

Pursuant to Item III of the Decision on the Appointment of the Follow-up Committee in the Re-accreditation Procedures, dated 20 September 2017 (CLASS: 603-08/17-02/0012; FILE NUMBER: 355-01-17-0001), and pursuant to Article 29, Para. 11 of the Statute of the Agency for Science and Higher Education, and Article 16 of the Rules of Procedure of the Accreditation Council of the Agency for Science and Higher Education - *revised text*, dated 9 December 2010, at its first meeting held on 21 November 2017, the Follow-up Committee in the Re-accreditation Procedures adopted the following

RULES OF PROCEDURE

OF THE FOLLOW UP COMMITTEE IN THE RE-ACCREDITATION PROCEDURES

Article 1

- (1) The Follow-up Committee in the Re-accreditation Procedures (hereinafter: the Committee) is an advisory body of the Agency for Science and Higher Education.
- (2) The tasks, manner of work and rights and obligations of the Committee chair and members are regulated by these Rules of Procedure.
- (3) Gendered terms used in these Rules of Procedure are used neutrally and refer equally to male and female gender.

Article 2

The task of the Committee is to provide expert assistance to the Accreditation Council on all follow-up questions in a case when a certificate on the fulfilment of conditions for carrying out activities of higher education and/or scientific activity or part of activity is issued to a higher education institution or scientific organisation after the re-accreditation procedure. If needed, the Committee shall provide expert assistance to the Accreditation Council on all follow up questions in other external evaluation procedures as well.

Article 3

In its work, the Committee shall:

- 1) pass opinions on the compliance or non-compliance of the action plan with the recommendations of the expert panel, which are included in the expert panel's final report,
- 2) pass opinions on the compliance or non-compliance of the action plan implementation report with the action plan submitted by the higher education institution,
- 3) submit said opinions to the Accreditation Council,
- 4) propose to the Accreditation Council to include the members of the expert panel in resolving issues related to the follow-up phase, and consider their report in that case,
- 5) at the request of the Accreditation Council, also consider other issues related to the follow-up phase, propose solutions, and submit them to the Accreditation Council.

Article 4

(1) The Committee comprises 7 (seven) members.

(2) Committee members are appointed for a four (4) year term by the Accreditation Council. One appointed member shall be a member of the Accreditation Council, and shall act as a Committee Chair.

(3) Committee members select the Deputy Chair among themselves. The Deputy Chair is elected by the majority vote of all Committee members.

Article 5

Members of the Committee shall receive remuneration for their work in the amount determined by the general act of the Agency.

Members of the Committee shall also be entitled to reimbursement of travel expenses in the amount of actual expenses in accordance with the provisions of relevant laws and bylaws.

Article 6

(1) The Committee Chair shall convene meetings as needed, at least once every three months.

(2) The Committee Chair presides over the meetings, proposes meeting agenda, formulates proposals for opinions and puts them to vote, confirms and announces the results of vote, harmonises the work of the Committee and signs opinions and proposals adopted by the Committee.

(3) In case of impediment or absence of the Committee Chair, the meeting of the Committee shall be convened and presided over by the Deputy Chair.

Article 7

The invitation to the meeting shall be delivered to the members of the Committee in an electronic form, no later than seven days before the meeting, and shall include the agenda, materials to be discussed and minutes from the previous meeting.

Article 8

(1) A meeting shall be held if the majority of all members of the Committee are present.

(2) A meeting may be held online, if the majority of the members of the Committee agrees.

(3) Voting on individual issues shall be conducted in public, by raising the hand "for", "against" or "abstained".

(4) In exceptional cases, a secret voting may be held, on which the decision is made by the majority of the Committee members.

(5) Opinions and proposals of the Committee shall be adopted by the majority vote of all present Committee members.

(6) In the event of a tie vote, the Committee Chair shall have a deciding vote.

Article 9

(1) Minutes shall be kept of all Committee meetings.

(2) The Committee Chair may decide that an audio recording of the meeting be taken.

(3) The minutes shall be kept by an Agency employee who provides administrative support to the Committee.

(4) The minutes shall include the date of the meeting, first and last names of all attending and absent members of the Committee, first and last name of the person keeping the minutes, the time of the beginning and the end of the meeting, the defined meeting agenda, proposals on individual items, a summary of discussions, and opinions and proposals of the Committee, including the results of vote.

(5) The minutes shall be signed by the Committee Chair and the person keeping the minutes.

(6) Each member of the Committee may request that his / her dissenting opinion be entered in the minutes.

(4) Reports and other appendices, either in written or audio format, may be an integral part of the minutes.

Article 10

An employee of the Agency shall provide operational support to the work of the Committee.

Article 11

These Rules of Procedure shall enter into force on the date of its publication on the ASHE notice board.

CLASS:

FILE NUMBER:

Zagreb, 21 November 2017

Committee Chair

Prof. Dr. Sc. Karmela Barišić

These Rules of Procedure have been published on the notice board of the Agency for Science and Higher Education on 22 November 2017.