

# EVALUATION OF STUDY PROGRAMS MONTENEGRO

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# Legislation and norms

## Laws

- -Law on Higher Education (*Official Gazette"*, no. 60/**2003**; No.45 / **2010** and 47/**2011**)
- -Law on Scientific Research (*"Off. Gazette of Montenegro"*, No.80 / **2010**)
- -Law on the National Qualifications Framework (*"Off. Gazette of Montenegro"*, no. 80/**2010**)
- -The Law on Recognition of Foreign Educational Certificates and Qualifications Equalization (*"Official Gazette"*, No.57 / **2011**)

Legislation and norms...

## **Documents of the Ministry of Education**

- Rulebook of Procedure and standards for the licensing of **study programs** at higher education institutions in the Republic of Montenegro (since 2004).
- Rulebook on the contents and form of diploma and diploma supplement, keeping registries students, files and content of public documents issued by the University and higher education institutions ("Off. Gazette of Montenegro", no. 9/2007)
- Rulebook on the description of levels and sub-levels of qualifications ("Off. Gazette of Montenegro" 51/2011)
- Rulebook on procedures for developing the qualifications of VI to VIII level qualifications ("Off. Gazette of Montenegro", no. 52/12)
- Strategy development and financing of higher education in Montenegro (2011- 2020)

## Legislation and norms...

### **Documents of the Council for Higher Education**

- Criteria and Standards for initial accreditation of **study programs** at higher education institutions in Montenegro
  - An application for initial accreditation of **study programs**
- Rulebook on initial accreditation in higher education institutions in Montenegro
- Rulebook on standards and norms for accreditation of **study programs masters degree**
  - An application for initial accreditation of master's studies
- Rulebook on standards and norms for accreditation **of study programs of doctoral studies**
  - An application for initial accreditation of doctoral studies
- Rulebook on re-accreditation of higher education institutions and study programs;
- **Guidelines for external verification of quality in higher education of the Republic of Montenegro;**
- **Guidelines for internal quality check of the Higher Education of the Republic of Montenegro**

Legislation and norms...

## **Documents of institution**

- Statute
- Rules of study at the undergraduate level
- Rules of study in graduate school
- Rules of doctoral studies
- The right of student mobility
- Rulebook on conditions, criteria and procedure of enrollment in the study
- Criteria for selection of academic titles
- Instructions for the preparation of the accession of lectures
- Instructions for inaguaracionog lectures
- Regulations on the procedure and manner of testing and evaluation
- Guidelines for the development of the University
- The strategy of providing and improving the quality and others Acts

# Initial accreditation of the **study program**

- Council for Higher Education forms Accreditation Commission ,
- 3-5 members
- The task:
  - make a visit,
  - check data from an application,
  - make a report and a proposal on initial accreditation,
- The Commission is reviewing the submitted documents and analyzes the following aspects:
  - basic information on the institution of higher education/**study programs**;
  - contents and objectives of the **study program**;
  - way realization of the **study program**;
  - check providing of the resources needed for carrying out **study program** and
  - check providing of the quality system.
- Initial accreditation is valid up to three years.

# Reaccreditation of institutions/**study programs**

- Reaccreditation of institutions and study programs is based on
  - Internal and
  - External quality check.
- Results of internal and external quality checks are carried in
  - Report on the self-evaluation and
  - Report on the external quality assessment.
- A report on the self-evaluation must be a result of the self-evaluation which was completed within a period not longer than 60 days before applying for accreditation.

# Commission for external quality assessment

- The Commission determines the quality of the institution and the quality of study programs by checking:
  - the procedure and the results of self-evaluation institution/study programs,
  - on spot visit
  - assessment of fulfillment of established standards
  - shared expertise.
- Commission write and submit Report on the external quality assessment and proposes:
  - acceptance of the study program
  - refusal of the study program
  - correction of the study program



# Guidelines for **internal quality** control in higher education

- serve as a guide in the process of
  - self-evaluation,
  - data collection,
  - compiling the final report on self-evaluation
- The institution or its organizational units can conduct internal quality control, as
  - part of the periodic review of the quality system,
  - part of the process of re-accreditation.

## **Proces of self-evaluation**

- decision to approach the process of internal quality control
- meeting of representatives of the Council for Higher Education with the leadership of the institution
- the formation of self-evaluation team
- training self-evaluation teams
- establishing a working plan for self-evaluation team
- preparing and writing the report on self-evaluation
  
- Through self-evaluation report on the institution proves:
  - their efficiency,
  - showing their educational process,
  - the quality of their teaching and learning process,
  - the quality of its teachers, organizations and resources it offers to its students.
  
- At the same time, this report aims to point out the shortcomings institutions and to influence their overcoming.

# Report on Self-Evaluation

- Report on self-evaluation consists of 4 parts:
- The first part:
  - the presentation of the institution through a series of basic data and relevant indicators
- The second part:
  - consideration and evaluation of processes and standards (16 standards) which ensures the quality of the institution, in accordance with the " Standards and form a self-evaluation report ".
- The third part includes:
  - quality assessment,
  - the main quantitative indicators
  - SWOT analysis
  - comparative indicators of the current situation and the situation in the period preceding the re / accreditation.
- The fourth part:
  - contains Annexes on the basis of which, the Report on the self-evaluation is made.

# Content of Report on Self-Evaluation

- INTRODUCTION
- PART I
  - Description of institution
- PART II
  - Standard 1. Policy and procedures for quality assurance
  - Standard 2. The activities and priorities of the institution
  - Standard 3. The organization and management
  - **Standard 4: Degrees of studies and qualifications**
  - **Standard 5: Structure of study programs**
  - **Standard 6: Assessment of students**
  - **Standard 7: Control and evaluation of teaching and exams**
  - **Standard 8: Students**
  - Standard 9: Academic, professional and non-academic staff
  - Standard 10: Scientific research, artistic and professional work
  - Standard 11: Publishing
  - Standard 12: The spatial and material technical capabilities
  - Standard 13: Information system of institutions
  - Standard 14: Informing the public about the work of the institution
  - Standard 15: Cooperation and Mobility
  - Standard 16: Financing of institutions.
- PART III
  - quality assessment; indicators; SWOT analyse; comparison with the results of previous checks; proposal of future measures
- PART IV
  - Annexes

# Annexes

Self-evaluation and quality assessment		
Quality control body		
No.	Members structure	Number
1.	with academic degree	
2.	...	
3.	...	
Describe the task of the body...		

2. Quality Control Questionnaire			
No.	Question	Yes	No
1.	Do you control the quality of textbooks and other used literature		
2.	Do you check the regularity of teaching/lessons		
3.	Do you check the quality of teaching/lessons		
4.	Do you continuously monitors the success of students (study efficiency)		
5.	Do you control pedagogic qualifications of teachers		
6.	Do you interviewed students about teacher quality and curricula satisfaction		
7.	Does the institution has its own indicators of the success		
8.	Do you prepare information on the employment of graduates and job vacancies		
9.	Is there a calculation of the study cost in terms of teaching aids		
10.	Does the institution have a mechanism to periodically and critically evaluat the validity of the study programs		

# Indicators

<b>Spatial conditions</b>					
	<i>Existence</i>		Surface, m <sup>2</sup>	Satisfies	
	<i>Yes</i>	<i>No</i>		Yes	No
The required number of classrooms					
The required number of laboratories					
The required number of additional space					
Library and Reading Room					
The required number of cabinets					
Other					
<b>Academic staff</b>					
	Total number	Per semester	Satisfies		
			Yes	No	
with academic degree					
members of national and other academies					
teaching associates					
<b>Professional staff</b>					
	Total number	Per semester	Satisfies		
			Yes	No	
...					
...					
<b>Non - Academic staff</b>					
	Total number	Per semester	Satisfies		
			Yes	No	
<b>Ratio: number of students/teacher/study program</b>					
Study program	Ratio		Mark		

# External quality control

- It is an objective instrument for the evaluation of the achieved quality in higher education institutions, as well as the necessary and important changes that need to be done to allow improvement of the institution/organizational unit/study program.
- External quality check is performed by Commission appointed by the Council of Higher Education
- It is composed of experts from different fields, for which there is no conflict of interest.
- The experts are required to accurately represent the data and must not change them. They must not disclose confidential information relating to the institution, and that they have acquired during the evaluation procedure.

## External control of the quality of higher education institutions and study programs based on the following standards:

- Standard 1: Using the results of self-evaluation of the institution;
- Standard 2: The method of external quality checks
- Standard 3: Areas of external quality checks;
- Standard 4: The result of external quality checks of the institution;
- Standard 5: The organization and participants in the process of external quality checks;
- Standard 6: The process of external quality checks must be designed to fulfill its purpose;
- Standard 7: Reporting;
- Standard 8: Periodic checks;
- Standard 9: Improving the process of external quality checks
- Report on the external quality control, Commission submit to the Council,
- Council organizes a discussion with members of the Commission
- After the discussion the Council:
  - adopt or reject report,
  - make recommendations and
  - brings the Act and Regulations prescribed Decision



# Standards and form a self-evaluation report

1. Policy and procedures for quality assurance
  2. Activities and development priorities
  3. The organization and management
  4. **Study programs**
  5. **The structure of the study programs**
  6. **Assessment of students**
  7. **Control and evaluation of teaching and exams**
  8. **Students**
  9. Academic, vocational and non-academic staff
  10. Scientific research and artistic work
  11. Publishing
  12. The spatial and material-technical resources
  13. Information System institutions
  14. Informing the public about the work of the institution
  15. Cooperation and mobility
  16. Funding
- **Report is in the form of a very detailed tables**
  - **Directly linked to the preparation of the Report for self-assessment**
  - **Consists of 22 pages of tables**

# STANDARDS AND FORM OF SELF-EVALUATION REPORT

1. Policy and procedures for quality assurance
2. Activity and development priorities
3. Organization and management
- 4. Study Programs/Courses**
- 5. The structure of the study programs/Courses**
- 6. Assessment of students**
7. Control and evaluation of teaching and exams
8. Students
9. Academic, vocational and non-academic staff
10. Scientific research and artistic work
11. Publishing
12. The spatial and material-technical resources
13. Information System of the institutions
14. Dissemination
15. Cooperation and mobility
16. Funding

# 4. Study Programs/Courses

## 4.1. A review of studies on the institution

### 4.1.1. Study programs which are implemented in the institution

	Study program and place of realization	Level	duration	scope	Title of diplomas
1.		Basic studies	A		
			P		
		specialist studies	A		
			P		
Master studies	A				
	P				
	Doctoral studies				
2.		Basic studies	A		
			P		
		specialist studies	A		
			P		
Master studies	A				
	P				
	Doctoral studies				

*A-academic, P-applied.*

**Uputstvo:** U rubriku **Obim** unijeti ukupan broj ECTS kredita neophodan za završetak studija. U rubriku **Trajanje** unijeti ukupan broj godina neophodnih za završetak studija.

### 4.1.2. Study areas that are implemented in the institution

Study program	Study area

**Uputstvo:** U rubriku **Studijska oblast** unijeti pripadnost oblastima opisanim u članu 37. Zakona o visokom obrazovanju: prirodno-matematička, inženjersko-tehnološka, biotehnička, medicinska, društvena, pravno-ekonomska, kulturno-istorijska i umjetnička.

## 4.2. Qualifications

Dati pojedinačni opis kvalifikacije za svaki stepen i diplomu koja se stiče na organizacionoj jedinici Univerziteta (pojedinačni opis najviše 200 riječi). (Prema Evropskom kvalifikacionom okviru koji je u radnoj verziji pripremljen i za Nacionalni okvir kvalifikacija VI nivo se odnosi na završene osnovne studije, VII nivo se odnosi na završene postdiplomske studije, VIII nivo se odnosi na završene doktorske studije) Opšta uputstva za opis su data za svaki od ovih nivoa. Opis treba konkretizovati za svaki studijski program.

Title of diploma		.....basic studies				
Level	Knowledge	Skills	Competences			
			Autonomy and responsibility	Communication and Social	Professional	Learning
VI	Koristi detaljna teorijska i praktična stručna znanja. Djelimično se radi o usko specijalizovanom stručnom znanju koje uključuje kritičko razumijevanje teorije i načela.	Pokazuje vladanje metodama i instrumentima u jednoj složenoj stručnoj oblasti kao i inovacionu sposobnost u vezi sa korištenim metodama. Pronalazi i zastupa argumente za rješavanje problema.	Pokazuje odgovornost u odnosu na oblik upravljanja, menadžment resursima i nad timom u radnim i nastavnim kontekstima koji su nepredvidivi i u kojima se rješavaju složeni problemi sa mnogim interaktivnim faktorima. Pokazuje kreativnost kod razvoja projekta i inicijativa u menadžerskim procesima, što obuhvata i obučavanje drugih za razvoj sposobnosti za timski rad.	Iznosi ideje, probleme i rješenja kako pred stručnom tako i pred nestručnom publikom i pri tome koristiti niz tehnika uključujući kvantitativne i kvalitativne informacije. Ispoljava sveobuhvatno, unutrašnje i lično viđenje svijeta u kome se manifestuje solidarnost sa drugima.	Sakuplja i integriše relevantne podatke u nekoj stručnoj oblasti radi rješavanja problema. Pokazuje iskustvo u operativnim interakcijama u složenom okruženju. Donosi sud na osnovu socijalnih i etičkih pitanja, koja se javljaju prilikom rada i učenja.	Konstantno vrednuje sopstveno učenje i utvrđuje potrebe za učenjem.
Title of diploma		specialist studies, ..... masters degree, academic title of Master of Science				
VII	Koristi visoko specijalizovano teoretsko i praktično znanje koje je povezano sa najnovijim saznanjima. Ovo znanje predstavlja osnovu za originalnost pri razvoju i/ili primjeni ideja. Demonstrira kritičku svijest o stručnim temama u voj oblasti i na presjecima različitih oblasti.	Dijagnostikuje problem na osnovu istraživanja putem integracije znanja iz novih ili interdisciplinarnih oblasti i donosi svoj sud na osnovu nepotpunih i ograničenih informacija. Razvija nove vještine kao reakcije na novonastala znanja i tehnike	Pokazuje rukovodeće kvalitete i inovacione sposobnosti u nepoznatim, složenim i nepredvidivim radnim i nastavnim kontekstima, u kojima se rješavaju složeni problemi sa mnogim interaktivnim faktorima. Ispituje stratešku sposobnost tima.	Komunicira o rezultatima projekta, metodama i osnovnim principima sa stručnom i nestručnom publikom i pri tome koristiti odgovarajuće tehnike. Istražuje i reflektuje društvene norme i odnose i aktivno ih mijenja.	Rješava probleme putem integracija složenih i ponekad nepotpunih izvora znanja u novim i nepoznatim kontekstima. Pokazuje iskustvo u operativnim interakcijama pri upravljanju promjenama u nekom složenom okruženju. Reaguje na socijalne, naučne i etičke probleme koji se pojavljuju prilikom rada i učenja.	Pokazuje samostalnost u upravljanju učenjem i dobro razumijevanje procesa učenja.
Title of diploma		Academic title of doctor of science				
VIII	Koristi stručna znanja za kritičku analizu, vrednuje i povezuje nove kompleksne ideje koje su potpuno nove u nekoj oblasti. Širi ili redefiniše postojeće znanje i/ili stručnu praksu u okviru neke oblasti ili na tačkama presjeka više oblasti.	Vodi, istražuje, razvija, stvara, sprovodi prilagođava projekte koji dovode do novih saznanja i novih rješenja.	Pokazuje značajne rukovodeće kvalitete, inovacionu sposobnost i samostalnost u novim radnim i nastavnim kontekstima u kojima se rješavaju složeni problemi sa mnogim interaktivnim faktorima.	Komunicira sa autoritetima učešćem u kritičkom dijalogu sa kolegama u struci. Istražuje i reflektuje društvene norme i odnose i uvodi mjere za njihovu promjenu.	Analizira, vrednuje i povezuje nove složene ideje i na osnovu ovih procesa donosi strateške odluke. Pokazuje iskustvo u operativnim interakcijama i sposobnost donošenja odluka u jednom složenom okruženju. Unapređuje socijalni i etički dalji razvoj kroz akcije.	Pokazuje sposobnost za postojanu posvećenost razvoju novih ideja ili procesa i dobro razumijevanje procesa učenja.

# 5. The structure of the study programs

## 5.1. Overview of subjects (courses), number of hours and the number of ECTS credits

*Uputstvo: Za svaki studijski program, i u okviru njega za svaki stepen studija, dati nastavni plan prema sljedećoj tabeli.*

Study program

Level of study

Academic / Applied

1 year

No.	Name of subject	Obligatory	Elective	Winter semester	ECTS	Summer semester	ECTS
				Number of hours per week		Number of hours per week	
	Total						

2 year....

3 year....

## 5.2. View the structure of subjects (courses)

**Uputstvo:** Za svaki studijski program, i u okviru njega za svaki stepen studija, grupisati predmete prema pripadnosti: fundamentalnim predmetima, teorijskim predmetima, opštim stručnim predmetima i uskostručnim predmetima i predmetima opštih akademskih vještina. Za svaku grupu prikazati ukupan broj časova predavanja, vježbi i rada u laboratoriji prema sljedećoj tabeli.

Study program		Level of study		Academic / Applied		
The area of the study program:						
No.	Course title	Obligatory	Elective	Number of hours per week lecture + exercise + laboratory	Number of hours per year lecture + exercise + laboratory	ECTS
Total						
The area of the study program:						
No.	Course title	Obligatory	Elective	Number of hours per week lecture + exercise + laboratory	Number of hours per year lecture + exercise + laboratory	ECTS
Total						

**5.3. Review of teaching process***Uputstvo: Za svaki studijski program, i u okviru njega za svaki stepen studija, prikazati podatke prema sljedećoj tabeli.*

Study program		Level of study		Academic / Applied			
<b>1 Year</b>							
No.	Course title	Modes of lectures	Number of students in group	Modes of exercise	Number of students in group	Modes of lab work	Number of students in group
Study program		Level of study		Academic / Applied			
<b>2 Year...</b>							
<b>3 Year...</b>							

**5.4. Organizational review the of individual work of students***Uputstvo: Za svaki studijski program, i u okviru njega za svaki stepen studija, prikazati podatke prema sljedećoj tabeli.*

Study program		Level of study		Academic / Applied			
<b>1 Year</b>							
No.	Course title	List of the types and number of assignments for individual work of students during classes					Total time for individual work
<b>Total</b>							

*Uputstvo: Za svaki predmet upisati podatke koji iz ECTS kataloga. Ukupno se upisuje za osjenčanu rubriku**Prilog: Za svaki predmet i stepen studija priložiti -ECTS katalog*

# 6. Assessment of students

## 6.1. Monitoring and Assessment

Describe the rules for monitoring and evaluation of students

### 6.1.1. Overview of assessment of students on **basic studies**

No	Question	Yes	No
1.	Are there any pre-defined rules and criteria of evaluation for each subject		
2.	Are the rules in the form of student information distributed to students at the beginning of the semester		
3.	Are the rules available on the website of the institution		
4.	Are there any standardized rules for student assessment in the case of illness, absence or other extraordinary circumstances at the level of institutions		

**Description of the method of checking whether the teachers follow information for students that are distributed at the beginning of the school year (maximum 200 words)**

### 6.1.2. Overview of assessment of students on subjects of postgraduate **studies**

Question	Yes	No
Same as basic studies		

### 6.1.3. Overview of assessment of students on subjects of **doctoral studies**

Question	Yes	No
Same as basic studies		

## 6.2. Evaluation and Assessment at the final work

Describe

## 6.3. Evaluation and Assessment of the MA thesis

Describe

## 6.4. Monitoring and evaluation of doctoral thesis

Describe