



POLICY FOR QUALITY ASSURANCE OF SCIENTIFIC- RESEARCH WORK AT UTMS

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	Prepared:	Monitored:	Approved:
1.	Zoran Ivanovski Vice-Chancellor International Cooperation	for Secretary General of UTMS	Chancellor's board
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2.	Zoran Ivanovski Vice-Chancellor International Cooperation	for Secretary General of UTMS	Chancellor's board
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3.			
4.			

Quality is a priority in scientific-research work at the University in which quality is seen as culture and a system for overall quality assurance in developed. University aims to perform scientific-research work in accordance with national and international standards and best practices, especially regarding the trends in the European and global scientific-research area.

While creating, developing, implementing, monitoring and evaluation of policies, procedures, structure and quality initiatives, the University will undertake an integrated approach which includes quality assurance of the scientific-research work, defined by the following criteria:

Quality assurance focuses on academic issues in the area of scientific research work which is focused on continuously following and cooperation with domestic and foreign research centers, higher education institutions, and established scientists.

Quality management of scientific – research work aims at effective development, implementation and following of trends through the data bases - Web of Science.

Quality policy for scientific research work UTMS, procedures, processes and initiatives focus on continuous improvement through regular self-evaluation of objectives, standards / quality criteria for the production of scientific papers and research projects, review of the progress and summary of evaluation

University promotes a culture in which every faculty, department and individual considers the quality improvement as personal and collective responsibility. All stakeholders are informed on this, in order to ensure that everyone is involved in developing culture of quality in which achievements are recognized and rewarded, and the performance and sub-performance are effectively managed. Data and other analytical materials and proofs are used to ensure that evaluations and decisions are open, transparent and clearly supported by relevant information.

University maintains and regularly reviews the scientific-research work in terms of quality which is in line with the Strategy for scientific-research work. In the process of control of quality of scientific-research work at UTMS are included:

- Chancellor's board at the University – adopts a strategic plan for scientific-research work in which important sections are ensuring and quality control of published scientific papers and implemented research projects and it has the ultimate responsibility.
- The Chancellor leads quality process and is responsible in front of the Chancellor's board. He is responsible for the preparation of an Action plan of quality self-evaluation, related with the priorities in the area of scientific-research work. This is presented in front of the Chancellor's board and the Senate and is supervised by (CPQM).
- Commission for providing and quality management (CPQM) consisting of the Chancellor, Vice-Chancellors and the Secretary General, prepares, implements and supervise The Annual action plan for quality self-evaluation of the scientific-research work. They also prepare an annual report for critical review for the Senate and the Chancellor. Technical support provides the officer for quality assurance. The Commission meets at least twice each academic year.

- Teams for quality assurance of scientific-research work at each faculty/ center and teams of the departments of administration/support are responsible for the processes of self-evaluation and implementation of the action plans for ensuring quality in scientific-research work. Teams of the faculties consist of The Dean, Vice-Dean, representatives of the academic staff, representatives of students and external member (stakeholder) elected by the Faculty Council for a term of one year which may be renewed. Teams for administration / support consist of responsible staff. They regularly report on the progress to the Commission for providing and quality management. They meet at least twice a year.

- The office for quality assurance coordinates the functioning of activities for quality assurance in the area of scientific-research work and ensures that information are spread and culture for quality assurance is promoted through different communication mechanisms.

- Academic and administrative staff, students and stakeholders are encouraged to actively participate in development of modules for evaluation and in their review and functioning.

In order to develop a culture quality, the University uses various internal mechanisms that are compatible with external, including but not limited to the following:

- Development of curriculum in which are incorporated scientific-research activities takes place under strictly stated guidelines. National Board for Accreditation and Evaluation adopts and reaffirms the curriculum and students are assessed in accordance with these guidelines;

- Quality of learning and teaching in which is practiced scientific-research work is maintained and developed through the scheme for observation of teaching, students' annual evaluations, individual evaluation of staff, and opportunities for professional development;

- Annual procedure for evaluation of scientific-research work of the academic staff provides a valuable measure for evaluation of individual performance as a basis for the contract renewal, improvement and promotion;

- UNWTO standards for policies and procedures are monitored by trained teams for internal revision at annual level and they are approved by the UNWTO external validation. Finances of the University are monitored by internal reviser and the external revision Office which is internationally accredited;

- The use and development of capacities and resources is planned and supervised through the processes of planning and annual self-evaluation in accordance with the priorities stated in the strategic plan and

- The staff and students pleasure are also reviewed through the evaluation of students and staff surveys.

In order to develop a culture of quality, the university used various external mechanisms, including but not limited to the following:

- TEDQual which provides objective external evaluation in the four cycle.

- Responsible for quality assurance at UTMS provides at least twice a year revisions with recommendations for improvements and next steps.

- The Ministry of Education and other national bodies such as the National Board for Accreditation and Evaluation is responsible for conducting an external revision and evaluation, accrediting new programs and re-adoption of the same.

- External revisions of the programs are conducted over a period of four to six years to provide the faculties and/or academic units with analysis and recommendations to support of their development.

- External UNWTO standards are applied with annual re-validation, in order to verify the effectiveness of key policies and procedures. The policy of providing and quality management is reviewed annually by the Commission for providing and quality management and the Teams for quality of the faculty / department.