

Rules of procedure of the Quality Assurance Committee of the University of Nova Gorica

I. GENERAL PROVISIONS

Article 1

These rules shall define the work of the Quality Assurance Committee of the University of Nova Gorica (hereinafter referred to as "the committee"), which is a permanent expert committee of the Senate of the University of Nova Gorica appointed for a period of four years.

Article 2

The committee shall be represented by its chairman.

II. DUTIES OF THE COMMITTEE

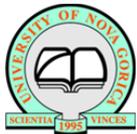
Article 3

The Quality Assurance Committee shall be responsible for:

- 1 the implementation of activities related to the monitoring, assessment and assurance of quality at UNG. (At individual faculty, academy or school level, the responsibility for these activities shall be borne by respective quality coordinators, who are, by their function, also members of the University Quality Assurance Committee);
- 2 the preparation of self-evaluation reports on the monitoring, assessment and assurance of quality at UNG. (At individual faculty, academy or school level, the responsibility for these self-evaluation reports shall be borne by respective quality coordinators);
- 3 the proposal of procedures and criteria for monitoring, assessment and constant improvement of quality at UNG, and their compliance with legal requirements of the Higher Education Act, with acts and measures, adopted by the Council of the Slovenian Quality Assurance Agency for Higher Education (NAKVIS), and with recommended European standards and guidelines for internal quality assurance within higher education institutions¹.
- 4 submission of proposals and initiatives for the development of quality culture at UNG.

The committee shall perform its duties in compliance with internal rules and adopted policies of the University of Nova Gorica.

¹ *Standards and Guidelines for Quality Assurance in the European Higher Education Area, ENQA, Helsinki, Finland, 2009, (isbn 952-5539-05-9) available at: <http://www.enqa.eu/pubs/esg.lasso>.*



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Quality coordinators at individual UNG schools, who are, by their function, also members of the University Quality Assurance Committee, shall report on their work to the committee at least twice a year. Their activities shall be coordinated within the framework of the committee. The committee shall report on its work to the University Senate once a year.

III. SESSIONS OF THE COMMITTEE

Article 4

The committee shall act and adopt its decisions at regular, emergency and correspondence sessions.

The sessions shall be convened by the chairman of the committee when necessary or when one of the committee members proposes to convene a session.

Invitations to committee members and others that should be present at sessions shall be sent at least three days before the planned session. Together with invitation, a proposal of the agenda shall be sent.

Article 5

The chairman of the committee shall have the right to invite to the session individuals that submitted their opinion and various proposals that are on the agenda. If required, sessions may be attended by other experts who might contribute to a successful resolution of an issue.

Persons that are present at committee sessions and are not members of the committee shall have the right to participate in discussion, but they shall have no voting right.

Article 6

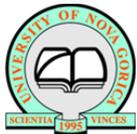
The proposal of the agenda shall be drawn up by the committee chairman.

Material for individual items of the agenda shall be prepared by respective proposers.

Article 7

The chairman of the committee shall begin and end the session, guide the discussion, call upon speakers, make conclusions and announce decisions adopted at the session.

The session shall reach a quorum when more than half of all members are present.



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The committee shall adopt decisions with a majority vote. Voting shall be public.

Article 8

Minutes of the committee session shall be taken and signed by the chairman and the person taking the minutes.

The minutes shall include the number of the session, place, date and hour, all present and absent, the agenda, and decisions adopted at the session.

The draft minutes shall be sent to committee members within 14 days.

The original minutes, committee decisions and documentation of individual sessions shall be permanently archived in the University archives.

Article 9

The implementation of decisions shall be the responsibility of the committee chairman.

The chairman of the committee shall provide information on matters discussed by the committee and on decisions adopted by it to all UNG employees and stakeholders that are included in the quality assurance process, including students (unless otherwise agreed at the session).

The chairman of the committee shall have the right to give a task of implementing individual decisions to a committee member or some other person of university services.

IV. ORGANIZATIONAL, ADMINISTRATIVE AND OTHER SERVICES

Article 10

Organization, administrative and technical services required for the work of the committee shall be performed by individual school offices, library, student office or other specialist services within their respective competence.



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V. FINAL PROVISIONS

Article 11

Issues related to the work and decision-making of the committee that are not defined by these rules of procedure shall be agreed upon by committee members by special decision.

Any changes and amendments of these rules of procedure shall be adopted by the committee in accordance with the same procedure as for adopting the rules.

Article 12

These rules of procedure shall enter into force on the next day following that of its adoption by the committee. The same shall apply in case of changes and amendments.

Chairman of the UNG Quality Assurance Committee

Prof. Iztok Arčon, PhD

UNG Quality Assurance Committee adopted the Rules of procedure at its session on 19 May 2008.

Its amendments were adopted by the Committee at its 16th session on 1 July 2013.