status
- aims of the course
- content and the structure of the course,
- plan and the timetable for teaching (lectures and practical classes),
- type of assessment on the course,
- textbooks, that is the obligatory and additional literature, and
- data on the teachers and fellow-workers on the course.

Thematic units for lectures must be covered in order and according to the dates envisaged by the Syllabus for that course with the possible deviations of up to 20%.

The teacher is obliged to cover at least 70% of the content of a certain thematic unit envisaged by the Syllabus for that class.

The teacher is obliged to hold lectures in time periods envisaged by the timetable of classes, that is to start and finish the class on time. The teacher can change the venue and time of holding lectures in agreement with the director's assistant for tuition and the head of the study program.

b) Standards for the content of lectures

Lecture content must cover at least 70% of the curriculum content for that course which is also envisaged as the exam material.

Lecture content must be organized in such a way to be useful for mastering the study material and preparation of exams.

It is obligatory to devote one part of lectures to examples, illustrations, tasks and other types of application of theoretical knowledge in practice.

c) Standards for the teaching methods

The teacher should teach in such a manner to stimulate critical thinking in students.

The teacher should teach in such a manner to hold the attention of the students.

The teacher should teach in an understandable and clear way.

The teacher must come well prepared to lectures.

The teacher should use different interactive types of activities during lectures (discussion, simulation, case study analysis, task completion, group problem-solving and the like).The teacher should ensure active participation of as many students as possible during class as well as two-way communication in class with students.

d) Standards for teacher behaviour

The teacher must have fair attitude towards students.

The teacher must behave properly and come to class suitably dressed.

The style of teacher's expression must be understandable to students. The use of foreign as well as too technical words and expressions which the students do not understand should be avoided.

The style of teacher's expression should be neutral, professional and must not contain offensive or discriminatory expressions towards any individual or any social group.

e) Standards for holding practical classes

A teacher or fellow-worker is obliged to conduct practical classes according to the Syllabus which has been determined prior to the beginning of the semester.

Thematic units of practical classes must be covered in order and according to the dates which have been envisaged by the Syllabus of the course, with the possible deviation of up to 20%.

The teacher or fellow-worker is obliged to cover during one practical class at least 70% of the content of a certain thematic unit envisaged for that class by the Syllabus. The teacher or fellow-worker is obliged to hold practical classes in the time periods envisaged by the timetable of classes that is to start and finish the practical class on time. The teacher or fellow-worker may change the venue and time of holding practical classes in agreement with the students, the director's assistant and the head of the study program.

f) Standards for practical classes content

Content of practical classes must cover at least 70% of the material envisaged by the curriculum for that course and the material envisaged for the exam.

Content of practical classes must be organized in such a way to be useful for understanding the discipline which the course covers, mastering the material and preparing exams.

Practical classes must not be used to teach material which the students have not studied during lectures up to that moment.

Practical classes must involve the following types of work with students:

They must clarify the study material from the textbooks and lectures. The teachers and fellow-workers are obliged to repeat and elaborate on the main elements of the study material which has been covered during lectures.

The main part of a practical class must be devoted to some kind of application of knowledge gained from textbooks or during lectures. Ways of knowledge application can be various like: case study analysis, interpretation of examples and illustrations, task completion, simulation, group problem discussions, individual and group student presentations. Types of knowledge application should be harmonized with the type of the

course and the size of the group. In mass group practical classes as well as in courses which ask for it, the main type of knowledge application can be task solving, preparation of individual student papers or analysis of the real-life practical examples by the teachers and fellow-workers. In smaller groups and courses whose nature asks for it, the types of student activities can be some of the following: student discussions, case study analysis in practice and simulations.

The type of activities for practical classes is not pre-determined but it is individually determined by teachers and fellow-workers during the teaching process.

g) Control of holding classes

Control of holding classes according to the adopted Syllabus and the teaching calendar is conducted by controlling the log file and the student survey.

The teacher and fellow-worker is obliged to write in the log file after each held class:

- type of tuition: lecture or practical class;
- number of classes held;
- theme of the lecture or practical class,
- number of the present students,
- date.

The Head of the study program monitors whether the teachers and fellow-workers register the classes that they have held at least twice a month. If the classes are not registered, the head of the study program informs the director's assistant and the director about it. The head of the study program who is in charge of a course for which the classes are not registered in the log file warns the teacher or fellow-worker who does not register classes to do so.

In 5 days from the day of the end of the teaching semester, the head of the study program encloses the log file and controls registered classes according to the themes and dates.

The head of the study program compares the dates and themes of classes held on each course with the course Syllabus and determines any deviations from the course Syllabus. For all the deviations greater than 20%, the head of the study program is obliged to have a discussion with the course teacher and make an agreement with him/her about the measures to prevent such deviations in the future.

The Head of the study program is obliged to inform the director's assistant for tuition about all the deviations from the set Syllabus on the course greater than 20% and the measures that have been taken.

h) Quality control of the teaching content and methods

Quality control of the teaching content and methods is done through student surveys. Student surveys result in the evaluation of the quality of teaching on a specific course for each teacher individually. The survey also determines whether the teacher adheres to the course Syllabus or not.

Quality Of Assessment

Article 7.

a) Strategy of student assessment

Students are assessed according to the pre-defined criteria, rules and procedures determined by the specification of the course that is the course Syllabus.

Success of students in mastering certain courses is constantly monitored and assessed during tuition and is expressed in credits. The maximum number of credits that a student can obtain on a course is 100. Student gains credits on a course by fulfilling the pre-exam requirements and by taking the final exam. The minimal number of credits that a student can obtain by fulfilling the pre-exam requirements is 30 while the maximal number is 70. Each course has a clear instructions for gaining credits, previously announced. Gaining credits during tuition involves number of credits that a student obtains for each individual activity during tuition, that is the pre-exam requirements and taking the final exam. Overall mark of the student on a course is determined by the number of credits that the student has gained during tuition and on the final exam. The mark is set in the following way:

Less than 55 credits - mark 5 (failed)
from 55 to 64 credits - mark 6 (sufficient)
from 65 to 74 credits - mark 7 (good)
from 75 to 84 credits - mark 8 (very good)
from 85 to 94 credits - mark 9 (excellent)
more than 95 credits - mark 10 (excellent- exceptional)

b) Elements and methods of assessment

The teacher is obliged to assess the work of students during tuition.

Types of activities that can be assessed during tuition are the following:

- active presence in lectures and practical classes
- knowledge check during tuition- colloquia, tests, seminar papers, graphical papers, project tasks, etc.
- individual independent work of students outside the class, independent projects etc.
- group work of students- group projects or presentations.

Types of activities during tuition which can be assessed, the way in which the final test is taken, and the number of credits for each type of activity are pre-determined and presented in the Syllabus for that course.

c) Assessment process

The teacher is obliged to follow these standards when assessing the student activities:

- assessment must be objective and impartial,
- the teacher must adhere to clear and pre-determined criteria during assessment which are to be found in the Syllabus of the course,
- the teacher must rely on the same criteria in all the exam periods
- assessment of the students' knowledge during tuition and on the final exam is realized in pre-set time periods in the Syllabus of the course and the timetable for taking exams.

d) Quality control of assessment

Quality control of assessment includes:

- control of the content (elements) and the methods of assessment;
- quality control of assessment;
- control of the assessment results.

e) Student surveys

Quality control of assessment is done through a student survey. Student survey results in the evaluation of:

- implementation of the syllabus in respect to the content and the assessment methods;
- quality of the assessment on a course, individually for each teacher.

f) Control of the student pass rate

At the end of each semester and the end of each academic year, the student service makes a report about the student pass rate on different courses.

The report includes:

- the total number of enrolled students,
- number of students who have passed the course and
- the average score on the course.

The Student service submits a report on the results of the student pass rate at all the courses to the heads of the study programs and all the reports for all the study programs to the director's assistant.

The Head of the study program has an individual conversation with all of the course teachers whose student pass rate is lower than the average pass rate at the year of studies on which the course is. In conversation, the head of the study program and the the course teacher discuss the reasons for such a low level pass rate and make together arrangements for its improvement. The head of the study program makes a report for the director's assistant about the causes leading to such bad results and the measures to be taken for their improvement.

Director's assistant takes measures to improve the quality of assessment on the courses with a very low student pass rate. The director organizes a meeting with the heads of the study programs, the student representatives and the teachers whose assessment results are bad. The reasons for the low pass rate and the measures for its improvement are discussed and determined during that meeting. The director's assistant and the head of the study program are responsible for implementing the agreed measures.

If the teacher whose courses have such poor pass rate refuse to cooperate and does not take the measures for the improvement which have been agreed, or if it does not come to the improvement of success in the next academic year, the director can suspend the teacher form the teaching process and take other measures.

Quality Of Teachers And Fellow Workers

Article 8.

Qaulity of teachers and fellow-workers is assured by election of the best candidate on the public competition, the procedure and the conditions for election which are pre-determined and available to the professional and wider public.

When electing a teacher and promoting him/her to the higher professional title of a teacher and fellow-worker, the college especially evaluates the pedagogical abilities and educational work linked to the work on projects in other spheres of economic and social life.

When electing teachers and fellow-workers to the position, The College follows the regulations and conditions on the basis of which it evaluates their scientific, professional, research and pedagogical activity.

Quality Of Textbooks, Library And Information Resources

Article 9.

a) Textbook literature

The college provides to students the textbooks and other literature needed for studying the material in an adequate number of copies, that is the needed amount prior to the beginning of course tuition.

Each course tuition is covered with adequate textbooks and literature which are set in advance.

In accordance with the regulations of the Rulebook on textbooks, the College systematically prepares and evaluates the quality of textbooks and literature from the aspect of quality:

1. content(contemporariness, precision)
2. structure (examples from practice, tasks, questions, summary)
3. style and scope (harmonization with the ECTS system).

Textbooks which do not satisfy the standard are withdrawn from tuition and replaced by higher quality ones.

b) Library and the information resources

Library provides at least 1000 library units from the scientific fields of the accredited study programs.

Library provides at least 100 library units relevant for the teaching process at the study program.

The college provides to students the required number of library units for each study program and each course of the study program.

The college has the IT equipment which is needed for studying. The college has the computer laboratory equipped with 20 computers with the internet access and other communication equipment.

Use of the library resources and access to its holdings is provided 12 hours a day.

Quality Of The Management And Non-Teaching Support

Article 10.

The quality of the College management and the quality of the non-teaching support is ensured by determining the jurisdiction and the responsibilities of the professional services and by permanent monitoring and control of their work.

Jurisdiction and the responsibilities of the professional services are determined by the Law and the Statute of the College. The structure, organizational units of the secretary's office and the scope of work is determined by the Statute and other general acts of the College.

Work and the activities of the management and the non-teaching staff are available for assessment to teachers, non-teaching staff, students and the public.

Number, structure and the quality of the non-teaching staff ensures the fulfillment of conditions in accordance with the accreditation standards.

Work organization of the non-teaching staff makes it possible for students that their demands are efficiently addressed so that they can obtain an adequate certificate, decision, affirmation, document, and the like after a submitted request no later than 15 days.

A student cannot be directed to another service or forced to go from one office to another.

Deadlines for addressing students' requests are:

- for issuing documents – instantaneous
- for semester verification, issuing certificate of the student status – deadline of 24 hours,
- for issuing certificate of exams passed and the extraction from the study curriculum– deadline of 48 hours.
- for issuing certificate of recognized semesters and exams passed at other higher education institutions –deadline of 15 days.

The college continuously and systematically monitors and evaluates the work of the management bodies and the non-teaching staff through the report on their work and takes measures to determine the quality of their work and especially monitors and evaluates their attitude towards students and their motivation in the work with students.

Evaluation of the attitude towards students is determined by the student survey.

Quality Of The Facilities And The Equipment

Article 11.

The College provides the facilities (lecture halls, classrooms, cabinets, laboratories, the library, etc) for high quality performance of its activities in two shifts.

The College provides adequate and modern technological, laboratory and other specific equipment which enables high quality tuition both at undergraduate vocational studies and specialist vocational studies.

The College continually adjusts its spatial capacities and equipment to the requirements of the teaching process and the number of students.

The premises of the computer centre are equipped with modern computer equipment with 20 computers and the internet access. Students and all of the employees have a free access to all types of information in e-form and information technologies.

Role Of The Students In Quality Control

Article 12.

The College gives students a significant role in the process of quality assurance through surveys, work of the Student parliament, representatives in the College board and the representative in the Commission for the quality assurance.

Students give opinion of and evaluate the strategy, standards, procedures and documents which serve for quality assurance, taking into account the self-evaluation results as well.

The College undertakes to organize and conduct the survey to examine the attitudes and opinions of students about the issues from all the relevant fields, to present the results of the survey to the public and include them in the evaluation of quality and the report on self-evaluation.

Systematic Monitoring And Periodical Quality Control

Article 13.

The College collects needed data continuously and sistematically about the quality assurance and performs periodic control in all the quality assurance areas at least once in 3 years.

The College gets regular feedback on the competencies of graduate students from employers, National Employment service and the alumni.

The College collects data for comparison with other higher education institutions of vocational studies in terms of quality.

The College informs the teachers and fellow-workers through professional bodies about the results of self-evaluation which is carried out at least once in 3 years, that is through the student organization when informing students.

Transitional And Final Provisions

Article 14.

This rulebook comes into force the following day from the day of its approval.

ACAS Southern Serbia

QUESTIONNAIRE FOR STUDENTS

Dear Students,

We kindly ask You to complete this anonymous questionnaire whose results will be used to improve the quality of teaching.

Status of the student: budget self-financing

The current average score is between: 6-7 7-8 8-9 9-10

Date: _____

| | Specify the degree of your agreement with the following statements by writing a number given by the following legend: 5 – I strongly agree; 4 – I agree; 3 – I neither agree nor disagree; 2 – I disagree; 1 – I strongly disagree | COURSE 1 | COURSE 2 | COURSE 3 | COURSE 4 | COURSE 5 | COURSE 6 |
|-----|---|----------|----------|----------|----------|----------|----------|
| 1. | The course helped me to better understand the issues it covers. | | | | | | |
| 2. | The course is not too broad. | | | | | | |
| 3. | The course encourages my thinking. | | | | | | |
| 4. | Overall, on the scale from 1 to 5, I would assess this course with the following mark. | | | | | | |
| 5. | Literature for this course is available. | | | | | | |
| 6. | The course is well organized. | | | | | | |
| 7. | Practical classes help me to follow the course. | | | | | | |
| 8. | Pre-exam and exam activities as well as scoring are clearly defined. | | | | | | |
| 9. | The teacher has marked objectively my work so far. | | | | | | |
| 10. | The teacher explains the teaching material gradually. | | | | | | |
| 11. | The teacher monitors and encourages the interests of students. | | | | | | |

Rolebook of ACAS

| | | | | | | | |
|-----|--|--|--|--|--|--|--|
| 12. | The teacher supports and encourages dialogue as a means of improving knowledge. | | | | | | |
| 13. | The teacher insists on linking the content with other courses. | | | | | | |
| 14. | The teacher's questions are always clear and unambiguous. | | | | | | |
| 15. | The teacher motivates me and inspires me to work. | | | | | | |
| 16. | Communication with the teacher is adequate. | | | | | | |
| 17. | Overall, on the scale from 1 to 5, I would assess the teacher with the following mark. | | | | | | |
| 18. | My experiences with the Student service are positive. | | | | | | |
| 19. | The services of the librarian are always available. | | | | | | |
| 20. | Hygiene in the College is satisfactory. | | | | | | |
| 21. | Teaching aids in the College are modern and available. | | | | | | |
| 22. | The College is managed by a good team. | | | | | | |

23. Add anything else that we have not asked You, but You find important for the improvement of the teaching:

THANK YOU!

Dear,
Welcome to

We kindly ask You to complete this questionnaire whose results will be used to improve the quality of the work of this College. This questionnaire is anonymous and voluntary.

QUESTIONNAIRE FOR FRESHMEN

1. Name and location of the high school that You have finished:

2. Have You studied anything else before enrolling in this College?

Yes

No

3. If You have studied before, write the name of that College or Faculty:

4. How do You plan to support yourself during the studies ?

My parents are going to support me.

On my own. I work so I am going to support myself .

I receive a scholarship.

Something else (specify): _____

5. How did you find out about our college?

From a friend who studies in our college.

At the presentation of the college.

On television.

Through other media (radio, papers, internet...).

In another way (specify): _____

6. What do You expect from the studies at our College?

7. Why did You choose the study program that you have enrolled?

I expect that it will prepare me for the job that I want to do.

I will improve myself in order to do better the job that I am already doing.

I expect that it will enable my retraining.

I enrolled this program since I could not enroll what I wanted.

Something else (specify): _____

8. What languages do You use?

English

French

German

Russian

Another language (specify): _____

9. Do You have the internet access?

Yes, each day.

Yes, periodically.

No, I have no access.

10. Specify what your special interests are (sports, music, voluntary work, arts, languages):

THANK YOU!

**QUESTIONNAIRE FOR THE STUDENTS WHO HAVE FINISHED
THE STUDIES**

Dear Colleagues,
Congratulations on the diploma that You have obtained _____
_____. We kindly ask You to complete this anonimous
questionnaire whose results will be used to improve the quality of teaching
and the conditions of work at this College.

Specify the enrollement year _____ and the name of the study program

Average score during the studies: 6-7 7-8 8-9 9-10

Complete this questionnaire by circling the appropriate number which
expresses your attitude towards the given statements, according to the
following legend:

| | | 5 – I strongly agree | 4 – I agree | 3 – I neither agree nor disagree | 2 – I disagree | 1 – I strongly disagree |
|----|--|----------------------|-------------|----------------------------------|----------------|-------------------------|
| 1. | Attending lectures and practical classes is useful. | 5 | 4 | 3 | 2 | 1 |
| 2. | The quality of teaching is satisfactory. | 5 | 4 | 3 | 2 | 1 |
| 3. | The study program provides sufficient theoretical knowledge. | 5 | 4 | 3 | 2 | 1 |
| 4. | The study program provides sufficient practical knowledge. | 5 | 4 | 3 | 2 | 1 |
| 5. | The College is well equipped with modern teaching aids (computers, projectors, ...). | 5 | 4 | 3 | 2 | 1 |
| 6. | The work of the Student Parliament has fulfilled my expectations. | 5 | 4 | 3 | 2 | 1 |

Rolebook of ACAS

| | | | | | | |
|-----|---|---|---|---|---|---|
| 7. | The library disposes with literature resources in accordance with my needs. | 5 | 4 | 3 | 2 | 1 |
| 8. | The website of the College has provided me with useful information. | 5 | 4 | 3 | 2 | 1 |
| 9. | Gained competencies enable me to work independently. | 5 | 4 | 3 | 2 | 1 |
| 10. | The College has provided me with sufficient knowledge based on which I can continue with my professional development. | 5 | 4 | 3 | 2 | 1 |
| 11. | My mentor has engaged a lot in the writing of my final paper. | 5 | 4 | 3 | 2 | 1 |

12. Overall, studying at this College has given me:

- 5. much more than I expected
- 4. more than I expected
- 3. as much as I expected
- 2. less than I expected
- 1. much less than I expected

13. Add anything else that we have not asked You, but You find important for the future work of the College.

THANK YOU!

**PROPOSAL OF THE REGULATION FOR THE OPERATION OF THE
"CARRIER DEVELOPMENT AND CONSULTATION CENTER FOR
STUDENTS OF PROFESSIONAL STUDIES"**

Basic provisions

Article 1

This regulation defines the internal organization, the jurisdiction and operating principles of the "Carrier development and consultation center for students of professional studies" (hereinafter referred to as: Center).

Article 2

The Center is an organizational unit of the school facility without the status of legal entity. Within the school it is responsible for the development and realization of all activities with the aim of achieving a quality education.

Through the Center, the school is responsible for organizing courses, professional development, seminars, special forms of education and other activities.

The activities of the Center are:

1. Working on development of the skills, knowledge, which are necessary to students for successful employment.
2. Providing information to students on further education, scholarships in Serbia and abroad as well as job offers.
3. Connecting students with employers by organizing programs for professional practice and training in leading companies.
4. Organizing company presentations.
5. Providing counseling services to students who have dilemmas regarding their career after graduation.
6. Active cooperation with the National Employment Agency.
7. Other activities regarding student counseling in terms of career development (job search techniques, writing a CV, writing a cover letter, preparing for job interviews, job opportunities, etc..).
8. Working on "Life Learning" programs.
9. Developing cooperation with the academic community in Europe through international projects.
10. Developing cooperation with the academic community in Serbia
11. Fostering publishing activities and improving the quality of information provided to students.

Organization and bodies

Article 3

Activities and tasks defined in Article 2 of this document shall be performed by teachers, staff and other employees of the School, in the area of their expertise.

Coordinating council

Article 4

The Center is managed, organizing and coordinating by the Coordinating council, which is appointed by the Director of the school, and which consists of three members, One of the members is the representative of the Student Parliament.

The membership of the members can end:

- On personal request.
- Due to retirement.
- Based on Director's decision.
- Due to termination of employment.
- Due to misconduct.
- Due to other reasons.

The Coordination council makes the decisions by majority votes.

The Coordinating Council has to meet at least once every 60 days.

Responsibilities of the Coordination Council are:

- Organizing and managing the work of the Centre.
- Preparing a work plan and activities of the Centre.
- Coordinating the involvement of teachers in the organization of the parts of study programs and other forms of teaching
- Performing other duties in accordance with the law and general acts of the school.

The operating method of the Center

Article 5

Teaching and other activities of the Centre are carried out in the school and with the equipment of the school involving the teacher and other employees.

Article 6

Financial, accounting and other administrative activities for the Center are provided by the school's services.

Article 7

The funding of the Center is provided by the school in the form of direct funding or by donations from local and international projects and from other sources.

Closing remarks

Article 8

This Regulation is valid on the eight day of publication.

Pursuant to Article 15, paragraph 1, Article 55 of the Law on Higher Education ("Official Gazette of RS" No. 76/2005, 100/2007 - authentic interpretation, 97/2008, 44/2010, 93/2012, 89/2013 and 99/2014), the Senate of the "First Academy of Vocational Studies" on the session held on 13th July 2015 brought the following

RULEBOOK ON THE WORK OF THE CENTER FOR INTERNATIONAL COOPERATION

Article 1.

This rulebook regulates the internal organization and operation of the Center for International cooperation (hereinafter referred to as: the Center).

Article 2.

The Center for international cooperation is formed in order to establish, maintain and develop cooperation with other higher education institutions in the country and abroad and international organizations that are concerned with higher education.

The Center:

1. Prepares drafts of the annual and perennial plan for international cooperation of the "First Academy of Vocational Studies";
2. Monitors implementation of the plan for international cooperation;
3. Prepares necessary decisions and other documents for participation of member colleges within the "First Academy of Vocational Studies" in international projects and other forms of international cooperation;
4. Makes contacts with colleges, universities and other higher education institutions abroad;
5. Prepares a draft of the annual report on international cooperation and submits it to the Board of directors.

Article 3.

The manager of the Center coordinates the work of the University center and ensures that it is functioning properly.

The manager of the Center is appointed by the Board of directors for the period of three years with the possibility of re-election.

Article 4.

The Center for international cooperation encompasses all the employees within the colleges of the "First Academy of Vocational Studies" who work in the area of international cooperation.

Employees within the colleges of the "First Academy of Vocational Studies" who work on professional tasks in tuition have the right and obligation to work on tasks of common interest in this particular area within the "First Academy of Vocational Studies".

Article 5.

The fund for work of the Center is provided from the activities of the Center, donations, gifts and the like.

Article 6.

This Rulebook is valid on the day after its announcement on the web page of the "First Academy of Vocational Studies".

President of the Senate

Milentije Đorđević, duly signed

**RULEBOOK ON THE OPERATION OF THE "CAREER DEVELOPMENT
AND CONSULTATION CENTER FOR STUDENTS OF VOCATIONAL
STUDIES"**

Basic provisions

Article 1

This rulebook defines internal organization, jurisdiction and operating principles of the "Career development and consultation center for students of vocational studies" (hereinafter referred to as: the Center).

Article 2

The Center is an organizational unit of a vocational college without the status of a legal entity, within which the college performs the tasks related to implementation and development of the activities in order to achieve quality education.

Through the Center, the college is responsible for organizing courses, trainings for professional development, seminars, special forms of education activities and other activities.

The activities of the Center are:

1. to work on development of knowledge and skills which the students would need for successful employment.
2. to provide information to students on further education, scholarships in Serbia and abroad as well as job offers.
3. to connect students with employers by organizing programs of professional practice and training in leading companies.
4. to organize company presentations.
5. to provide counselling services to students who have dilemmas regarding their career after graduation.
6. to have active cooperation with the National Employment Agency.
7. to perform other activities regarding student counselling in terms of career development (job search techniques, writing a CV, writing a cover letter, preparing for job interviews, job opportunities, etc..).
8. to work on "Life -long Learning" programs.
9. to develop cooperation with the academic community in Europe through international projects.
10. to develop cooperation with the academic community in Serbia.

11. to foster publishing activities and improve the quality of information provided to students.

Organization and bodies

Article 3

Activities and tasks defined in Article 2 of this document shall be performed by teachers, staff and other employees of the college, in the area of their expertise.

Coordination council

Article 4

The Center is managed, organized and coordinated by the Coordination council, which is appointed by the Director of the college, and it consists of three members, one of which is the representative of the Student Parliament.

The membership of the Council members can end:

- On personal request.
- Due to retirement.
- Upon Director's decision.
- Due to termination of employment.
- Due to misconduct.
- Due to other reasons.

The Coordination council makes the decisions by majority votes.

The Coordination Council has to meet at least once every 60 days.

Responsibilities of the Coordination Council are:

- Organizing and managing the work of the Centre.
- Preparing a work plan and activities of the Centre.
- Coordinating the involvement of teachers in the organization of the parts of study programs and other forms of teaching
- Performing other duties in accordance with the law and general acts of the college.

The operating method of the Center

Article 5

Teaching and other activities of the Centre are carried out in the college and with the equipment of the college. The teachers and other employees of the college are involved in the teaching process and other activities of the Center.

Article 6

Financial, accounting and other administrative activities of the Center are provided by the college's services.

Article 7

The funding of the Center is provided by the college in the form of direct funding or by donations from local and international projects and other sources.

Closing remarks

Article 8

This Rulebook is valid on the eight day of publication and will be published on the website of the "First Academy of Vocational Studies".



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