

Pursuant to the Croatian Law on quality assurance in Higher Education and Science (National Gazette 151/22), 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 Higher Education and Science, 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, 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.

(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 Committee (QAC)
- Internal Periodic Assessment Committee (IPAC)
- Quality Assurance Office

(3) External quality assurance bodies:

- Advisory Boards
- 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.

Article 8

Academic Senate

- (1) Academic Senate conducts activities according to the law and RIT Croatia Statute.
- (2) From the perspective of QAS, Academic Senate approves in advance the following:
 - Quality Assurance System Policy
 - Quality Assurance System Rulebook
 - The RIT Croatia Internal Periodic Assessment of the 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 Committee - QAC

- (1) Quality Assurance Committee (QAC) is the body responsible for quality assurance system management and quality improvements in all areas of RIT Croatia activity.
- (2) Quality Assurance Committee (QAC) meets at least four times a year, and is composed of the following members:
 - Dean
 - Associate Dean for Academic Programs
 - Associate Dean for Research and General Education
 - Quality Assurance Office Coordinator
 - President of the RIT Croatia Alumni Community
 - Faculty representative
 - Staff representative
 - Student representative.
- (3) The Faculty representative is elected by the Academic Senate on the proposal of the Faculty for a term of three years. The Faculty representative may be re-elected.
- (4) The Staff representative shall be elected by the Academic Senate on the proposal of the Staff for a term of three years. The Staff representative may be re-elected.
- (5) The Student representative is elected by the Student Government and approved by the Academic Senate for a term of two years.
- (6) QAC manages the RIT Croatia QAS through:
 - Implementation of internal quality assurance and improvement procedures, development of quality assurance system procedures and monitoring of development strategy implementation
 - Developing the RIT Croatia Quality Assurance System Policy and the RIT Croatia Internal Periodic Assessment Quality Assurance System (Audit) Rulebook

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- Monitoring and improving the quality of the study programs, the structure and delivery of study programs, learning methods, teaching and assessment in study programs, data collection and processing, achieving student learning outcomes, informing the public, scientific productivity and professional work of Faculty, Staff work, professional activity, enrollment, advancement, recognition and support of students, and other activities carried out by RIT Croatia
- Making recommendations for QAS development and improvement
- Approves 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
- 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 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 RIT Croatia Internal Periodic Assessment of the RIT Croatia Quality Assurance System (Audit) Rulebook.

Article 11

Quality Assurance Office

- (1) Quality Assurance Office is an organizational unit established within the Accreditation, Legal and Quality Assurance Department, for the purpose of implementing the internal quality assurance system.
- (2) The Quality Assurance Office (Office) is managed by a manager appointed by the dean.
- (3) The Office organizes the systematic monitoring of established quality indicators, and, among other, performs the following tasks:
 - provides administrative and professional support to the Quality Assurance Committee and to the Internal Periodic Assessment Committee;
 - provides administrative and professional support in internal assessment procedures of the quality assurance system;
 - provides administrative and professional support in external accreditation procedures;
 - 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 QAC for approval;
 - collects, processes and analyzes the data necessary for performing tasks and preparing reports of the Quality Assurance Committee and Internal Periodic Assessment Committee;
 - performs other tasks as per Dean's instructions.

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Article 12

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 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 published on January 11th, 2024 and enters into force on January 19th, 2024.
- (2) The RIT Croatia Quality Assurance System Rulebook published on June 21st 2023 ceases to be valid on the date of entry into force of this Rulebook.

Dean

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