



Quality assurance regarding scientific, educational and specialized activities of the Faculty of Metallurgy is regulated by the Rulebook on quality assurance and improvement at the Faculty of Metallurgy (adopted by the Faculty Council on the 7<sup>th</sup> of March 2011: <http://www.simet.unizg.hr/osiguranje-kvalitete/dokumenti/pravilnik-za-kvalitetu/view>).

Upon the adoption of the said Rulebook, the previous Rulebook on quality assurance and improvement at the Faculty of Metallurgy adopted on the 20<sup>th</sup> of October 2008 stopped being valid. This Rulebook was the first document regulating quality assurance at the Faculty. The Rulebook on quality assurance and improvement at the Faculty of Metallurgy determines the organization, activities and assessment of the higher education quality assurance and improvement system at the Faculty.

The Commission for quality assurance and improvement at the Faculty of Metallurgy conducts all the affairs related to quality assurance and improvement at the Faculty of Metallurgy. The acting Commission for quality assurance and improvement at the Faculty of Metallurgy is highly active and current in its activities, and its operations are presented publicly via the Faculty website (<http://www.simet.unizg.hr/osiguranje-kvalitete>) by publishing minutes of their meetings (<http://www.simet.unizg.hr/osiguranje-kvalitete/sastanci-povjerenstva>). The Commission for quality assurance and improvement at the Faculty of Metallurgy submits an annual report on its activities to the Faculty Council. A certified copy of the annual report, adopted by the Faculty Council is then delivered to the Quality Management Office of the University of Zagreb and published at the Faculty website.

Considering that the first commissions for quality assurance and improvement (Commission for quality assurance and improvement at the Faculty of Metallurgy and the Commission for student-faculty relations, monitoring and improving the quality of studying) were appointed only in 2007, we can discuss continual activities in regards to quality only in the period of the past four years. Still, the Commission for teaching and the Commission for science and finances, as permanent working bodies of the Faculty Council (Rulebook on activities of the Faculty Council of the Faculty of Metallurgy is available at <http://www.simet.unizg.hr/dokumenti/pravilnici>), have participated in the fields of quality assurance and improvement with their regular activities and in their regular sessions. It should be emphasized that the Faculty Council is obliged to authorize all the decisions of the said commissions.

Apart from the said commissions, the Faculty has appointed heads of study years (head for each year of undergraduate study, one head for both years of graduate study, one head for specialized course and one head for doctoral studies, respectively). Through their work with students, reflected in periodical meetings at which current issues and suggestions

concerning the studies and teaching are discussed, the heads are also active in quality assurance and improvement to teaching quality at the Faculty.

The Commission for quality assurance and improvement at the Faculty of Metallurgy conducts all the affairs related to quality assurance and improvement at the Faculty of Metallurgy. The acting The Commission for quality assurance and improvement at the Faculty of Metallurgy was appointed on the 18<sup>th</sup> of January 2011 by the decree of the Dean. The Commission has eight (8) members. Its constitution is the following: the Dean of the Faculty, the Vice-Dean for teaching, the Vice-Dean for Science and Finance, representative of the Faculty Administration, representative of external participants, faculty representative, representative of non-faculty staff and student representative.

The current composition of the Commission is available at:

<http://www.simet.unizg.hr/osiguranje-kvalitete/povjerenstvo-i-radne-skupine/Povjerenstvo%20za%20osiguravanje%20i%20unapredivanje%20kvalitete%20na%20Metalurskom%20fakultetu%202013.pdf/view>.

The Commission members are appointed for a four-year period from the day of appointment, apart from student representatives, who are appointed for a two-year period from the day of appointment. The Commission organizes, coordinates and implements assessment procedures and develops internal mechanisms of quality assurance and improvement at the faculty level, especially in regards to the following elements:

- Self-assessment,
- Development of quality indicators,
- Student participation in monitoring the quality of study execution,
- Reviewing study performance and causes of non-quality, inefficient or prolonged studying,
- Reviewing the competence of faculty and staff,
- Improving mechanisms of work safety,
- Improving university teachers,
- Life-long education,
- Improving administrative and technical staff,
- Proof of teaching improvements,
- Quality of general and specific competencies obtained following the study program,
- Defining and introducing standardization in the administrative department.

The Commission is also responsible for planning the strategy of quality improvement at the Faculty, implementing assessment program and quality improvement program at the Faculty and coordinating implementation of programs for professional and specialized development of employees in the field of quality.

The Commission is actively involved in the work of each Faculty Council session. The Commission submits an annual report on its activities to the Faculty Council. Certified copies of annual report and activity plans regarding quality, upon adoption by the Faculty Council, are then delivered to the Quality Management Office of the University of Zagreb and are available at <http://www.simet.unizg.hr/osiguranje-kvalitete/dokumenti>.

The Commission for quality assurance and improvement at the Faculty of Metallurgy cooperates with the Quality Management Commission and the Quality Management Office of the University of Zagreb. Apart from that, in the field of quality assurance and improvement, the Faculty cooperates with the Agency for Science and Higher Education, primarily because the Faculty is currently undergoing procedures of external audit and recertification.

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