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Pursuant to the provisions of Article 8, Paragraph 3 of the Act on Quality Assurance in Higher Education and Science (the Official Gazette 151/22) and provisions of Article 32, Paragraph 1, Items 1 and 2 of the Statute of the Agency for Science and Higher Education (CLASS: 003-05/13-01/0001; FILE NUMBER: 355-01-23-29), at its 8th session held on 14 December 2023 the Accreditation Council adopted the following

Quality Standards in the Procedure of Re-accreditation of Research Institutes

Article 1

(1) **Quality standards in the procedure of re-accreditation of research institutes** shall include standards, elements and quality indicators and criteria for initial accreditation of research institutes, against which the level of their fulfilment is determined and a quality grade is passed in the procedure of re-accreditation of research institutes.

(2) For the purposes of this document the following expressions shall have the following meaning:

1. The **standard** is a clearly defined level of quality of a particular aspect of quality of a research institute. The quality standards are grouped into units (three assessment areas) content-wise and they refer to various aspects of quality evaluation of research institutes.
2. The **criterion** for the initial accreditation of a research institute is subject to the provision of Article 11 of the Act on Quality Assurance in Higher Education and Science (OG 151/22), hereinafter referred to as the Act, as well as the requirement prescribed by Articles 4 and 5 of the Act. Criteria are stated as part of the elements and indicators of the standards and highlighted red in the text.

3. The **element** of the standard is considered in the assessment of compliance of a quality aspect of a research institute against a standard.
4. **The indicator** is used to assess the level of compliance with the standards.
5. **Sources for checking the fulfilment of the standards** are documents of the research institute, the website of the research institute and other materials used to check and assess the level of fulfilment of the standards. The sources specified in this document are merely examples that a research institute can use as guidelines in the preparation of the request, as well as help to expert panels in assessing the level of fulfilment of quality standards.
6. **The level of fulfilment of the standards** is a quantitative grade and a qualitative assessment passed by an expert panel, which includes recommendations for quality improvement.

(3) Gendered terms used in this document are used neutrally and refer equally to all genders.

Article 2

In the procedure of re-accreditation of a research institute, the following quality standards grouped into the following three assessment areas shall apply:

I. STRATEGIC POSITIONING AND INTERNAL QUALITY ASSURANCE

Standard	Level of fulfilment of the standard			
1.1. The research institute has a clear vision, mission and strategic programme of scientific research and it is committed to its role regarding the fulfilment of national and societal needs.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
Elements and indicators of the standard: The strategic plan of the research institute complies with its mission and vision. The research institute defines and fulfils its role in the national system and in its institutional and economic environment. The research institute defines and fulfils its role in the state and in society. The research institute defines and fulfils its economic role, if applicable. The research institute defines its position in an international environment. Sources for verifying compliance with the standard: <ul style="list-style-type: none">• Act of establishment and the statute;• Long-term strategic programme of scientific research for the scientific area in which the research institute is active;• Mission and vision of the research institute and development strategy are published on the website;• Mission is connected with the processes of strategic and operational planning;				

- Information regarding the involvement and contribution of stakeholders to the delivery of the research institute's mission.

Standard	Level of fulfilment of the standard			
1.2. The research institute's strategic positioning and planned changes are based on the results of analyses of its activities, international context and public policies.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The institute clearly defines its activities and modes of operation.</p> <p>Strategic positioning of the research institute is clearly connected to public policies in the field of science.</p> <p>The research institute recognizes and defines desired changes in its strategic positioning.</p> <p>The institute analyses changes in its positioning during the evaluated period.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Long-term strategic programme of scientific research for the scientific area in which the research institute is active; • Annual reports on strategy implementation; • Mission and vision of the research institute are published on the website; • Analyses of institutional activities and social needs. 				

Standard	Level of fulfilment of the standard			
1.3. The research institute has an efficient organizational structure for the implementation of its activities and the strategy.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The internal organisational structure of the research institute is laid down in the statute.</p> <p>The organization of the research institute as a structure comprising operational units is efficient and adapted to the strategy.</p> <p>The management of the research institute is based on appropriate bodies and decision-making procedures in accordance with the mission and activities carried out by the research institute.</p> <p>The research institute has elaborated an efficient manner of involving stakeholders in its activities.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Act of establishment, statute of the research institute, general act defining its internal organizational structure; • Prior approval of the statute and the general act on internal organization of the public research institute by the Ministry of Science and Education; • Strategy of the research institute; • Organizational structure of the research institute; • Designed procedures and planned decision-making bodies of the research institute; • Mechanisms for monitoring researchers' performance; • Mechanisms for involving stakeholders in the activities of the research institute; • Financial plan of income and expenses for a period of at least three years showing the sources of funding and the structure of expenses by purpose, and a report on the implementation of the financial plan of income and expenses; • Evidence of sustainability and transparency of funding. 				

Standard	Level of fulfilment of the standard			
1.4. The research institute has efficient management and support processes in its management activities.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The budget allocation of the research institute takes place in accordance with clear and coherent processes and it is based on an internal management dialogue with the units within the organisation.</p> <p>Support services are organised in a clear, fit-for-purpose and efficient manner. The satisfaction of their internal users is subject to periodic evaluations.</p> <p>Research support services within research units are effective and tailored to institutional needs.</p> <p>The management of spatial capacities and resources is carried out in an efficient and relevant manner with regard to the organization's strategy and activities.</p> <p>The organization has a functional and efficient manner of involving other institutions and stakeholders (higher education institutions, industry, public policies, etc.) in its activities and processes.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Employee satisfaction surveys; • Analyses of satisfaction surveys; • Reports on implemented activities; • Evidence of changes based on analyses of institutional efficiency; • Mechanisms for involving stakeholders in the activities of the research institute. 				

Standard	Level of fulfilment of the standard			
1.5. There is an internal quality assurance and enhancement system in place that enables efficient implementation and monitoring of activities.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The internal quality assurance system enables is functional and ensures efficient implementation and monitoring of activities.</p> <p>The internal quality assurance and enhancement system at the research institute include the following:</p> <ul style="list-style-type: none"> Monitoring the development strategy; Implementation of internal quality assurance and enhancement procedures; Monitoring and enhancement of scientific productivity of the research staff; Monitoring and enhancement of professional activities of the research staff; Monitoring and enhancement of staff performance in professional services; Monitoring and enhancement of other activities performed by the research institute. In order to implement an internal quality assurance and enhancement system, the research institute has established an organisational unit for quality assurance and enhancement. <p>The internal quality assurance and enhancement system is regulated by a general act of the research institute.</p> <p>The organizational unit for quality assurance and enhancement submits an annual report to the science council of the research institute.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> Statute of the research institute, general act regulating the internal quality assurance and enhancement system; Internal quality assurance and enhancement system; Planned performance monitoring procedures and mechanisms; Designed key performance indicators; Planned mechanisms for monitoring researchers' performance; Planned mechanisms for evaluating and rewarding researchers' performance; Planned methods of researchers' professional development; Annual report of the organizational unit for quality assurance and enhancement. 				

Standard	Level of fulfilment of the standard			
1.6. The research institute pursues an efficient policy of research integrity, ethics and professional conduct.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>Activities related to academic integrity, including activities aimed at raising awareness and prevention, and acting in the event of a breach of integrity are carried out at the research institute.</p> <p>Procedures of monitoring the quality of internal mechanisms and ethical considerations are part of all areas and activities of the institute.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Code of Ethics of the research institute; • Ordinance on disciplinary responsibility; • Planned activities aimed at raising awareness of scientific integrity, ethics and professional conduct; • Planned internal mechanisms connected to academic integrity; • Documents regulating procedures in the event of unethical and unprofessional behaviour; • Decision to establish a disciplinary committee, ordinances regulating the application of ethical measures (if any), minutes and decisions/opinions of the disciplinary committee; • Decision to establish an ethics committee, rules of procedure of the ethics committee, minutes and decisions/opinions of the ethics committee; • Report on the results of implementation of measures and usage of training and tools to prevent unethical behaviour, intolerance and discrimination, the ratio of reported and resolved cases, the number of cases forwarded to the higher-level decision-making body, following trends, new guidelines; • Anti-plagiarism software. 				

II. SCIENTIFIC AND PROFESSIONAL ACTIVITY

Standard	Level of fulfilment of the standard			
2.1. The research institute has an adequate number of high-quality researchers to fulfil the research goals stated in the mission and vision.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The research institute employs a minimum of 20 full-time researchers in research positions in the area in which the research institute operates.</p> <p>Lead researchers are grouped according to the topics of the research goals and are among the most renowned researchers in the research organization with visible indicators of scientific excellence.</p> <p>The research institute manages advancement of researchers and division of responsibilities among researchers based on their scientific excellence.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Table 1. Staff structure; • Table 2. Researchers at the institute; • Employment contracts which have been concluded with research staff; • Research staff recruitment plan. 				

Standard	Level of fulfilment of the standard			
2.2. The research institute has an adequate number of young researchers to fulfil the research goals stated in the mission and vision.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The research institute manages advancement of researchers and division of responsibilities among researchers based on their scientific excellence relative to other researchers in the research organization.</p> <p>The research institute takes care about the reproduction of research staff by employing young researchers in appropriate fields and areas with regard to the research goals defined in the development vision.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Table 1. Staff structure; • Table 2. Researchers at the institute; • Research staff recruitment plan. 				

Standard	Level of fulfilment of the standard			
2.3. The research institute has an adequate number of employees working in professional services necessary to fulfil the research goals stated in the mission and vision.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The research institute has a sufficient number of support staff members that provide support to the researchers in the fulfilment of their research goals.</p> <p>Support staff provide high-quality support to researchers in fulfilling the research institute's strategic goals.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Table 1. Staff structure; • Employment contracts which have been concluded with support staff; • Professional staff recruitment plan. 				

Standard	Level of fulfilment of the standard			
2.4. The research institute has an appropriate level of quality of scientific productivity in accordance with its strategy.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>Research activity of the research institute is based on original ideas and an original scientific approach.</p> <p>The research institute has a satisfactory number of research publications published in prestigious primary scientific outlets per researcher in their scientific area and an adequate publication trend.</p> <p>The quality of published research papers is high.</p> <p>The researchers' publications demonstrate research contribution to their scientific area.</p> <p>The institute has a satisfactory number of papers presented at prestigious conferences.</p> <p>The research institute organizes scientific conferences that are recognized at the national and international level.</p> <p>Researchers at the institute participate in the work of committees and other bodies in higher education and science.</p> <p>Researchers participate in the work of editorial boards of research journals.</p> <p>The research institute has established a publishing activity and publishes scientific publications significant in the national and international environment.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Table 5. The research institute's bibliography in the last five calendar years; • Table 6. Highlighted publications of research institute's researchers published in the last five years; • Table 9. Work on conference organizing committees in the last five calendar years; • Table 10. Editorship in journals in the last five calendar years; • Researchers' involvement in committees and other bodies related to higher education and science. 				

Standard	Level of fulfilment of the standard			
2.5. The quality and quantity of research projects in which the research institute participates and which it leads are adequate.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The research institute has an adequate number of national and international research projects in which it is a lead partner or a project partner.</p> <p>The research institute is involved in a satisfactory number of competitive research projects.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Table 8. Projects in the last five calendar years. 				

Standard	Level of fulfilment of the standard			
2.6. The research institute transfers the results of their scientific research activity to industry and society in general.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The research institute is part of the networks which consist of institutions at the national level in order to transfer the results of its scientific research to the scientific and professional community.</p> <p>The research institute developed formal and stable partnerships with stakeholders.</p> <p>The research institute participates in policy making.</p> <p>Researchers at the research institute are involved in various scientific and/or management bodies.</p> <p>Researchers at the institute are active in the popularization of science.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Procedures and mechanisms for disseminating the results of scientific research; • Evidence of cooperation with the relevant stakeholders; • Evidence of researchers' involvement in various scientific and/or management bodies; • Evidence of organization of various events that promote the popularization of science or the involvement of employees of the research institute in these events (open days, public presentation of scientific projects or scientific achievements, exhibitions, lectures for a broader community, participation in radio and television shows, etc.). • Other evidence proving the dissemination of scientific research and results in a broader community. 				

Standard	Level of fulfilment of the standard			
2.7. The research institute ensures the dynamics and the improvement of its research activities and implements guidelines of its research policy.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The institute adequately assesses the quality of its scientific productivity in each research area in an international context. It recognizes significant contributions and major achievements made during the evaluated period.</p> <p>The research institute has a vision for the development of its research activities for the evaluated five-year period.</p> <p>The research institute analyses the success of the activities it has undertaken for the purpose of implementing the guidelines of its scientific policy, strengthening support for research activities and promoting the emergence of new research topics, interdisciplinarity and the development of young scientists, where applicable.</p> <p>The research institute implements, in cooperation with its university partners, a policy of supporting doctoral training, contributing especially to the quality of education and the professional integration of doctors of science.</p> <p>The research institute analyses the results obtained within the framework of its policy of managing large scientific financial instruments / projects.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Procedures and mechanisms for the assessment and monitoring of the quality of scientific productivity; • Evidence of the plan of development of the research activities for the evaluated five-year period; • Procedures and mechanisms for analysing the success of the scientific policy. 				

Standard	Level of fulfilment of the standard			
2.8. The research institute implements an innovation policy and evaluates its success.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The research institute develops an innovation culture within the teams and encourages risk taking, where applicable.</p> <p>The research institute evaluates the results of their innovation activities in a qualitative and quantitative manner, where applicable.</p> <p>The research institute analyses the success of the activities carried out as part of its policy of supporting relations with economic entities: research contracts, industrial scholarships and positions, joint laboratories, programme funding, producing studies and expert assessments for companies, exchange promotion activities, industry PhDs, staff mobility, etc.</p> <p>The research institute analyses the success of the activities carried out as part of its policy to support the transfer of knowledge and technology: support mechanisms for project maturation activities, technology transfer, skills, knowledge and know-how transfer, company creation, intellectual property management policy, mechanisms for raising awareness and training of research groups, etc.</p> <p>The research institute can assess the quality of their partnerships with private or public structures in the field of innovation, if acceptable.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Procedures and mechanisms for the assessment of results of innovation activities, if applicable; • Evidence and analysis of cooperation with stakeholders; • Evidence of researchers' involvement in various scientific and/or management bodies; • Procedures and mechanisms for activity performance evaluation. 				

Standard	Level of fulfilment of the standard			
2.9. The international impact and scientific reputation of the research institute is evident.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The research institute has a satisfactory research staff international mobility.</p> <p>The research institute has satisfactory mechanisms for attracting doctoral candidates and researchers from abroad.</p> <p>The international reputation of the research institute in the scientific area in which it operates is visible.</p> <p>Researchers are involved in various international scientific and/or management bodies.</p> <p>Researchers participate in international reviews of projects, programmes and scientific publications.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Table 5. The research institute's bibliography in the last five calendar years; • Table 6. Highlighted publications of research institute's researchers published in the last five years; • Table 8. Projects in the last five calendar years; • Table 9. Work on conference organizing committees in the last five calendar years; • Table 10. Editorship in journals in the last five calendar years; • Evidence of researchers' mobility; • Mechanisms and procedures for attracting doctoral candidates and researchers from abroad; • Evidence of researchers' involvement in various scientific and/or management bodies; • Evidence of researchers' involvement in international reviews of projects, programmes and scientific publications. 				

Standard	Level of fulfilment of the standard			
2.10. The research institute applies the principles of open science in its activities, processes and acts.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The research institute has in place and implements an open science policy fostering the application of open science principles at the institutional level and ensuring open access to scientific and professional publications, educational content and research data of its researchers.</p> <p>The research institute plans to encourage and evaluate the application of the principles of open science through various internal processes and/or evaluation processes at the institution.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Table 7. Open science implementation; • Planned open science policy at the institution; • Description of the planned evaluation processes and/or procedures which motivate, evaluate and reward researchers' activities connected to open science. 				

III. RESOURCES AND INFRASTRUCTURE OF THE INSTITUTE

Standard	Level of fulfilment of the standard			
3.1. The research institute implements a clear policy of human resource development and efficiency.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>Staff recruitment policy is clear and aligned with strategic goals of the research institute.</p> <p>The research institute ensures recruitment of the best candidates from different backgrounds in accordance with the institute's strategic goals.</p> <p>The research institute encourages dynamic skills development of employees in adherence to its strategic goals.</p> <p>The research institute encourages and promotes incoming and outgoing staff mobility.</p> <p>The research institute implements a clear and consistent employee performance review policy.</p> <p>The research institute ensures employee performance review and career development considering their overall contribution to the mission, vision and strategic goals of the research institute.</p> <p>There is a gender equality policy in all activities of the research institute and at all levels of the professional career of researchers.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Staff recruitment policy; • Employment criteria; • Evidence on publishing information about recruitment and recruitment criteria; • Criteria for employee promotion; • Procedures and mechanisms for staff performance monitoring; • Mechanisms for encouraging staff mobility. 				

Standard	Level of fulfilment of the standard			
3.2. The research institute has a library and adequate information-communication technology (ICT) equipment.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The literature necessary for scientific and professional work has been ensured. The library is equipped with information and communication technology (ICT) equipment and provides access to library materials in print and/or electronic format.</p> <p>The library premises and resources, including additional resources, serve the institutions' needs in accordance with, among other things, conditions specified in the Standard for Higher Education, University and Scientific Libraries.</p> <p>The research institute has an overall information structure that meets the requirements for the management of the research institute and its activities, considering the information security requirements.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Table 4. Library premises and resources; • Contract on the use of library resources; • Availability of literature in the library; • Digital literature (e-journals, e-books) available; • Access to relevant databases; • Information about the space (ownership documents, document proving the right to use the premises). 				

Standard	Level of fulfilment of the standard			
3.3. The research institute has adequate space and equipment for conducting scientific research.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The research institute has laboratories, i.e. premises where scientific research is conducted, a library, offices for research staff and offices for employees in professional services.</p> <p>Laboratories are equipped with adequate laboratory equipment necessary for research to be conducted.</p> <p>Offices of the research staff and offices of employees working in professional services have office equipment and the equipment necessary for the work of the research staff and professional services.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Table 3. Capital equipment; • Insight into the resources of the research institute: laboratories, i.e. premises for conducting scientific research, library, offices of the research staff, offices for the work of professional services and equipment for conducting scientific research. 				

Standard	Level of fulfilment of the standard			
3.4. The research institute's financial plan contains the planned income and expenses to conduct research activity, i.e. artistic and professional activities over a three-year period.	The standard is not fulfilled	Minimal fulfilment of the standard	Satisfactory fulfilment of the standard	The standard is completely fulfilled
<p>Elements and indicators of the standard:</p> <p>The research institute ensures appropriate national sources of funding.</p> <p>The research institute ensures appropriate international sources of funding.</p> <p>The research institute ensures appropriate own funding sources through commercial services.</p> <p>The level of the research institute's reliance on public funding or a competent institution is acceptable.</p> <p>The research institute directs a sufficient part of its funds toward scientific activity.</p> <p>The public research institute has secured funding from the state budget through the programme agreement or temporary financing.</p> <p>Sources for verifying compliance with the standard:</p> <ul style="list-style-type: none"> • Table 11. Financial sustainability; • Programme contract, if concluded; • Ordinance on the allocation of funds. 				

Article 3

The Quality Standards shall be published on the website of the Agency for Science and Higher Education and they shall enter into force on the day of their publication.

President of the Accreditation Council



Prof. Mirjana Hruškar, PhD



