

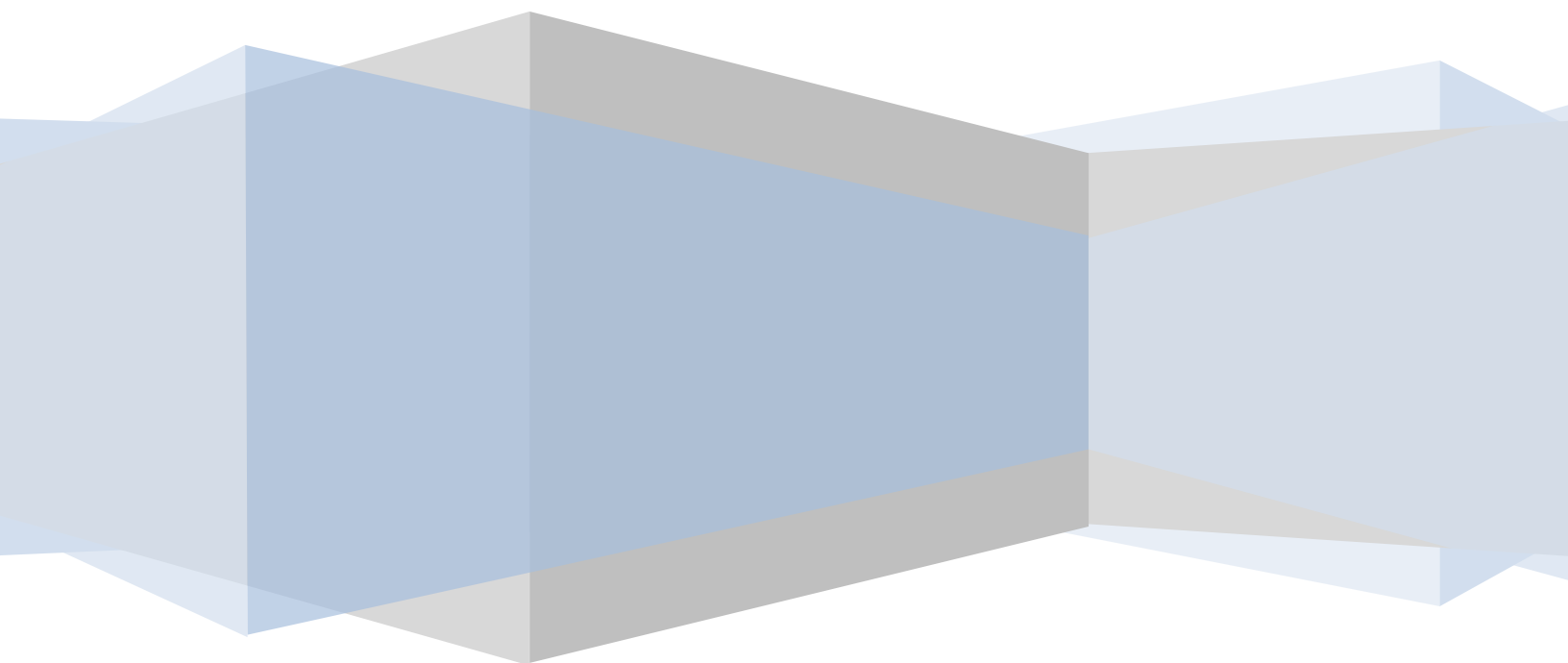


ECBAC project

„Establishing and capacity building of the Southern Serbian Academy and National Conference for Vocational Higher Education in Serbia“

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Student Parliament and the Quality Policy



Student Parliament

What is the student parliament and what are its rights?

Student parliament is the body of a higher education institution or a unit that has the authority and enrolled students. Position of the Student Parliament is defined by the statute.

Parliament is established for the purpose of exercising the rights, representation and protection of interests of all students of the university. Work of the Parliament is public and lawmakers have the right to freedom of opinion and expression.

Student parliament has the right to appoint and dismiss the student representatives to the School board, Academic council, Study program council, the Quality Control Committee and the Commission for disciplinary responsibility of students.

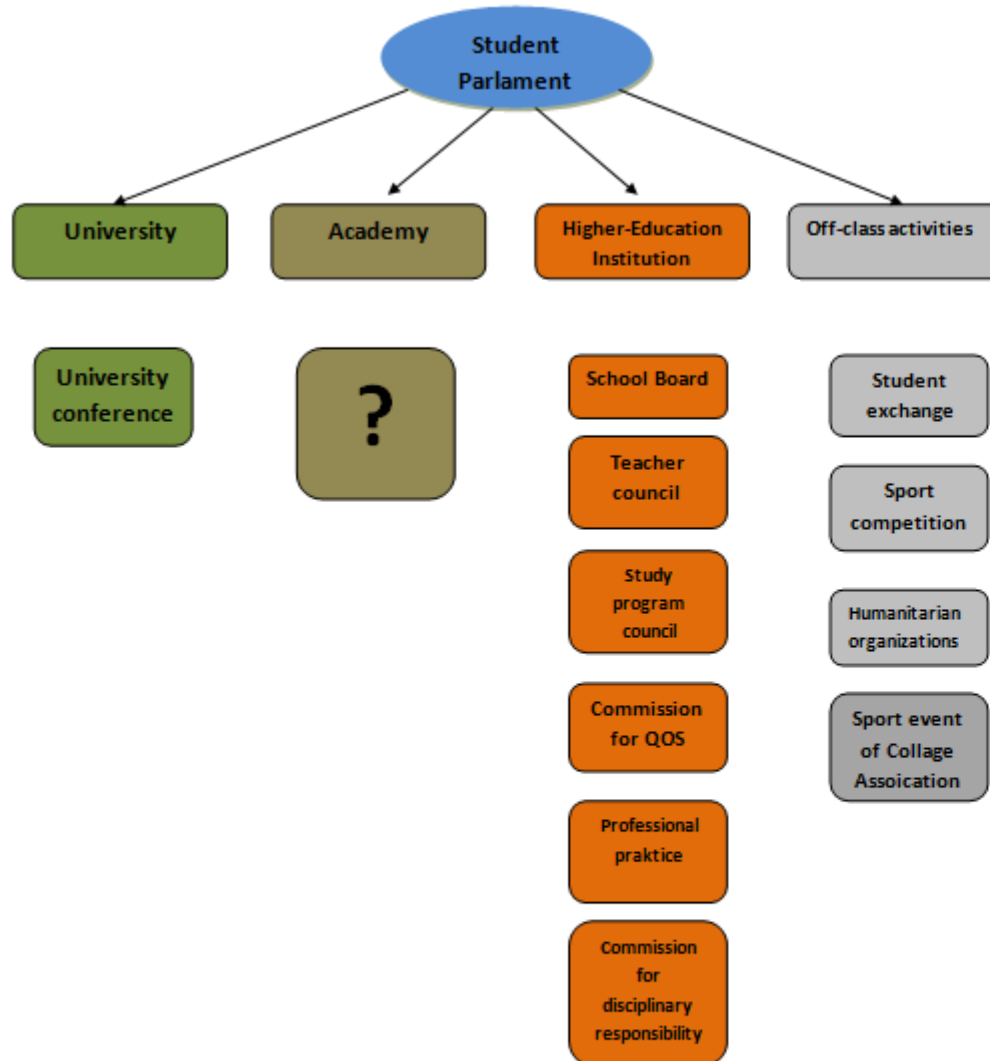
Who makes the student parliament?

Student parliament consists of representatives of students from each year of the study program and year of studies. Student parliament consists of the chairman, vice-chairman, the Secretary and members whose number depends on the higher education institution.

Student Parliament has representatives in the following bodies of the school:

- School Board
- Academic council
- Study program council
- Commission fo the quality control
- Commission for Disciplinary responsibility of students

The students make 20% members in professional bodies.



Which activities are the responsibilities of the student parliament?

- Brings the Rule book of the student parliament
- Elects and dismisses the chairman, vice-chairman and the secretary of the parliament
- Selects and dismiss students representatives in the School board, Academic council, Study program council, the Quality control Committee, and the Committee for the disciplinary responsibility of students.
- Appoints and dismisses student representatives in the bodies of other institutions in which students of higher education institutions are represented.
- Participates in the process of self-evaluation of school or its organizational units.

Performs activities related to:

- Evaluation and quality assurance of the quality of study programs, teaching and working conditions
- Reform of study programs
- Analysis and evaluation of the efficiency of studies
- Determining the number of ECTS credits
- Student surveys
- Represent and protect the rights and interests of students
- Improving student standards
- Other activities of interest to students
- initiates the adoption or changes of regulations in the interest of students
- Organizes and coordinates student professional and research activities
- Organizes cultural and sports events and projects
- Organizes student exchanges and other forms of student collaboration with other higher education institutions
- Organizes issuing of student magazines and newspapers
- Organizes humanitarian and educational projects
- Adopts the annual work plan and an annual report on its activities
- Decides on the financial operations and adopt the financial report
- Performs and enables other activities of interest to students of higher education institutions

How is the student parliament selection made?

The method of selecting the members of the Student parliament and their number is established by the general act of the university.

The right to select and to be selected members of the Student parliament is the right of all students of a higher education institution, that is a higher education unit, who are enrolled in the the academic year in which the student iparlament is selected. The electoral poll is determined by the student service and submitted to the student parliament and the director of a higher education institution.

The mandate of members of the student parliament lasts one year, with the possibility of only one year re-election.

Election of the members of the Student parliament is held every year in April, by secret and direct ballot. In the elections it is voted for individual candidates, separately by student programs and years of study. For a member of the student parliament has unanimously been selected a student who has received the greatest number of votes.

Regular elections for the Parliament are called by the Parliament chairman by his decision on elections and the appointment of the commission to conduct the election of at least 5 members and his setting the date of the election.

Elections for the parliament are held not earlier than 15 and no later than 30 days from the date of announcement of elections. Elections are held for 3 consecutive days at a higher education institution no later than 15th of April.

In the selection and nomination of the Parliament members the representation of both sexes is taken into account.

Parliament is constituted within 20 days of the election day, and at the constitutive session the president of the parliament, vice president and the secretary of the parliament are selected.

Student loses its parliamentary membership by resignation or termination of the student status in school.

What does the student parliament do?

- Sessions of the Parliament take place at least 3 times during the semester.
- Parliament sessions are announced by the President of parliament no later than 7 days before taking place.
- Parliament decisions are made by the majority public vote of the present members, and the Parliament can make valid decisions if the majority of members is present on the session.
- The session agenda is proposed by the President who is obliged to enter into the agenda all the suggestions given by the members or representatives of the study programs.
- At the session of student parliament, records are kept which are to be adopted at the next meeting before moving to the adoption of the agenda.

What is the responsibility of the Student parliament?

As parliament has a significant role in participating in the highest organs of a faculty, its role is very important. It can be said that student members of the parliament should be responsible people who are willing to stand up and make an effort for the improvement of faculties and the treatment of students by staff at faculties. As it has already been stated, to be a member of the student parliament is more an obligation than a privilege.

Of course, not all of the responsibility lies on the student parliament, there is a responsibility on the students who elected it. Therefore, each student should think twice whether to vote for a one of colleagues just because they are friends with him or to vote for someone who they believe will get it seriously what it means to be a student representative. It is on the very students to affect the operation of the Student Parliament to make it better and more successful, because it can only bring them benefits.

Student Conference

What is the student parliament of the Academy of Professional Studies?

Student parliament of the Academy of Professional Studies consists of representatives of student parliaments of the colleges which are members of the Academy of Professional Studies.

Student parliament of the Academy of Professional Studies is established to achieve the common interests of student members of the Academy of Professional Studies, in order to establish uniform standards for the regulation of the following opinions:

- Exercising the student rights
- Protecting the interests of students
- Student participation in the management and professional bodies
- Student participation in the process of quality assurance and control
- Evaluation of pedagogical work of teachers, staff and working conditions
- The manner of election of student representatives who are present in the bodies in which there are student representatives
- International cooperation of students

The Quality Policy

A student survey

Experience from other countries has shown that student opinion is an unavoidable element as in representing the current state of a higher education institution as in the improvement of that state. By the law of higher education, for the first time in Serbia it is clearly defined that in the procedure for quality control, independent higher education institutions and higher education units within it take into account student opinion. Students express their opinions by means of a student survey.

1. Main regulations

By a rule book of student evaluation which is adopted by a professional organ – Academic council, on the proposal for the Commission for the quality assurance consisting of teachers, assistants, non-teaching staff and students - fields, aims, principles, methods and standards for the procedure of the evaluation of the quality of studies are determined.

2. Fields of student evaluation

- a) Study program
- b) Teaching process
- c) Pedagogical work of teachers
- d) Coursebooks
- e) Work of professional services and library
- f) Facilities and equipment

3. Principles of student evaluation

- a) The principle of voluntariness
- b) The principle of anonymity
- c) The principle of neutrality
- d) The principle of protection of the person whose work is the object of evaluation

4. A method of student evaluation

The main method of the student evaluation is a student survey.

5. The content of a student survey

- a) For the study program, teaching and the working conditions
- b) For the pedagogical work of teachers
- c) For the coursebooks and the work of the library, professional services, facilities and the equipment

6. Analysis of the student evaluation results

- a) Report about the student evaluation
- b) Report analysis and a proposal for the corrective measures of the professional organ.

How is a student survey carried out?

Commission for the quality assurance prepares a survey paper, carries out the evaluation procedure, keeps records about carrying out the evaluation and prepares a report about the evaluation results. Apart from the Commission members, students take part in the evaluation procedure, while employed in the professional services can participate if the director notifies them in writing.

The Rule book about student evaluation of the quality of studies

Article 1.

This Rule book regulates fields, aims, principles, methods and standards of the evaluation of the studies quality at The Higher Technical School of Professional Studies in Niš and the use of the evaluation results.

Article 2.

By evaluating the quality of studies, information about student opinions in respect to monitoring, control and quality improvement of the studies is gained, in accordance with the Rule book of standards and procedures for the quality assurance.

Article 3.

The fields of student evaluation are:

1. *study program,*
2. *teaching process,*
3. *pedagogical work of teachers and assistants,*
4. *coursebooks,*
5. *work of professional services, library, facilities and equipment.*

Article 4.

Proceedings of the student quality evaluation of studies are based on the following principles:

- *the principle of voluntariness,*
- *the principle of anonymity,*
- *the principle of neutrality,*
- *the principle of protection of persons whose work is the object of evaluation.*

Students approach the evaluation voluntarily.

In the evaluation process, student anonymity is ensured.

Persons who carry out the evaluation procedure must not influence the student opinion, while the person whose work is being evaluated must not be present at the place where the evaluation procedure is carried out.

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

Article 5.

The Commission for quality assurance prepares a survey paper, carries out the evaluation procedure, keeps record of evaluation and prepares a report about the evaluation results.

Apart from the Commission members, students take part in the evaluation procedure, but those employed in the professional services can participate as well if they are authorized in writing by the school director.

Article 6.

The main method of student evaluation of the quality of studies is a survey.

A student survey, as a rule, is carried out as a guided group survey.

As a rule, a survey is carried out by completing a survey questionnaire which contains questions with given answers and open questions without given answers, which give students the opportunity to express their own comments, observations and suggestions.

Article 7.

As a rule, all the students or the majority of students form a specific study program, department, course and the year of studies are comprised by the survey.

The sample must comprise more than 50% students from a specific study program, department, course, that is the year of studies.

Article 8.

A survey questionnaire must contain: subject evaluation information, student data (study program, department, course, year of studies), a survey date and the instruction for completing the survey questionnaire.

The instruction for the survey questionnaire completion must contain allegations of the survey purpose, as well as the allegations of voluntariness and anonymity of the survey.

Article 9.

A survey for the evaluation of the pedagogical work of teachers and assistants has 10 questions, which content is given in the form of a survey questionnaire.

When having a student survey about the pedagogical work of teachers and assistants a five-level scale is used for evaluation, where 5 is the highest and 1 is the lowest mark.

The result of the student evaluation of the pedagogical work of teachers and students is the foundation for the pedagogical work of the teacher and assistant evaluation in the procedure for the election to the position and performing the function of the executive and management body.

Article 10.

When having a student survey about evaluation of the study programs, coursebooks, work of the professional services, library, facilities and equipment, a three-level scale is used for evaluation with the given answers "yes", "partly" and "no".

Article 11.

All the data about surveys (completed survey papers, processed data, reports and records) are filed and must be protected from the unauthorized access of the third parties and kept for the next 3 years.

Article 12.

A survey about evaluation of study programs, coursebooks, work of professional services, library, facilities and equipment is carried out in the end of the semester.

A survey about the pedagogical work of teachers is carried out in the beginning of semester tuition for the previous semester.

Students must be informed in time about the aim and the time of carrying out the survey.



Students must be given enough time for completing a survey questionnaire.

Article 13.

The commission for the quality assurance submits a report to the school director about the entire results of the survey, as well as the specific reports about the results of the pedagogical work evaluation for each teacher and assistant.

When making a report for self-evaluation and the quality evaluation, statistical data about the success of students at study programs, years of studies and the school in total, as well as the data about the number of students who attend classes are analyzed.

A special report about the results of the pedagogical work evaluation is submitted to each teacher and assistant whose work was the object of evaluation by the Commission.

Article 14.

The school director is obliged to inform the Teaching Council about the survey results as well as to provide information about the measures taken for the quality improvement no later than 20 days after receiving the report about evaluation results of the quality of studies.

Article 15.

This Rule book comes into force the next day from its adoption.

**SURVEY QUESTIONNAIRE
FOR THE EVALUATION OF THE PEDAGOGICAL WORK OF TEACHERS AND ASSISTANTS**

1. The aim of the survey is improvement of the teaching process.
2. The survey is anonymous and voluntary.
3. The persons who carry out the survey must not influence the opinion of students.

Course:

Year:

Subject name:

Teacher / assistant:

The number of questioned students :

Ordinal no.	Evaluation elements	Mark									
		Teacher/assistant									
1.	Has a teacher informed you at the beginning of the semester about: a) curriculum b) pre-exam activities evaluation c) literature	1	2	3	4	5	1	2	3	4	5
2.	The way of teaching:	1	2	3	4	5	1	2	3	4	5
3.	Compliance of the teaching material in lectures and practical classes	1	2	3	4	5	1	2	3	4	5
4.	Compliance of the teaching tempo and the material scope	1	2	3	4	5	1	2	3	4	5
5.	Encouragement of students to creative and active thinking	1	2	3	4	5	1	2	3	4	5
6.	Clarity and the style of presentation	1	2	3	4	5	1	2	3	4	5
7.	Objectivity of evaluation of pre-exam activities and the final exam	1	2	3	4	5	1	2	3	4	5
8.	The extent to which a teacher treatment of a student is fair	1	2	3	4	5	1	2	3	4	5
9.	The extent of your satisfaction with the coursebook quality (literature)	1	2	3	4	5	1	2	3	4	5
10.	Teacher availability for student consultations	1	2	3	4	5	1	2	3	4	5
Comments and suggestions on the work of a teacher/ assistant:											
REMARK:											
<ol style="list-style-type: none"> 1. Complete the questionnaire by circling a mark for each element of the pedagogical work of a teacher-assistant and by writing a comment in the given space; 2. A person whose work has been evaluated must not be present at the place where the survey procedure is being carried out; 											

A QUESTIONNAIRE FOR THE EVALUATION OF STUDY PROGRAMS, TEACHING AND WORKING CONDITIONS

1. The aim of the survey is improvement of the teaching process.
2. The survey is anonymous and voluntary.
3. The persons who carry out the survey must not influence the opinion of students.

Student data

Study program			
Year of studies		Way of studying:	1. budget 2. self-financing

Questionnaire

Ordinal no.	Questions	Answers		
1.	Are you satisfied with the curriculum (given subjects) at your study program?	yes	partly	no
	Comment– suggestion:			
2.	Are you satisfied with the subject content at the study program that you enrolled?	yes	partly	no
	Comment– suggestion:			
3.	Are you satisfied with the timetables for classes and exams?	yes	partly	no
	Comment– suggestion:			
4.	Are you satisfied with the working conditions (facilities, hygiene, temperature, lighting...)?	yes	partly	no
	Comment– suggestion:			
5.	Are you satisfied with the work of management bodies, professional bodies?	yes	partly	no
	Comment– suggestion:			
6.	Are you satisfied with the work of the student parliament?	yes	partly	no
	Comment– suggestion:			
7.	Are you satisfied with the equipment (available literature) and work of the library?	yes	partly	no
	Comment– suggestion:			



8.	Are you satisfied with the work of the student service?	yes	partly	no
	Comment– suggestion:			
9.	Are you satisfied with the teaching aids equipment?	yes	partly	no
	Comment– suggestion:			
10.	Are you satisfied with the agility of the professional services?	yes	partly	no
	Comment– suggestion:			

Remark:

The questionnaire is completed by circling the answer and writing a comment in the given space.

SURVEY QUESTIONNAIRE FOR COURSEBOOKS, LIBRARY, PROFESSIONAL SERVICES, PREMISES AND THE EQUIPMENT

1. The aim of the survey is improvement of the teaching process.
2. The survey is anonymous and voluntary.
3. The persons who carry out the survey must not influence the opinion of students.

Student data

Study program			
Year of studies		Way of studying:	1. budget 2. self-financing

Questionnaire

Ordinal no.	Questions	Answers		
		yes	partly	no
1.	Are there coursebooks for all subjects?	yes	partly	no
	Comment– suggestion:			
2.	Is there an adequate number of coursebook copies?	yes	partly	no
	Comment– suggestion:			
3.	The treatment of clients by librarians?	yes	partly	no
	Comment– suggestion:			
4.	Library working hours?	yes	partly	no
	Comment– suggestion:			
5.	The work of the student service?	yes	partly	no
	Comment– suggestion:			
6.	Treatment of students by professional services?	yes	partly	no
	Comment– suggestion:			
7.	Agility of professional services work?	yes	partly	no
	Comment– suggestion:			
8.	Provided space and the level of hygiene in general?	yes	partly	no
	Comment– suggestion:			
9.	Teaching aids and equipment?	yes	partly	no

	Comment– suggestion:			
10.	Are you satisfied with the work of professional and management bodies?	yes	partly	no
	Comment– suggestion:			

Remark:

The questionnaire is completed by circling the answer and writing a comment in the given space.

Accreditation

A Higher Education Institution forms a special commission for quality assurance from the line of teachers, associates, non-teaching staff and students.

Active role of students and their evaluation of the program quality is ensured in the study program quality control.

Students are not directly involved in the work of the Commission for Accreditation and the Quality Control, but their representatives, which are elected by the student parliament, take part in the work of the National Council for Higher Education. Moreover, students participate in the consulting process during external inspection as well as in internal quality evaluation of higher education institutions.

The role of students in self-evaluation and quality control

Higher education institutions ensure a significant role of students in the process of quality assurance, through the work of student organizations and the student representatives in the bodies of a higher education institution, as well as through student surveys about the higher education institution quality. Student representatives are the members of the Commission for quality assurance of a higher education institution.

Students give opinion in the appropriate way about strategy, standards, procedures and documents which assure the quality of a higher education institution, including the results of self-evaluation and higher education institution quality evaluation.

The obligatory part of a higher education self-evaluation is a survey which inspects the attitudes and opinions of students about questions from all the fields which are being checked in the process of self-evaluation. A higher education institution is obliged to organize and carry out a survey, submit its results to the public and include them in the overall mark of self-evaluation and the quality control.



Students are actively included in the process of permanent designing, realization development and evaluation of study program within the curriculum and the development of evaluation methods.