



DEV2.7 Definition of accreditation criteria for SCHE

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GENERAL PROPOSAL

RULEBOOK ON SHORT CYCLE STUDIES (WITHIN HIGHER EDUCATION)

Article 1

This Rulebook closely defines short cycle studies (potential names: short cycle study program, short study program or short cycle studies within higher education; hereinafter referred to as SCHE) and regulates content and structure, adoption method and process, purpose and learning outcomes, organization and implementation, record keeping process, issuing certificates, as well as other relevant issues for SCHE implementation.

Article 2

In order to provide students with professional training necessary for employment, SCHE shall have a clearly defined structure, purpose, learning outcomes and short cycle studies completion certificates shall be issued containing a description of the job students are trained for and their acquired competences.

The objective of SCHE introduction into the education system of the Republic of Serbia is to make possible, in a short time period, effective and efficient education and training of experts for specific jobs based on the expressed needs of employers.

Definition of SCHE

Article 3

SCHE are a shorter form of the teaching process enabling an individual to acquire new competences and they are either of the same or higher level of qualification in relation to the qualification an individual already possesses or they represent additional specialization for a specific job within the labor market.

SCHE, which correspond to higher education in terms of the type, level and scope of knowledge and skills for which students are trained, are short programs of higher education (potential names: short cycle studies, short cycle study program or short study program).

SCHE are a set of courses and practice/ training designed with the aim of ensuring the acquisition of specific and functionally related knowledge and skills, in order to train students for specific jobs which correspond to higher education in terms of their complexity and type and level of competences.

Adoption and realization of SCHE

Article 4

SCHE may be adopted and implemented by an accredited higher education institution (hereinafter referred to as HEI) in a scientific or artistic field in which the HEI has at least one accredited study program.

As a rule, SCHE shall be coordinated with the labor market requirements.

A HEI may adopt and implement SCHE only if it has the support of employers, which shall be documented with an expressed need contract, a positive opinion on the

proposed curriculum and/ or a readiness statement of at least one employer to enroll their employees in SCHE or, after additional testing and selection, to engage individuals who have obtained a certificate of SCHE completion.

A HEI may implement SCHE only after its introduction into the National Council for Higher Education records (or other institution's records as stipulated by the Law on Higher Education), that is, 30 days after submitting the proper documentation for SCHE registration.

Article 5

Depending on the educational task, the scope and character of knowledge and skills to be provided to students and the job complexity for which they are trained, SCHE may be organized within the first or second level of academic or professional career studies within higher education.

The teaching process of SCHE shall consist of 300 to 600 (900) hours of active teaching and it shall last from 3 to 12 (18) months.

The scope of SCHE shall be represented in ECTS credits – 300 to 600 (900) hours of active teaching corresponds to 30 to 60 (90) ECTS credits.

For SCHE organization, general rules adopted for higher education shall apply as following: student's workload during a work week shall correspond to a maximum of 40 hours, of which 20-30 shall be contact hours.

Active teaching shall consist of lectures and practical classes in the range of 20-30 hours per week (integrated lectures and practical classes) and additional workplace practice/ training in the range of 10-30% of active teaching hours.

SCHE teaching may be organized in three ways: face-to-face instruction on the premises of a HEI where other accredited study programs are realized, online teaching or the combination of these two methods.

Article 6

A HEI shall define in its legal acts the method and procedure of SCHE adoption, the number of students, realization dynamics, adherence to the appropriate work standards (organization of work and methodological aspects of studies), quality control, continuous improvement of the quality of studies and record keeping on SCHE implementation.

A HEI may, in its legal acts, determine the procedure relating to the recognition of subjects/ parts of subjects to the holders of the national certificate enrolling in SCHE.

Once adopted, SCHE may be implemented for the needs of other employers, based on the signed contracts, in a way that shall not endanger the teaching process quality or interfere with the regular implementation of accredited study programs.

The number of students enrolled in SCHE shall be harmonized with the needs of the employer(s) stated in the contracts or determined in accordance with the staff, spatial and organizational capacities of a HEI providing the necessary quality of the teaching process and not interfering with the regular implementation of accredited study programs.

Article 7

The documentation prepared by a HEI during the process of preparation and adoption of SCHE must include:

A. Decision of the HEI's appropriate body on the commencement of the SCHE's preparation procedure.

B. Contract with at least one employer ready to employ students who complete the short cycle study program (keeping the right to choose which candidates to hire) or with an employer ready to enroll their employees to the SCHE for additional training.

C. Details relating to the following:

- a. SCHE's objective and outcome.
- b. Description of the job for which students are trained.
- c. Candidates who have the right to enroll and what necessary competences they have to possess.
- d. Admission competition, method of ranking and enrollment of candidates.
- e. Curriculum.
- f. Employer's opinion on the proposed curriculum.
- g. Number of ECTS credits provided by the SCHE, or otherwise clearly defined scope of the teaching process.
- h. Defined objective, training and learning outcomes, program contents, teaching methods, the method of assessing the acquired knowledge and taking the final exam, teaching materials and literature for each subject, the scope of which shall be represented with ECTS credits or in another clearly defined way.
- i. List of the teaching staff with the basic professional information.
- j. Students' obligations.
- k. Size of the teaching group.
- l. Teaching realization plan.

m. Procedures for managing the quality of the SCHE.

n. Information on the tuition fee, that is, the cost to be paid for the right to enrollment and realization of the short cycle program curriculum, which is paid upon enrollment.

A HEI may, in its legal acts, define in more detail the documentation contents for SCHE adoption.

Article 8

SCHE curriculum shall contain a list of compulsory and elective subjects, their organization in semesters/ blocks, the number of classes/ hours, the scope and mutual conditionality.

When preparing the curriculum, a HEI must evenly distribute students' workload throughout a program.

SCHE may include elective subjects if they are needed and justified for better training of students.

Subjects that SCHE consist of shall be of a narrower scope and shall have a more specific and combined (multidisciplinary) content and organization unlike subjects within academic and professional career study programs.

Based on their scope and structure, SCHE subjects shall represent a unique combination of theoretical and practical knowledge and skills (from different scientific/ professional/ artistic areas) and practice/ training for their specific application for solving a specific problem/work task/operation as part of a specific job to which SCHE are dedicated.

SCHE teaching may be organized as a block system, that is, as concentrated teaching of only one subject with the assessment of acquired knowledge and skills immediately after the course completion.

The students' success in mastering a subject shall be continuously monitored throughout the teaching and shall be expressed by points. The maximum number of points shall be 100 for each subject.

Students shall acquire points in a subject through class work, fulfillment of pre-examination obligations and taking the final exam. The maximum number of points that a student may obtain through pre-examination obligations during active teaching and practice shall be 70 points.

The assessment of knowledge and acquired skills, as well as a student's training, upon the completion of a course, shall be conducted by means of an exam which may be organized in a manner that best suits the examination of learning and training outcomes.

The manner of assessing learning and training outcomes shall be an integral part of the information a HEI states in the documentation accompanying every subject.

Article 9

Owing to the specific purpose of SCHE to ensure the acquisition of specific and functionally related knowledge and skills in order to train students for specific jobs, a HEI shall define, in its general act, the form and conditions of engaging additional teachers (permanent employment, additional employment, engagement contract for teaching without permanent employment).

Teachers may be individuals with the title of lecturer, professional career studies professor, docent, associate professor and full professor.

A HEI may also engage teachers who are not permanently employed at the HEI, foreign language teachers and teachers of skills. A HEI, in its legal acts, specifies the general conditions to be met such as: first degree higher education, published professional or artistic work/ achievements in the appropriate fields, work experience in the jobs for which the students are trained and the ability for pedagogical work.

For the purposes of the realization of practical teaching or practice/ training realized outside the HEI, the HEI may elect an associate (associate practitioner) who is

not permanently employed at the HEI in question, but at another HEI where a part of practical training or practice/

training is realized.

With engagement or supplementary work contracts, a HEI may engage lecturers, associates and tutors (for online studies) who have the necessary competences (knowledge and skills) and references in the field for which they are hired.

The number of teachers who participate in the realization of SCHE teaching shall correspond to the program requirements and shall depend on the number of subjects and the number of hours of lectures and practical classes. A teacher's engagement in SCHE shall not consist of more than, on average, 12 classes a week during an academic year.

At least 50 % of the teachers must be employed full-time by the HEI and belong to the category: lecturer, professional career studies professor, docent, associate professor and full professor.

The number of associates who participate in the realization of SCHE teaching shall correspond to the requirements of the study program and shall depend on the number of subjects and the number of hours of lectures and practical classes. An associate's engagement in SCHE shall not consist of more than, on average, 16 classes a week during an academic year.

Article 10

A HEI, in its legal acts, shall determine the conditions, method and procedure of appointing teaching bases which fulfill the requirements for conducting a part of practical teaching or practice/ training for SCHE realization needs.

The mutual rights and obligations of a HEI and a teaching base may be regulated with a contract on the basis of which short cycle studies are prepared and adopted.

Article 11

The rights and obligations of the students enrolled in SCHE shall be in accordance with the Law on Higher Education, unless they are otherwise regulated, in part, with a contract between the HEI, students and the employer who enrolled his employees in the SCHE.

Students shall have the right to:

- 1) quality education and objective assessment;
- 2) timely and accurate information on all matters pertaining to their studies;
- 3) self-organization and expression of their opinions;
- 4) equal study conditions for all students;
- 5) diversity and freedom from discrimination.

Students shall be obligated to:

- 1) sign a study contract;
- 2) fulfill the obligations stipulated by the curriculum;
- 3) respect the institution's general acts;
- 4) respect the rights of employees and other students at the HEI;
- 5) participate in the decision-making in accordance with the law.

Students shall have the right to lodge a complaint in accordance with the Statute if the higher education institution violates any of the obligations referred to in Paragraph 2, Point 1) to 3) of this Article.

Article 12

The criteria for determining tuition fees shall be defined by the general act of a HEI.

A HEI shall determine the tuition fee for SCHE prior to the publication of the enrollment competition for new students.

The tuition fee shall include educational services for the entire SCHE.

The tuition fee shall include compensation for regular services provided by the HEI to the students of SCHE.

The regular services referred to in Paragraph 5 of this Article shall be determined by the decision of the university or another independent higher education institution.

The criteria for determining the tuition fee and the decision on the matter shall be made available to the public on the official website of the HEI.

SCHE tuition fee shall be, as a rule, paid by students or employers who have enrolled their employees in SCHE.

Records

Article 13

A HEI shall keep records of the realized SCHE as stipulated by the Law on Higher Education and in accordance with its general acts.

The records referred to in Paragraph 1 of this Article shall also be kept in electronic form.

Article 14

The National Council for Higher Education (or another institution as stipulated by the Law on Higher Education) shall establish a working body for keeping records of SCHE which are implemented in the Republic of Serbia.

A HEI shall deliver the following:

- Cover letter
- Accreditation certificate of the HEI
- Accreditation certificate of the study program in a scientific or artistic field to which the SCHE belong;
- Documentation on the SCHE shall consist of:
 - o Name of the SCHE.
 - o SCHE objective and outcome.
 - o Description of the job for which students are trained.
 - o Candidates who have the right to enroll and what necessary competences they have to possess.
 - o HEI's decision on the SCHE adoption.
 - o Contract with at least one employer expressing the need for a specific SCHE adoption and who is ready to engage students who complete the SCHE (keeping the right to choose which candidates to hire) or with an employer who is ready to enroll his employees to the SCHE for additional training.

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- Curriculum with information on the subjects, their organization and conditionality.
 - Number of ECTS credits provided by the SCHE (and every subject), or otherwise clearly defined scope of the teaching process.
 - Defined objective, training and learning outcomes, program contents, teaching methods, the method of assessing the acquired knowledge and taking the final exam, teaching materials and literature for each subject, the scope of which shall be represented with ECTS credits or in another clearly defined way.
 - List of the teaching staff with the basic professional information and information on the type of their engagement.
 - Contract with a teaching base for the realization of a part of practical teaching, that is, practice/ training.

Certified copies of the documents shall be submitted.

A HEI's management body shall guarantee:

- 1) the accuracy of the information in the documentation recording SCHE;
- 2) to provide information on the number of certificates issued at the end of every academic year.

National certificate

Article 15

Upon the completion of SCHE and based on the records kept by a HEI, students shall receive national certificates. The national certificate is the official public document issued by a HEI.

The national certificate shall contain in its supplement a description of the learning and training outcomes, skills and knowledge the certificate holder has acquired, as well as a description of the job for which the certificate holder is qualified.

The contents and form of the national certificate and its supplements shall be defined in the rulebook determining the contents and form of the public documents issued by the HEI.

The national certificate shall provide the certificate holder with the right to be employed and shall not contain any clauses related to the continuation of education.

If a student does not complete the entire program, a HEI may issue to the student an academic transcript (a certificate on a completed part of a program; a transcript of grades) with information on the subject (program contents and learning outcomes) as well as the grade the student has received.

Ensuring quality

Article 16

A HEI with its legal acts shall ensure the implementation of the quality system throughout the course of SCHE teaching.

In the periodic internal assessment, as well as during the repeated accreditation procedure, a HEI shall submit the documentation enclosing the reports on the implemented SCHE, as well as the acts based on which it adopts and organizes teaching in SCHE.

The bodies which shall monitor the quality of a HEI, through regular or other types of external quality assessment, shall also assess the quality of realization of short cycle programs.

Article 17

This Rulebook shall enter into force on the eighth day from the date of its publication in the "Official Gazette of the Republic of Serbia" number. .

PRESIDENT OF
THE NATIONAL COUNCIL FOR HIGHER EDUCATION
(or other institution stipulated by the Law on Higher
Education)