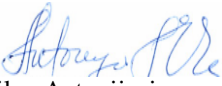
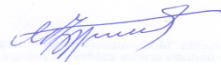
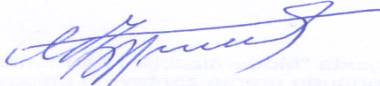


Scientific and Professional Work Quality Assurance Procedure - QP.6

	Drawn up by		Certified	Approved by
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Job title	Professor	Professor		TEMPUS project coordinator
Date	20/04/2014			

The scientific and professional work quality assurance procedure:

1. corresponds to the requirements of standards given by the Commission for Accreditation and Quality Assurance (hereinafter referred to as: CAQA), and published in a book entitled *Accreditation in Higher Education*, Ministry of Education and Sport of Republic of Serbia, second updated and revised edition of the Commission for Accreditation and Quality Assurance, Belgrade 2010.

2. is based on the Regulation 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 on 20-October-2006), and

3. is in compliance with the Quality Assurance Standards and Guidelines for European higher education area, European Association for Quality Assurance in Higher Education

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CONTENT		Page
1.	Subject.....	2
2.	Area of application.....	2
3.	Definitions and acronyms.....	2
4.	Documentation.....	2
	4.1 Basic documents.....	2
	4.2 Relation to other documents.....	3
5.	Process description.....	3
6.	Powers and responsibilities.....	4
7.	Distribution and record keeping.....	4
8.	Addendums and instructions for application.....	4

1. Document subject and internal quality standards in the subject

Through this document, the Business and Technical College of Vocational Studies in Uzice, Higher Business School of Vocational Studies in Leskovac, Novi Sad Business School of Vocational Studies and University of Kragujevac – Faculty for hotel management and tourism (hereinafter referred to as: partner HEI) are defining the methods and procedures for quality assurance of the scientific and professional work performed at these institutions. Acting of the relevant quality assurance entities is defined within the Scientific and Professional Work Quality Assurance procedure, as it is the case for each quality assurance area prescribed by national Commission for Accreditation and Quality Assurance. This procedure aims to implement the Higher Education Institutions Quality Assurance Strategy in order to provide the quality level that surpasses the requirements of the CAQA's standards.

Internal quality standards in quality assurance subject field are solely in compliance with national CAQA standards.

2. Area of application

This quality assurance procedure is applied in scientific, research and professional work area at partner higher education institutions from Serbia participating in the Tempus project "Modernization and Harmonization of Tourism Study Programs in Serbia - MHTSPS".

3. Definitions and acronyms

- Business and Technical College of Vocational Studies in Uzice, Higher Business School of Vocational Studies in Leskovac, Novi Sad Business School of Vocational Studies and University of Kragujevac – Faculty for hotel management and tourism will be referred to as: partner HEI.

- Scientific and Research Work – SRW

4. Documents

4.1. Basic documents

- Law on Higher Education, Official Gazette of the Republic of Serbia, No 76/05, 100/07, 97/08 and 44/10
- Higher Education Institutions Quality Assurance Strategy
- The Statutes of partner HEI
- Ordinance on procedure and method of evaluating and quantification of the researcher's scientific and research results, Official Gazette of the Republic of Serbia, No 35/07 and 38/08
- Ordinance on conditions and method of selecting teachers for HEI
- Ordinance on self-evaluation and higher education institutions quality assessment standards, Official Gazette of the Republic of Serbia, No 106/06
- Ordinance on standards and procedure for external verification of higher education institutions, Official Gazette of the Republic of Serbia, No 106/06 and 73/11
- Ordinance on standards and procedure for accreditation of higher education institutions and study programs, Official Gazette of the Republic of Serbia, No 106/06, 112/08 and 70/11
- Ordinance on the list of professional, academic and scientific titles, Official Gazette of the Republic of Serbia, No 30/07, 112/08, 72/09, 81/10, 39/11 and 54/11

4.2. Relation to other documents

- Partner HEI Quality Assurance Strategy
- The Statute of partner HEI
- Teaching process quality assurance procedure - QP 5
- Student quality assurance procedure - QP 8
- Procedure for quality assurance of equipment and premises - QP 11
- Ordinance on study regime of partner HEI
- Scientific and research work program of the HEI
- Research and development work program of the HEI
- Self-evaluation and higher education institutions quality assessment standards (according to Ordinance on self-evaluation and higher education institutions quality assessment standards, No 612-00-591/2006-04/1, adopted by National Council for Higher Education on 20-October-2006)
- Ordinance on standards and procedure for accreditation of higher education institutions and study programs (No 612-00-591/2006-04/2, adopted by National Council for Higher Education on 20-October-2006)

5. Description of the procedure for quality assurance of the scientific, research and professional work

Organization of the scientific and research work

With the aim of scientific thought development and teaching process improvement, the scientific and research work is organized at the HEI.

Scientific, research and professional work at HEI is organized within:

- Projects approved and financed by the line Ministry of Science,
- Projects financed by direct users of the research results (industry and others),
- International scientific and research projects, and
- Individual work of teachers and associates in the laboratories and centers of the Faculty.

HEI is firmly committed to continuous and systematic work on:

- Creating conditions for scientific and research work,
- Stimulating the students, teachers and associates to engage in basic, applied and development research,
- Analyzing the criteria for evaluation of achieved research results, and
- Proposing the measures for scientific, research and development work quality improvement.

In order to create conditions for scientific and research work, the higher education institution:

- Determines and adopts scientific and research work program, as well as the program of the scientific youth development,
- Provides general and organizational conditions for scientific and research work,
- Organizes classes for scientific training and research work,
- Promotes and implements the research,
- Motivates the students for research work,

- Incorporates the scientific and research work results into the teaching process,
- Collects, systematize and analyses the documents related to the scientific and research work of teachers, associates and undergraduate and postgraduate students.

General and organizational conditions for scientific, research and professional work are:

- Improvement of infrastructure for realization of SRW,
- Financing the SRW,
- Training of researchers and students to safely perform SRW,
- Introducing the undergraduate and postgraduate students with the scientific and research work ethical codex (good scientific practice),
- Access to the scientific information through academic network, and
- Deepening and spreading of scientific cooperation with renowned scientific centers in the country and the world, within the joint domestic and international projects.

In order to stimulate the students, teachers and associates to engage in basic, applied and development research, higher education institution:

- participates (in line with its capacity) in financing the teachers and associates participation at International Scientific Conferences (if they meet the requirements prescribed by the Ministry of Science),
- organizes scientific and professional conferences and symposia,
- organizes publishing activities and publishes the results that promote the individual achievements on its website.

In order to assess the quality of scientific, research and professional work, higher education institution:

- creates an overview of scientific and research projects in progress,
- creates the list of researchers involved in scientific and research projects in progress,
- creates the list of most significant results published in the previous calendar year,
- annually analyzes and estimates the overall scientific activity of teachers and associates,

In order to achieve and improve the quality of scientific, research and professional work, higher education institution:

- adopts a five-year plan of scientific, research and professional work,
- adopts a five-year plan of scientific youth development,
- annually analyzes and estimates the work of centers as one of the research and professional work carriers,
- Invests in equipment used by research teams of the HEI.

Measurable results of the scientific, research and professional activities of the teachers and associates are:

- participation in financed scientific, research and professional projects,
- published text books and scientific papers (according to scientific competences indicators),
- participation at national and international Scientific Conferences,

- involvement in editing and scientific boards of national and international scientific journals,
- mentorship in all the study programs (final, diploma – master and specialists thesis),
- involvement in Commissions for evaluation of doctoral dissertation and scientific thesis.

The results of the scientific, research and professional activities of the HEI's teachers and associates – along with all the relevant data - are publicly available on the official website of the HEI.

Evaluation of the scientific and research work results is performed in line with the Ordinance on procedure and method of evaluating and quantification of the researcher's scientific and research results, published in Official Gazette of the Republic of Serbia, No 35/07 and 38/08.

Director of the College/Dean of the Faculty, Vice Dean for Scientific and Research Work, The Secretary and The Heads of the study programs and departments are responsible for collecting and publishing the information on scientific research and professional activities of the teachers and associates.

6. Powers and responsibilities



Director of the College/Dean of the Faculty, Vice Dean for Scientific and Research Work and President of the Commission for Quality Assurance are responsible for the implementation of this procedure, while the teachers and associates are responsible for conducting it.

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 "Scientific and Professional Work Quality Assurance Procedure" document according to the distribution list – Addendum 01.

8. Addendums and instructions for application

- Addendum 01 – Distribution list for "Scientific and Professional Work Quality Assurance Procedure" document
- Instruction: HEI Secretary keeps track of all record related to Addendum 01 according to protocol QP_____

	Distribution list of “Scientific and Professional Work Quality Assurance Procedure” document	Procedure: QP 6	
	Addendum 01 to protocolQP 6	Edition 1	

DISTRIBUTION OF COPIES IS DEFINED BY THE FOLLOWING TABLE:

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