

Pursuant to Article 5, paragraph 2 and Article 46 of the Act on Quality Assurance in Science and Higher Education (Official Gazette, No. 151/22), and Article 10 and Article 22, paragraph 4 of the Statute of the Faculty of Law in Rijeka (consolidated text of 11 December 2024), the Faculty of Law in Rijeka Council, at its 252<sup>nd</sup> session held on 19 March 2025, adopted the following

## **REGULATIONS ON THE QUALITY ASSURANCE AND ENHANCEMENT SYSTEM OF THE FACULTY OF LAW IN RIJEKA**

### **PART ONE GENERAL PROVISIONS**

#### **Subject matter**

##### **Article 1**

- (1) These Regulations govern the organization and operation of the quality assurance and enhancement system (hereinafter: the Quality System) of the Faculty of Law in Rijeka (hereinafter: the Faculty).
- (2) Terms used in these Regulations that have gendered meaning shall apply equally to all genders.

### **PART TWO THE FACULTY QUALITY SYSTEM**

#### **Objective of the quality system**

##### **Article 2**

- (1) The objective of the Faculty Quality System is the continuous assurance and enhancement of the quality of the Faculty's activities, including the teaching, scientific, and professional work of the Faculty's staff and associates, the professional work of administrative staff, and the monitoring of the quality of study programs and the study process, in accordance with European and international standards for quality assurance in higher education and scientific activity.
- (2) Within two months of the commencement of the Dean's term of office, the Dean shall adopt the Faculty quality policy for the duration of their mandate.

#### **Stakeholders of the Quality System**

##### **Article 3**

- (1) Stakeholders of the Quality System shall include internal and external stakeholders.
- (2) Internal stakeholders of the Quality System shall include students, staff, associates, administrative staff, and the Faculty administration.
- (3) The role and responsibility of internal stakeholders of the Quality System shall be to promote a quality culture and actively contribute to achieving the objectives of the Quality System.
- (4) External stakeholders of the Quality System shall include the Faculty's scientific, teaching, and professional partner institutions, economic entities, judicial bodies, attorneys, notaries public, state administration bodies, local and regional self-government bodies, and alumni of the Faculty.
- (5) The role of external stakeholders of the Quality System shall be to promote a quality culture and actively contribute to the enhancement of the Quality System by participating in the development and evaluation of study programs and learning outcomes, contributing to teaching processes and research activities, and participating in other areas relevant to the assurance and enhancement of Faculty quality.

**Areas of Activity of the Quality System**  
**Article 4**

The Faculty Quality System shall include:

- monitoring the implementation of the Faculty development strategy,
- implementing quality assurance and enhancement procedures,
- monitoring and enhancing the quality of study programs,
- monitoring and improving teaching, learning, and assessment methods and aligning them with intended learning outcomes,
- monitoring and enhancing the achievement of student learning outcomes,
- monitoring and enhancing the scientific productivity of staff and associates,
- monitoring and enhancing the professional activities of staff and associates,
- monitoring and enhancing the performance of administrative staff, and
- monitoring and enhancing other activities performed by the Faculty.

**PART THREE**  
**THE QUALITY ASSURANCE AND ENHANCEMENT COMMITTEE**

**Composition**  
**Article 5**

- (1) The Quality Assurance and Enhancement Committee (hereinafter: the Quality Committee) is an organizational unit of the Faculty established for the purpose of implementing the internal quality assurance and enhancement system.
- (2) The Quality Committee shall consist of nine members, including:
  - four staff members,
  - one Vice-Dean,
  - one representative of associates,
  - one representative of administrative staff,
  - one student representative, and
  - one external stakeholder representative.
- (3) A deputy shall be appointed for the student representative.
- (4) A deputy shall be appointed for the external stakeholder representative.

**Appointment and dismissal of members**  
**Article 6**

- (1) Members and deputy members of the Quality Committee shall be appointed by the Faculty Council as follows:
  - staff members, upon proposal of Faculty staff, ensuring representation of staff involved in all study programs delivered by the Faculty;
  - the Vice-Dean, upon proposal of the Dean;
  - the associate representative, upon proposal of associates;
  - the administrative staff representative, upon proposal of the Dean;
  - the student representative and their deputy, upon proposal of the Student Council;
  - the external stakeholder representative and their deputy, upon proposal of the Dean.
- (2) The term of office of all members and deputy members shall be three years from the date of appointment.
- (3) The mandate of members and deputy members shall terminate prior to its expiry:
  1. if circumstances arise that result in termination of employment at the Faculty pursuant to law, the Statute of the Faculty, or labour regulations;
  2. upon termination of the Vice-Dean's mandate;
  3. if the associate representative is appointed to a scientific-teaching position;
  4. if the student representative loses student status in accordance with applicable regulations;

5. if dismissed by decision of the Faculty Council.
- (4) The Faculty Council shall adopt a decision on dismissal upon request of the member concerned, upon a reasoned proposal of the majority of Committee members, or upon proposal of at least one-third of Faculty Council members.

### **Chairperson**

#### **Article 7**

- (1) The Faculty Council shall appoint the Chairperson of the Quality Committee upon proposal of the majority of Committee members.
- (2) The Chairperson shall serve as the responsible coordinator of the Faculty Quality System.

### **Head secretary**

#### **Article 8**

- (1) The Quality Committee shall be assisted by a Head secretary, appointed by the Dean from among administrative staff.
- (2) The Head secretary shall perform administrative and technical tasks and shall not have voting rights.

### **Scope of activities**

#### **Article 9**

The Quality Committee shall:

- develop strategic guidelines for quality assurance and enhancement,
- organize, coordinate, and implement quality evaluation procedures in teaching, scientific, and professional activities,
- develop quality assurance and enhancement mechanisms and methods for their monitoring in accordance with Article 4 of these Regulations and the Faculty Strategy, and
- implement, upgrade, and improve quality assurance and enhancement procedures in accordance with European and international quality standards.

### **Mode of operation and decision-making**

#### **Article 10**

- (1) The Chairperson shall convene and preside over Committee meetings.
- (2) The Chairperson shall convene a meeting upon request of at least three Committee members.
- (3) Meetings may be held online where appropriate.
- (4) The competent Vice-Dean may attend meetings without voting rights when matters within their competence are discussed.
- (5) Other internal and external stakeholders may attend meetings upon invitation, without voting rights.
- (6) The Committee shall have quorum when a majority of members are present.
- (7) Decisions at the Quality Committee meetings shall be adopted by a majority vote of members present, except for the decisions referred to in Article 6, paragraph 5 and Article 7, paragraph 1 of these Regulations.

### **Activity plan and reports**

#### **Article 11**

- (1) The Quality Committee shall adopt an annual and a triennial activity plan, on the basis of Article 9 of these Regulations.
- (2) The Quality Committee shall regularly submit reports to the Faculty Council on its work and on the results of individual activities.

(3) The Quality Committee shall, no later than two months following the end of the academic year, submit to the Faculty Council a report on its work and on the implementation of the activity plan for the respective academic year.

## **PART FOUR FINAL PROVISIONS**

### **Continuation of the work of the existing Quality Committee**

#### **Article 12**

The members of the Quality Committee appointed pursuant to the Regulations on the Quality Assurance and Enhancement System at the Faculty of Law in Rijeka (CLASS: 003-01/22-01/2, REG. NO.: 2170-57-01-22-2) of 21 March 2022 shall continue to perform their duties until the expiry of their mandate.

### **Repeal of the previously applicable Regulations**

#### **Article 13**

On the date of entry into force of these Regulations, the Regulations on the Quality Assurance and Enhancement System at the Faculty of Law in Rijeka (CLASS: 003-01/22-01/2, REG. NO.: 2170-57-01-22-2) of 21 March 2022 shall cease to have effect.

### **Entry into force**

#### **Article 14**

These Regulations shall enter into force on the eighth day following their publication on the Faculty's official website.

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REG. NO.: 140-01-25-2

Rijeka, 19 March 2025

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Prof. Dario Đerđa, PhD