
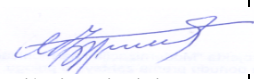
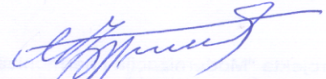


## Procedure for quality assurance of financing- QP.12

	Drawn up by		Certified	Approved by
Name and surname	 Milan Antonijevic	 Milutin Djuricic		 Professor Milutin Djuricic, PhD
Job title	Professor	Professor		TEMPUS project coordinator
Date	20/04/2014			

## **Procedure for quality assurance of financing**

1. first corresponds to the requirements of the National Commission for Accreditation and Quality Assessment, published in the book Accreditation in Higher Education, Ministry of Education and Sports of the Republic of Serbia, second expanded and revised edition of the Commission for Accreditation and Quality Assessment, Belgrade 2010.

2. is based on the book of Regulations on standards for self-evaluation and quality assessment of higher education institutions (No. 612-00-591/2006-04/1, adopted by the National Council for Higher Education, 20 October 2006 and

3. is in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area, European Association for Quality Assurance in Higher Education.

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## **1. Document subject and internal quality standards in the subject area**

This document represents the basis for quality of financing of Business Technical College of Vocational Studies in Užice, Higher Business School of Professional Studies in Leskovac, Higher Business School in Novi Sad and University in Kragujevac - Faculty of Tourism and Hospitality Vrnjačka Banja (further on HEI).

**Internal quality standards** in the subject area of quality assurance are in accordance with the demands of Commission for Accreditation and Quality Assessment Standards.

## **2. Area of application**

**This document and its provisions apply to financial activities in HEI.**

## **3. Definitions and acronyms**

▪ Business Technical College of Vocational Studies in Užice, Higher Business School of Professional Studies in Leskovac, Higher Business School in Novi Sad and University in Kragujevac - Faculty of Tourism and Hospitality Vrnjačka Banja will further on in this document, be referred to as HEI.

- Law of Higher Education –LHE
- University – University in Kragujevac
- Scientific research paper - SRP

## **4. Documentation**

### **4.1. Basic documents**

- Law of Higher Education, Official Gazette of Republic of Serbia, no. 76/05, 100/07, 97/08 and 44/10
- HEI Quality Assurance Strategy
- HEI Statute
- Ordinance on procedure and method of evaluation and quantitative expression of a researcher's scientific research results, Official Gazette of Republic of Serbia, no. 35/07 and 38/08
- Ordinance on conditions and procedure for teacher selection in HEI
- Ordinance on content of public documents issued by HEI, Official Gazette of Republic of Serbia no. 40/09 and 69/11
- Ordinance on standards for self-evaluation and quality assessment of higher education institutions, Official Gazette of RS, no.106/06
- Ordinance on standards and procedures for external verification of higher education institutions, Official Gazette of RS, no.106/06 and 73/11
- Ordinance on standards and procedures for the accreditation of higher education institutions and study programs, Official Gazette of RS, no.106/06, 112/08 and 70/11

### **4.2. Relation to other documents**

- Basic information on financial activity
- Work plan
- Official Gazettes 15/2002, 100/2004, 26/2005
- Laws referring to HEI financing
- Law of Higher Education
- Labour Law, Official Gazette RS, no. 24/05, 61/05 and 54/09

- Standards for self-evaluation and quality assessment of HEI (according to Ordinance on standards for self-evaluation and HEI quality assessment (no. 612-00-591/2006-04/1, adopted by the National Board for HEI on October 20. 2006.):
- Standard 1 – Quality Assurance Strategy
- Standard 2 – Quality Assurance Standards and Procedures
- Standard 3 – Quality Assurance System
- Standard 4 – Study Program Quality
- Standard 5 – Teaching Process Quality
- Standard 6 – Quality of Scientific and Research, Artistic and Professional Work
- Standard 7 – Quality of Teachers and Associates
- Standard 8 – Quality of Students
- Standard 9 – Quality of textbooks, literature, library and information resources
- Standard 10 – Quality of managing the HEI and the quality of Teaching Support
- Standard 11 – Quality of equipment and premises
- Standard 12 – Financing
- Standard 13 – The role of students in self-evaluation and quality check
- Standard 14 – Systematic monitoring and periodic quality control
- Ordinance on standards and procedures for the accreditation of higher education institutions and study programs (no. 612-00-591/2006-04/ 2, which was adopted by the National Council for Higher Education on October 20<sup>th</sup>, 2006)):
  - Standard 1- Study program structure,
  - Standard 2- Study program's purpose,
  - Standard 3- Study program's objectives,
  - Standard 4 – Graduate students' competences,
  - Standard 5- Curriculum,
  - Standard 6- Quality, modernity and the international harmonization of study programs,
  - Standard 7- Admission of students,
  - Standard 8- Assessment and development of students,
  - Standard 11- Quality control,
  - Standard 12- Remote study
  - Amendment to the standards for HEI accreditation within a particular educational and scientific, i.e. educational- artistic field
  - Standard 4- Graduate students' competences
  - Standard 5 – Curriculum.

## 5. Procedure description

HEI has long-term secured funds necessary for the implementation of the teaching-scientific work, scientific -research projects and professional activities. HEI acquires income from the Ministry of Education and Sport under the Decree on norms and standards concerning work conditions of Universities and Faculties for those activities which are financed with budget funds. (Official Gazette 15/2002, 100/2004, 26/2005).

HEI receives income from the state budget, the Ministry of Education and Science of science and on the basis of activities performed for which it is registered and those are:

- Revenue from the Ministry of Education and Science for basic, applied and development research,
- Revenue for teaching whose costs are not covered with budget funds
- Revenue from TEMPUS and other projects,
- Revenue from business activities with companies and other organizations,

- Revenue from professional examinations organization,
- Publishing activity revenue,
- Revenue from donations and sponsorships,
- Other sources of revenue.

HEI disposes of the raised funds independently, or as it wishes. Generated funds are recognized and recorded in accordance with the unified budget classification. Funds that HEI raises, except for funds provided by the Republic, make HEI own income.

### *5.1 Allotment of funds*

Allotment of funds for activities financed from the budget of Republic of Serbia is performed according to rules published in Official Gazette of Republic of Serbia 15/2002. HEI independently plans the distribution and usage of funds in a way so as to secure liquidity and stability in the longer run.

Allotment of funds includes regular payment of employee salaries and material costs coverage.

HEI's own revenue is allotted according to Ordinance on other revenue acquisition and its allotment.

### *5.2 Availability of financial information*

HEI provides transparency of financial operations via business report or via final statement approved by the HEI Council. HEI is required to submit its final account to the Direction of Public Payments until the 28<sup>th</sup> of February of the following calendar year. Transparency of work is provided via financial plan for the next year and this plan is, at the suggestion of Academic Council, approved by the HEI Council.

Ordinance on other revenue acquisition and its distribution is a public document and can be found on the web site of a HEI.

## **6. Powers and Responsibilities**



Responsible for the application of this procedure is Higher School's Director (Dean), Pro Dean for Finance, Head of Accounting Department and all employees in line with powers vested to them.

## **7. Distribution and storage of documents**

Secretary of HEIs (and particular services of the Faculty) is responsible for storing, delivering and recording the submission of the document „Quality management of HEI and quality of support activities according to the distribution list” - Addendum 01.

## **8. Addendums and instructions for application**

- Addendum 01 – Distribution list of “Procedure for study programs quality assurance” document Instruction: HEI Secretary keeps track of all records related to Addendum 01 according to protocol QP \_\_\_\_\_

	Distribution list for "Procedure for quality assurance of financing" document	<b>Procedure: QP 12</b>	
	Addendum 01 to protocol QP.12	<b>Issue1</b>	

**DISTRIBUTION OF COPIES IS DEFINED BY THE FOLLOWING TABLE:**

Copy	Department/function	Date of receipt	Signature
1.	Higher School Director, or Dean of the Faculty		
2.	Chairman of the Quality Assurance Committee,		
3.	HEI Secretary		
4.	Student service		
5.	President of Student Parliament or Student Pro Dean		
6.	Assistant Director for Education, or Dean and Vice Dean for Education		
7.	Pro Dean for science and research		
8.	Heads of study programs or Heads of departments		
9.	HEI Archive		
10.			