

Pursuant to the Croatian Law on quality assurance in science and higher education (National Gazette 45/2009), and in line with the RIT Croatia Quality Assurance Policy, the Academic Senate of RIT Croatia adopts the following

RIT CROATIA QUALITY ASSURANCE SYSTEM RULEBOOK

I. GENERAL PROVISIONS

Article 1

- (1) This Rulebook defines the purpose, scope, structure and responsibilities of the Quality Assurance System (QAS) bodies within the Quality Assurance System (QAS) at RIT Croatia.

Article 2

- (1) The purpose of the QAS at RIT Croatia is to create institutional mechanisms for systematic definition, implementation, assurance, evaluation, improvement and quality management, in accordance with the highest quality standards in higher education, based on the Law on Quality Assurance in Science and Higher Education, the Standards and guidelines for quality assurance in the European Higher Education Area (ESG), as well as the standards of the Middle States Commission on Higher Education (MSCHE).

Article 3

- (1) The culture of quality at RIT Croatia is embedded in all aspects of operations and is included in all normative and strategic documents.

Article 4

- (1) The culture of quality is a responsibility of all internal RIT Croatia stakeholders and the approach to quality management is based on the cooperation of all stakeholders.
- (2) The internal RIT Croatia stakeholders are students, faculty, associates, administrative and technical staff, the Board of Governors and the founder.
- (3) External stakeholders of RIT Croatia QAS are business partners, government administration, local government, graduates (Alumni), students' parents and guardians, advisory boards, International Council and other stakeholders involved in the assessment of validity, purposefulness and quality of work of RIT Croatia.

II. QAS SCOPE

Article 5

- (1) The QAS needs to ensure that the RIT Croatia quality assurance areas are at the highest development level.

Dubrovnik

Don Frana Bulića 6
20 000 Dubrovnik, Croatia
T. +385 (0) 20 433 000
F. +385 (0) 20 433 001

Zagreb

Damira Tomljanovića Gavrana 15
10 000 Zagreb, Croatia
T. +385 (0) 1 643 9100
F. +385 (0) 1 643 9103

OIB: 24958681731
MB: 01307908
ritcroatia@croatia.rit.edu
www.croatia.rit.edu

Raiffeisenbank Austria d.d.
Magazinska cesta 69, 10000 Zagreb
IBAN: HR2724840081135102302
SWIFT: RZBHHR2X

(2) The quality assurance areas are the following:

1. Mission and goals (MSCHE 1)
2. Ethics and integrity (MSCHE 2)
3. Governance, leadership and policy for quality assurance (ESG 1.1, MSCHE 6, MSCHE 7)
4. Design and approval of programs (ESG 1.2)
5. Student-centered learning, teaching and assessment (ESG 1.3, MSCHE 3, MSCHE 5)
6. Student admission, progression, recognition and certification (ESG 1.4, MSCHE 4)
7. Teaching staff (ESG 1.5)
8. Planning, learning resources and student support (ESG 1.6, MSCHE 6)
9. Information management (ESG 1.7)
10. Public information (ESG 1.8)
11. On-going monitoring and periodic review of programs (ESG 1.9)
12. Cyclical external quality assurance (ESG 1.10)

III. QAS STRUCTURE

Article 6

(1) Bodies responsible for the QAS at RIT Croatia include internal and external bodies.

(2) Internal quality assurance bodies:

- The Board of Governors
- Academic Senate
- Quality Assurance Council (QAC)
- Internal periodic assessment committee (IPAC)

(3) External quality assurance bodies:

- Advisory Boards
- International Council
- Alumni Association

Internal Quality Assurance Bodies

Article 7

The Board of Governors

- (1) The Board of Governors is the body that oversees the work of RIT Croatia and manages its strategic affairs and objectives.
- (2) The Board of Governors is at least once a year provided with the QAC annual Quality Assurance System report, for their review and input, in order to confirm that the QAS is aligned with the RIT Croatia strategic objectives.

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Article 8

Academic Senate

- (1) Academic Senate is the RIT Croatia's expert council and it conducts activities according to the law and RIT Croatia Statute.
- (2) The role of the Academic Senate is to approve new academic policies and procedures, as well as changes to existing policies and procedures.
- (3) From the perspective of QAS, Academic Senate approves the following:
 - Quality Assurance System Policy/Rulebook
 - The internal periodic assessment of the RIT Croatia quality assurance system (Audit) rulebook
 - QAC annual Quality Assurance System report
 - Internal periodic assessment - Report
 - Internal periodic assessment - Action plan
 - Internal periodic assessment - Report on implementation of the Action plan
 - Other QAS related policies and procedures

Article 9

Quality Assurance Council - QAC

- (1) Quality Assurance Council (QAC) is the body responsible for quality assurance system management and quality improvements in all areas of RIT Croatia activity.
- (2) Quality Assurance Council (QAC) meets once per month, and is composed of the following members:
 - Dean
 - Associate Dean
 - Degree Programs Chair
 - General Education and Research Chair
 - Finance Manager
 - Director of Strategic Development, Facilities and IT Services
 - Career Services, Alumni Relations and International Student Office Manager
 - Human Resources Manager
 - Marketing and Communications Manager
 - Recruitment and Enrollment Manager
 - Academic Affairs and Student Services Manager.
- (3) QAC manages the RIT Croatia QAS through:
 - Developing the Quality assurance policy and the internal periodic assessment of the RIT Croatia quality assurance system (Audit) Rulebook
 - Developing QAS procedures
 - Collecting data, documentation and feedback related to quality assurance areas and other relevant areas
 - Analyzing collected data, documentation and feedback
 - Making recommendations for QAS development and improvement
 - Prepares an action plan for the improvement of the quality assurance system, based on the final annual report on the internal periodic assessment of the RIT Croatia quality assurance system (Audit), and submits it to the Academic Senate for approval

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- Monitoring implementation of all recommendations for QAS development and improvement, including recommendations for the improvement of quality as per the action plan for the improvement of the quality assurance system
- Prepares a semi-annual and an annual report on the action plan implementation and submits them to the Academic Senate for approval
- Prepares the QAC annual Quality Assurance System report and shares it with the Board of Governors

Article 10

Internal periodic assessment committee (IPAC)

- (1) Internal periodic assessment committee (IPAC) is the body responsible for conducting the annual Internal periodic assessment of the quality assurance system (Audit).
- (2) IPAC structure and its responsibilities are defined by the internal periodic assessment of the RIT Croatia quality assurance system (Audit) rulebook.

External Quality Assurance Bodies - Advisory Bodies

Article 11

Advisory Boards

- (1) RIT Croatia appoints Advisory Boards for each undergraduate program.
- (2) The role of the Advisory Board is to inform RIT Croatia about industry trends and current skills in demand on the labor market, and to give feedback pertaining to the relevant quality assurance areas.

Article 12

The International Council

- (1) The International council advises the Board of Governors in respect of work and business activity of RIT Croatia and gives feedback pertaining to the relevant quality assurance areas.

Article 13

Alumni Association

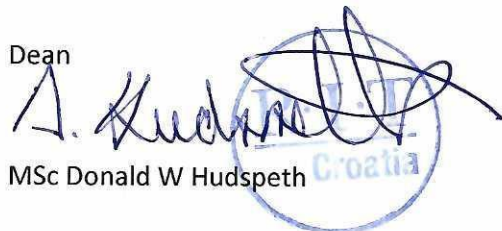
- (1) The RIT Croatia Alumni Association is a body that connects all generations of former students in order to establish their permanent and mutual cooperation, as well as with the RIT Croatia.
- (2) The role of the RIT Croatia Alumni Association is to inform RIT Croatia about industry trends and current skills in demand on the labor market, and to give feedback pertaining to the relevant quality assurance areas.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 14

- (1) This Rulebook was adopted and announced on June 15th, 2022 and enters into force on June 23rd, 2022.

Dean



MSc Donald W Hudspeth

Dubrovnik

Don Frana Bulića 6
20 000 Dubrovnik, Croatia
T. +385 (0) 20 433 000
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