



WORK PLAN OF THE QUALITY ASSURANCE CENTER

September 2015 - August 2016

In the current academic year 2015/2016, the Center for quality assurance of the Network of vocational colleges "*First Academy of vocational studies*", will focus its activities on its institutionalisation, elaboration of the rulebooks, staff selection and their professional development as well as improvement of international cooperation both at vocational colleges within the network and the Network itself. The aim of the Network is to become recognisable as a relevant body which has capacities in the framework of regional cooperation and European integrations of Serbia to meet all the demands placed by the modern developing society.

The main tasks of the Network are defined in the Cooperation Agreement which was signed by the members of the Network during the ECBAC Tempus project consortium meeting held in Nis in the end of April 2015. The said tasks that bear reference to this service are to define the strategy and the policy for assurance, monitoring, improvement and development of quality both within the Network and beyond in the system of vocational higher education. This center performs administrative-organisational activities in relation to the realisation of the self-evaluation procedure, accreditation and improvement of quality of the study programmes, tuition and the working conditions of the higher education institutions-members of the Network. The expert body of the Center for quality assurance is the Commission for quality assurance appointed by the Senate for the period of 3 years.

Center for quality assurance has its president and the members from the rank of professors, scientists and students from all educational and professional fields and areas. The manner of operation of the Center for quality assurance is defined more precisely by the general act of the Senate.

In the text to follow, an overview of the planned activities per each month is given together with the responsables and the deadlines for implementation of these activities.

September 2015

activities	responsibles	deadline
Development of action plans for the QA Center	Center for quality assurance,	I-IV week
Development of rulebooks and procedures for the operation of the Center	Center for quality assurance,	I week
Analysis of the operation of the international relations centers at Universities in the region as well as the IR offices at Universities of applied studies in the EU	Center for quality assurance,	II week
Dissemination	Center for quality assurance	IV week

October 2015

activities	responsibles	deadline
Approval of the action plan of the QA Center	Senate, Council	I week
Development of visual identity of the QA Center	Center for quality assurance	IV week
Development of the plan for training of the QA Center members	Center for quality assurance	IV week
Dissemination	Center for quality assurance	IV week

November 2015

activities	responsibles	deadline
Training for the employees of the QA center	Center for quality assurance, Senate	I week
Report on the realisation of plans for the QA Center	Quality assurance office, Senat,	II week
Dissemination	Center for quality assurance	IV week

December 2015

activities	responsibles	deadline
Development of the 2016 activity plan for the QA Center	Center for quality assurance, Senate	I-IV week
Development of the financial plan of the QA Center	Center for quality assurance, Senate	IV week
Round table discussion with the international cooperation representatives of the University	Center for quality assurance, Senate	II week
Analysis of the results of the Center	Center for quality assurance, Senate	III week
Dissemination	Center for quality assurance	IV week

January 2016

activities	responsibles	deadline
QA report	Senate, Council	II week
Training for the employees of the QA center	Center for quality assurance	IV week
Dissemination	Center for quality assurance	IV week

February 2016

activities	responsibles	deadline
Presentation of the results of the QA Center to the representatives of the local government and the districts	Center for quality assurance	III week
Participation in defining new integrated study programmes	Center for quality assurance, Senate	III week
Training for the employees of the QA center	Center for quality assurance, Senate	IV week
Dissemination	Center for quality assurance	IV week

March 2016

activities	responsibles	deadline
QA report	Senate, Council	II week
Presentation of the guidelines for international student mobility	Center for quality assurance	III week
Dissemination	Center for quality assurance	I-IV week

April 2016

activities	responsibles	deadline
Presentation of the results of the QA Center to KASSS, Ministry of education, HERE team and National Council for Higher Education	Center for quality assurance, Council	II week
Training for the employees of the QA center	Center for quality assurance, Senate	IV week
Dissemination	Center for quality assurance, Council	IV week

May 2016

activities	responsibles	deadline
Training for the employees of the QA center	Center for quality assurance, Senate	IV week
Analysis of the results of the QA Center	Center for quality assurance, Senate, Council	III week
Dissemination	Center for quality assurance	IV week

June 2016

activities	responsibles	deadline
QA report	Center for quality assurance, Senate, Council	II week
Installation of the new platform model on the web page (www.pass.ac.rs) for the needs of students	Center for quality assurance, Center for career guidance	II week
Dissemination	Center for quality assurance, Council	IV week

July 2016

activities	responsibles	deadline
Training for the members of the IRO center	Center for quality assurance	I-II week
Dissemination	Center for quality assurance, Council	I-II week

August 2016

activities	responsibles	deadline
Preparation activities for the academic year 2016/17	Center for quality assurance, Council	IV week
Presentation of the results of the QA Center to KASSS, Ministry of education, HERE team and National Council for Higher Education	Center for quality assurance, Council	IV week

Quality assurance Center
coordinator