Initial accreditation procedure application form - study programme

Type and name of study programme

Name of higher education institution

**Contents**

[1. BASIC INFORMATION 3](#_Toc136508137)

[1.1. INTRODUCTION 3](#_Toc136508138)

[1.2. Basic information 3](#_Toc136508139)

[2. SELF-EVALUATION AGAINST QUALITY STANDARDS 4](#_Toc136508140)

[I. INTERNAL QUALITY ASSURANCE 4](#_Toc136508141)

[II. Study programme 5](#_Toc136508142)

[III. Teaching process and student support 6](#_Toc136508143)

[IV. Teaching Resources and infrastructure 6](#_Toc136508144)

[3. INFORMATION REQUIRED TO CONDUCT THE INITIAL ACCREDITATION OF THE STUDY PROGRAMME 8](#_Toc136508145)

[4. ANNEXES 17](#_Toc136508146)

[4.1 compulsory annexes 17](#_Toc136508147)

[4.2 ADDITIONAL ANNEXES 20](#_Toc136508148)

1. BASIC INFORMATION

## INTRODUCTION

A brief description of the study programme for whose initial accreditation you are applying, including the purpose and the reasons why the initial accreditation procedure is being initiated. Please state the case in which the initial accreditation will be conducted pursuant to Article 9, Paragraph 3 of the Act on Quality Assurance in Higher Education and Science (Official Gazette, 151/22).

## Basic information

Name, seat and OIB (Personal Identification Number) of higher education institution:

Name and type of study programme:

CroQF/EQF/QF-EHEA level:

Scientific or artistic field and area of study programme:

ISCED FoET classification:

Programme duration:

Number of ECTS points acquired on completion of study programme:

Academic or professional title, i.e. academic degree:

Language of delivery:

Place of delivery:

Type of delivery (in-person, hybrid, online):

Admissions quota (for full-time and part-time students):

Academic year when programme delivery is planned to commence:

In case of joint programmes offered by Croatian higher education institutions, please list co-providers/partners:

1. SELF-EVALUATION AGAINST QUALITY STANDARDS

|  |  |
| --- | --- |
| **Criteria for the initial accreditation of study programmes** | **YES/NO** |
| The higher education institution ensures a minimum of 1 m2 of space per student. |  |
| The higher education institution provides full-time employment on an indefinite term basis for teachers who deliver at least 50% of all forms of direct instruction in the case of university study programmes, i.e. 35% of all forms of direct instruction in the case of professional study programmes. |  |
| At the time of submitting the application, the higher education institution is employing teachers who will be delivering courses in the total value of at least 50% of any type of direct instruction in the case of the first year of a university study programme, i.e. 35% of any type of direct instruction in the case of the first year of a professional study programme; and every subsequent year teachers who will be delivering courses in the total value of at least 50% of any type of direct instruction in the case of university study programmes, i.e. 35% of any type of direct instruction in the case of professional study programmes. |  |
| To deliver university study programmes, teachers need to be employed in scientific-teaching, i.e. artistic-teaching positions, while to deliver professional study programmes, teachers need to be employed in scientific-teaching, i.e. artistic-teaching or teaching positions. |  |
| At philological studies, a maximum of half the teachers may hold the teaching positions of language instructor, senior language instructor and language instructor advisor. |  |
| The total annual load of all teachers at a public higher education institution does not exceed 20% of the total annual teaching load as determined by the Collective Agreement for Science and Higher Education. |  |
| The ratio between the total number of enrolled students and the total number of full-time teachers and those with nominal teaching titles does not exceed 30 : 1. |  |
| The study programme is compatible with the qualification standard listed in the Croatian Qualifications Framework Register. |  |
| The public higher education institution has sufficient funds to deliver the study programme in the form of a concluded programme contract or projections of income from tuition fees or other sources. |  |

## I. INTERNAL QUALITY ASSURANCE

1.1. Clear justification for the introduction of the new study programme has been provided with regard to the mission and strategic goals of the higher education institution, as well as economic and societal needs.

Self-evaluation of HEI:

1.2. The study programme has undergone an appropriate internal quality assurance process and has been formally approved by the higher education institution.

Self-evaluation of HEI:

1.3. The higher education institution will collect, analyse and use relevant data for the effective management and continuous enhancement of the study programme in accordance with the published quality assurance policy.

Self-evaluation of HEI:

1.4. The higher education institution informs the public about the study programmes it offers, as well as plans to offer new programmes, i.e. changes made to existing ones.

Self-evaluation of HEI:

## II. Study programme

2.1. The proposed study programme is compatible with the qualification standard in the Croatian Qualifications Framework Register.

Self-evaluation of HEI:

2.2. The intended learning outcomes at the level of the study programme are aligned with the competences a student should gain by completing the programme, as well as with the CroQF and EQF level.

Self-evaluation of HEI:

2.3. The intended course outcomes are aligned with the intended learning outcomes at the level of the study programme.

Self-evaluation of HEI:

2.4. The study programme content allows students to achieve all the intended learning outcomes.

Self-evaluation of HEI:

2.5. ECTS distribution is aligned with the anticipated actual student workload.

Self-evaluation of HEI:

2.6. Student/professional practice is an integral part of study programmes (if applicable).

Self-evaluation of HEI:

2.7. If the completion of the study programme allows students access to a regulated profession, the programme is aligned with national and European regulations and the recommendations of national and international professional associations.

Self-evaluation of HEI:

## III. Teaching process and student support

3.1. Admission requirements and criteria as well as the admissions procedure are clearly defined and transparent, and guarantee that students will possess the necessary prior knowledge.

Self-evaluation of HEI:

3.2. The planned teaching methods guarantee student-centred teaching and the achievement of all intended learning outcomes.

Self-evaluation of HEI:

3.3. The higher education institution has provided evidence that adequate support will be ensured for future students.

Self-evaluation of HEI:

3.4. Objective and consistent evaluation and assessment of student achievements are planned so as to ensure the achievement of all intended learning outcomes.

Self-evaluation of HEI:

## IV. Teaching Resources and infrastructure

4.1. The higher education institution has ensured adequate teaching capacities to deliver the study programme and achieve the intended learning outcomes.

Self-evaluation of HEI:

4.2. The qualifications and professional experience of external associates are appropriate for the delivery of the study programme and the achievement of the intended learning outcomes.

Self-evaluation of HEI:

4.3. The premises, equipment and entire infrastructure (classrooms, laboratories, library, etc.) are appropriate for the delivery of the study programme and ensure the achievement of the intended learning outcomes.

Self-evaluation of HEI:

4.4. The library premises and resources, as well as access to additional services ensure the availability of literature and library services for the delivery of the study programme.

Self-evaluation of HEI:

4.5. The higher education institution ensures the availability of the necessary financial resources to organise the activities and quality delivery of the proposed study programme.

Self-evaluation of HEI:

3. INFORMATION REQUIRED TO CONDUCT THE INITIAL ACCREDITATION OF THE STUDY PROGRAMME

Table 1. Table linking units of learning outcomes from the qualification standard with programme outcomes

Table 2. Programme level outcomes

Table 3. Ratio of teachers to students (must not exceed 1 : 30) at the higher education institution

Table 4. Value of all types of direct instruction included in the study programme

Table 5. Teachers on the study programme

Table 6. Premises

Table 7. Library premises and resources

Table 8. Financial sustainability

**Table 1. Table linking units of learning outcomes (LO) from the qualification standard with programme outcomes**

– to be completed only when there is a relevant qualification standard in the CroQF Register

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Compulsory units of learning outcomes (CULO)** | **CULO** | **CULO** | **CULO** | **CULO** | **CULO** | **CULO** | **CULO** | **...** |
| **Programme outcomes** |  |  |  |  |  |  |  |  |
| **LO 1** |  | **+** |  |  |  |  |  |  |
| **LO 2** |  |  | **+** | **+** |  | **+** |  | **+** |
| **LO 3** |  | **+** |  |  |  |  | **+** |  |
| **LO 4** |  |  |  | **+** | **+** |  |  |  |
| **...** | **+** | **+** | **+** |  |  |  |  |  |

**Table 2. Programme outcomes**

*The panel may use this table to evaluate whether the learning outcomes are adequate in terms of level and profile, if generic and specific competences have been included, and if course outcomes have been aligned with programme outcomes (standards 1.2., 1.3., 1.4.).*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme outcomes [[1]](#footnote-1)** | **LO 1** | **LO 2** | **LO 3** | **LO 4** | **LO 5** | **LO 6** | **LO 7** | **LO 8** | **LO 9** | **…** |
| **Total number of courses per LO** |  |  |  |  |  |  |  |  |  |  |
| **Course 1** |  | **+** |  |  |  |  |  | **+** |  |  |
| **Course 2** |  |  | **+** | **+** |  | **+** |  |  |  | **+** |
| **Course 3** |  | **+** |  |  |  |  | **+** |  | **+** |  |
| **Course 4** |  |  |  | **+** | **+** |  |  |  |  |  |
| **…** | **+** | **+** | **+** |  |  |  |  | **+** |  |  |

Learning outcomes – legend

|  |  |
| --- | --- |
| **Learning outcome code** | **Learning outcome description** |
| LO1 |  |
| LO2 |  |
| LO3 |  |
| ………. |  |

**Table 3. Ratio of teachers to students (must not exceed 1 : 30) at the higher education institution**

|  |  |
| --- | --- |
| Total number of full-time students at the HEI  **Coefficient 1** |  |
| Total number of part-time students at the HEI  **Coefficient 0.5** |  |
| Anticipated number of full-time students in the first year of the new study programme  **Coefficient 1** |  |
| Anticipated number of part-time students in the first year of the new study programme  **Coefficient 0.5** |  |
| **TOTAL NUMBER OF STUDENTS AT THE HEI:** |  |
| Total number of full-time teachers at the HEI  **Coefficient 1** |  |
| Total number of senior teaching assistants at the HEI  **Coefficient 0.75** |  |
| Total number of assistants at the HEI  **Coefficient 0.5** |  |
| Total number of nominal teachers at the HEI [[2]](#footnote-2)  **Coefficient 0.5** |  |
| **TOTAL NUMBER OF TEACHERS AT THE HEI:** |  |
| **RATIO TEACHER/STUDENT** |  |

**Table 4. Value of all types of direct instruction included in the study programme**

|  |  |
| --- | --- |
| **Total contact hours of direct instruction included in the study programme** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Teacher/Associate (name and surname)** | **Course name** | **Lectures** | **Practicals** | **Seminars** | **Total contact hours** | **Total in %**  **teacher contact hours/programme contact hours** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **Total:** |  |  |  |  |

**Table 5. Teachers on the study programme[[3]](#footnote-3)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Teacher 1**  **name and surname** | **Teacher 2**  **name and surname** | **Teacher 3**  **name and surname** | **Teacher 4**  **name and surname** | **Teacher 5**  **name and surname** | **….** |
| **CROSBI link** |  |  |  |  |  |  |
| **Title** |  |  |  |  |  |  |
| **Area** |  |  |  |  |  |  |
| **Field** |  |  |  |  |  |  |
| **Resident institution** |  |  |  |  |  |  |
| **Type of employment** |  |  |  |  |  |  |
| **Percentage of employment at the HEI** |  |  |  |  |  |  |
| **Teaching workload at their resident institution** |  |  |  |  |  |  |
| **Workload at external institutions** |  |  |  |  |  |  |
| **Planned workload in the new study programme** |  |  |  |  |  |  |
| **Planned workload at their resident institution** |  |  |  |  |  |  |
| **Planned workload at external institutions** |  |  |  |  |  |  |
| **Scientific papers and review articles[[4]](#footnote-4) in the past 5 years (total)** |  |  |  |  |  |  |
| **Professional papers[[5]](#footnote-5) in the past 5 years (total)** |  |  |  |  |  |  |
| **Total[[6]](#footnote-6) number of citations (state the database)** |  |  |  |  |  |  |
| **Total[[7]](#footnote-7) h-index (state the database)** |  |  |  |  |  |  |
| **Lead and/or associate position in competitive projects (total)** |  |  |  |  |  |  |
| **Lead and/or associate position in other projects (total)** |  |  |  |  |  |  |
| **List of courses delivered on the study programme** |  |  |  |  |  |  |
| **List of training events aimed at the acquisition of teaching competences** |  |  |  |  |  |  |

**Table 6. Premises\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **NUMBER** | **SQUARE METRES** |
| **A** | **CLASSROOMS** |  |  |
| **B** | **LABORATORIES/PRACTICUMS USED FOR TEACHING** |  |  |
| **D** | **SCIENCE LABS** |  |  |
| **E** | **TEACHERS’ OFFICES** |  |  |
|  | **RATIO OF STUDENTS/CLASSROOMS, LABORATORIES/REMAINING PREMISES m2** |  | |
| **C** | **IT CLASSROOMS/NUMBER OF COMPUTERS** |  |  |
|  | **RATIO OF STUDENTS/NUMBER OF COMPUTERS** |  | |

\* *The data refer to the entire HEI because it is not possible to provide data on a single study programme.*

**Table 7. Library premises and resources\***

*Please provide data on the library at the HEI, if there is one.*

|  |  |
| --- | --- |
| Total area of the library premises (in m2) |  |
| Total area of the reading room premises, intended for use by library patrons (in m2) |  |
| Number of employed library staff |  |
| Total number of book volumes |  |
| Total number of textbook titles which are part of required readings |  |
| Total number of copies of textbooks which are part of required readings |  |
| Total number of printed foreign journals in the library holdings |  |
| Total number of printed Croatian journals in the library holdings |  |
| Number of e-journals with full-text access whose subscriptions the HEI funds with own or university resources |  |
| Total number of e-journals to which staff and students have access\* |  |
| Number of bibliographic databases which are funded with the HEI’s own or university resources |  |
| Total number of bibliographic databases to which staff and students have access\* |  |

\**includes journals/bibliographic databases whose subscriptions the HEI funds with own or university resources*

**Table 8. Financial sustainability[[8]](#footnote-8)\***

**– shows total income and expenses, i.e. the closing balance of the HEI over a period of at least three years, which provides an overview of the institution’s financial sustainability**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year** | | |
|  | **N** | **N+1** | **N+2** |
| **TOTAL INCOME** |  |  |  |
| **TOTAL EXPENDITURE** |  |  |  |
| **BOTTOM LINE CARRIED OVER FROM THE LAST YEAR** |  |  |  |
| **TOTAL BALANCE** |  |  |  |

4. ANNEXES

## 4.1 compulsory annexes

**1. Study programme proposal which comprises[[9]](#footnote-9)\*:**

1. name of study programme
2. scientific area and field in which the study programme is delivered
3. analysis of the compatibility of the study programme with the strategic goals of the higher education institution
4. professional or academic title or academic degree which is acquired on completion of the study programme
5. opinion of the Croatian Employment Service on the compatibility of the programme with the labour market, i.e. evidence that an application to issue an opinion was submitted to the Croatian Employment Service at least 30 days prior. If the Croatian Employment Service has not issued an opinion on the compatibility of the programme with the labour market within 30 days of receiving the application to issue said opinion, the proposal shall be considered compatible with the labour market.
6. in the case of graduate programmes, a document constituting evidence of an accredited undergraduate programme in the same scientific or artistic field, and in the case of postgraduate, i.e. doctoral studies a document constituting evidence of an accredited graduate, i.e. integrated undergraduate and graduate study programme in the same scientific or artistic field
7. admission criteria, criteria for enrolment in the subsequent semester, trimester or year of studies, as well as criteria for undertaking other student obligations
8. list of compulsory and elective courses along with the corresponding ECTS points, forms of delivery, course content, planned learning outcomes and lead course instructors
9. competences acquired on completion of the study module and study programme
10. admission quota for the study programme
11. structure and form of delivery
12. methods of assessing the acquired learning outcomes for each course, i.e. methods of verifying if other student obligations have been met
13. manner of completing the study programme
14. analysis of minimum institutional requirements for comparability of the proposed study programmes with related accredited study programmes in the Republic of Croatia and EU member states
15. mechanisms to ensure horizontal and vertical student mobility in the national and European Higher Education Area.
16. **Opinion of competent body on compliance with the requirements stipulated for regulated professions**
17. **Feasibility study justifying the need for a new study programme in the case of public higher education institutions**
18. **Employment contracts concluded with teaching staff**
19. **Evidence of adequate premises and equipment for delivering study programmes**
20. **Evidence of financial resources necessary to deliver the study programme**
21. **Agreement which regulates the structure, delivery, completion, place of delivery, lead programme provider and manner of issuing the final certificate, as well as the lead accrediting agency of the study programme (if the proposed study programme is a joint programme offered by two Croatian HEIs).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIST OF COURSES[[10]](#footnote-10)** | | | | | | |
| Year of study: | | | | | | |
| Semester: | | | | | | |
| COURSE | LEAD INSTRUCTOR | L | P | S | ECTS | STATUS[[11]](#footnote-11) | |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  | |

**COURSE DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| General information | | |
| Lead instructor |  | |
| Course name |  | |
| Study programme |  | |
| Course status |  | |
| Year |  | |
| Number of credits and mode of delivery | ECTS student workload coefficient |  |
| Number of hours (L+P+S) |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course description** | | | | | | | | | | | |
| * 1. *Course aims* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| * 1. *Course enrolment requirements* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| * 1. *Intended course learning outcomes* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| * 1. *Course content* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| * 1. *Modes of delivery (mark the appropriate boxes with an X)* | | | | | | | lectures  seminars and workshops  practicals  remote learning  field work | | independent work  multimedia and network  laboratory  supervision  other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  | | | | | | |  | | | | |
| * 1. *Student obligations* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| * 1. *Monitoring student work (mark the appropriate boxes with an X)* | | | | | | | | | | | |
| Class attendance |  | Participation in class | |  | Seminar paper | | |  | | Experimental work |  |
| Written exam |  | Oral exam | |  | Essay | | |  | | Research |  |
| Project |  | Continuous assessment of knowledge | |  | Student report | | |  | | Practical work |  |
| Portfolio |  |  | |  |  | | |  | |  |  |
| * 1. *Assessment and evaluation of student work during classes and the final exam* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| * 1. *Required readings and number of copies relative to the number of students currently taking the course* | | | | | | | | | | | |
| *Title* | | | *Number of copies* | | | *Number of students* | | | | | |
|  | | |  | | |  | | | | | |
|  | | |  | | |  | | | | | |
|  | | |  | | |  | | | | | |
|  | | |  | | |  | | | | | |
|  | | |  | | |  | | | | | |
| * 1. *Supplementary readings* | | | | | | | | | | | |
| * 1. *Methods of quality monitoring that ensure the acquisition of knowledge, skills and competences.* | | | | | | | | | | | |
|  | | | | | | | | | | | |

## 4.2 ADDITIONAL ANNEXES

(to be determined by the HEI)

In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city, date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(head of the higher education institution

seal verification or digital signature)

**PLEASE NOTE:**

* The signed and verified application form must be submitted, along with the required documentation, in electronic form to: [pisarnica@azvo.hr](mailto:pisarnica@azvo.hr)
* If the submitted documents are not complete, the applicant shall be notified of the need to submit additional documents in writing.

1. Each programme outcome (LO) has a number/code, and in the column this is provided as the indicator used by the higher education institution for each learning outcome. [↑](#footnote-ref-1)
2. This refers to nominal teachers in the current academic year. [↑](#footnote-ref-2)
3. If there are more teachers on the study programme than there are columns available, please copy the table and paste it below the first one. [↑](#footnote-ref-3)
4. These include scientific papers and review articles published in journals, conference proceedings and chapters in books, as well as scientific and review author monographs. [↑](#footnote-ref-4)
5. These include professional papers published in journals, conference proceedings, professional chapters in books, as well as professional author monographs. [↑](#footnote-ref-5)
6. For citations and h-index please provide the total number without self-citations (not just in the past 5 years) and the citation database. [↑](#footnote-ref-6)
7. See previous footnote. [↑](#footnote-ref-7)
8. The data refer to the entire HEI because it is not possible to provide data on a single study programme. [↑](#footnote-ref-8)
9. It is not necessary to also include data which is available in the table below the list of annexes. [↑](#footnote-ref-9)
10. Please copy the table for each year of study. [↑](#footnote-ref-10)
11. **IMPORTANT:** Add C for compulsory courses and E for elective courses. [↑](#footnote-ref-11)