



MINUTES

taken during a meeting of the representatives of schools responsible for the quality assurance policy within the Academy

Tempus ECBAC project

Location: College of Applied Technical Sciences in Niš

Time: Friday, March 14th, 2014

Participants: Suzana Đorđević, (College of Textile, Leskovac), Đorđe Miltenović (College of Textile, Leskovac), Ivica Stančić (College of Agriculture and Food Technology, Prokuplje), Nikola Stolić (College of Agriculture and Food Technology, Prokuplje) Tatjana Simović (College of Health Studies, Čuprija), Milan Sretenović (College of Health Studies, Čuprija), Miodrag Stanković (College of Applied Professional Studies, Vranje), Nebojša Dimitrijević (College of Applied Professional Studies, Vranje), Damjan Stanojević (College of Applied Professional Studies, Vranje), Mirjana Stanković-Đorđević (College of Professional Studies for Pre-school Teachers, Pirot), Radomir Cekić (College of Applied Technical Sciences, Niš), Danica Milošević (College of Applied Technical Sciences, Niš), Aleksandra Boričić (College of Applied Technical Sciences, Niš), Vesna Milovanović (College of Chemical Technology, Kruševac), Ivan Tomić (Pre-school Teachers Training College, Kruševac), Slavica Pavličević (Pre-school Teachers Training College, Kruševac), Sanja Kovačević (College of Professional Studies for Pre-school Teachers, Pirot).

Agenda:

1. Harmonisation of questionnaires for freshmen
2. Harmonisation of questionnaires for students
3. Harmonisation of questionnaires for graduates
4. Miscellaneous

Đorđe Miltenović opened the meeting by introducing the agenda which was adopted unanimously. Professor Ivica Stančić suggested that all our schools should harmonise and adopt a common *Rule book on student evaluation of the quality of studies*, as well as a *Rule book on standards and procedures for quality assurance*, which would define the evaluation procedures of study programmes, teaching process, pedagogical work of teachers/associates, textbooks, the work of student services and libraries, space and equipment, as well as standards and procedures for quality assurance applied by bodies designated for monitoring, improving and developing the quality of study programmes, teaching process and working conditions. It has been suggested that Radomir Cekić, the secretary of the College of Applied

technical Sciences in Niš and professor Vesna Milovanović from the College of Chemical Technology in Kruševac draw up proposals of the aforementioned rule books which would be based on the current rule books of the College of Applied Sciences in Niš. The proposal should be drawn up until Thursday, March 20th.

Since both of these rule books can be found on the website of the College of Applied technical Sciences in Niš (http://www.vtsnis.edu.rs/akta_skole.html), it has been suggested that legal representatives of each school member of the Tempus-ECBAC consortium should go through these rule books and, if need be, offer their suggestion by sending e-mails to Danica Milošević and/or College of Applied Technical Sciences in Niš.

Upon reaching an agreement on rule books, the participant approached the task of analysing the questionnaires. After a constructive discussion the participants agreed upon the final proposal of the questionnaires for freshmen, students and graduates. Upon final formal and linguistic adjustment, the questionnaires should be forwarded to every participant at the meeting for final consultation which should result in questionnaires ready for the official adoption by the Teaching Councils of each school.

If the work on harmonisation of the rule books should be completed in a timely manner every school shall be notified with regards to the next meeting.

In Niš,

MINUTES TAKEN BY:

March 14th, 2014 Sanja Kovačević, Pirot