Initial accreditation procedure application form - doctoral study programme

Name of study programme

Name of higher education institution

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1. BASIC INFORMATION

## INTRODUCTION

A brief description of the doctoral 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 ON THE STUDY PROGRAMME

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

Name of study programme:

CroQF/EQF/QF-EHEA level:

Scientific or artistic area and field of study programme:

ISCED FoET classification:

Programme duration:

Number of ECTS points acquired on completion of study programme:

Academic degree:

Language of delivery:

Place of delivery:

Type of delivery of study programme:

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

Academic year when programme delivery is planned to commence:

In case of joint programmes delivered 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. |  |
| 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 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. |  |
| To deliver university study programmes, teachers need to be employed in scientific-teaching, i.e. artistic-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. Planning and proposing of the doctoral study programme are based on the strategy of scientific research spanning several years in the scientific field in which the study programme will be delivered and the higher education institution development plan. It is connected to the national development and the labour market, and various stakeholders, including doctoral candidates, were involved in its development.**

Self-evaluation Report of the HEI:

**1.2. The higher education institution has developed the procedure of monitoring doctoral study performance and its further development, including the analysis of the current situation and the use of feedback obtained from various stakeholders for the study programme enhancement.**

Self-evaluation Report of the HEI:

**1.3. Admission quotas are determined based on teaching and supervision capacities, scientific and societal needs, and in accordance with the analysis of the labour market.**

Self-evaluation of HEI:

**1.4. The higher education institution has developed a clear plan for good international networking and mobility of teachers and doctoral candidates.**

Self-evaluation of HEI:

**1.5. The rights and obligations of doctoral candidates are regulated by relevant acts of the higher education institution and the study contract which provides institutional and supervisor support to doctoral candidates.**

Self-evaluation of HEI:

**1.6. The higher education institution pursues a strong policy of research integrity, ethics and professional conduct.**

Self-evaluation Report of the HEI:

## II. Study programme

**2.1.** **The content and quality of the study programme are aligned with the latest scientific achievements in the relevant discipline, professional standards and internationally recognized standards of quality of doctoral education.**

Self-evaluation Report of the HEI:

**2.2.** **The higher education institution has a document constituting evidence of accredited graduate i.e. integrated undergraduate and graduate studies delivered in the same scientific or artistic area and the name of the doctoral study programme is aligned with the content of the doctoral study programme and the qualification gained upon completion of the studies.**

Self-evaluation Report of the HEI:

**2.3. Intended learning outcomes of the doctoral study programme are aligned with level 8.2. of the Croatian Qualifications Framework and are clearly linked to the learning outcomes of individual teaching content, supervisor and research activity.**

Self-evaluation Report of the HEI:

**2.4. Teaching and learning methods are compatible with level 8.2. of the Croatian Qualifications Framework and ensure the achievement of clearly defined intended learning outcomes.**

Self-evaluation Report of the HEI:

**2.5.** **The content of the doctoral study programme is adapted to the needs of research activity and training doctoral candidates for pursuing research activity (individual course plan, generic skills, etc.).**

Self-evaluation Report of the HEI:

## III. Teaching process and student support

**3.1.** **Admission procedure is coherent and transparent, the criteria are aligned with international standards, the complaints procedure is in place and the admission procedure is based on the selection of the best, i.e. motivated and talented doctoral candidates.**

Self-evaluation Report of the HEI:

**3.2. The higher education institution ensures the recognition of prior achievements of applicants and provides equal admission opportunities for all applicants.**

Self-evaluation Report of the HEI:

**3.3.** **Conditions for the progression on the study programme and completion of the study programme, the process of developing and defending the thesis are clear and transparent, and include a public presentation of the thesis proposal, and a public defence and publication of the thesis, as well as an independent committee for the thesis proposal and thesis assessment.**

Self-evaluation Report of the HEI:

**3.4. All the necessary information on the doctoral study programme, as well as the criteria for admission, delivery, progression and completion of the study programme are published in accessible outlets and media.**

Self-evaluation Report of the HEI:

## IV. Teaching and supervision resources and infrastructure

**4.1. The higher education institution has ensured an adequate number of teachers and supervisors for the delivery of the study programme and facilitate the completion of the study programme.**

Self-evaluation Report of the HEI:

**4.2. The higher education institution is distinguished by its research achievements in the scientific discipline in which the doctoral study programme is proposed.**

Self-evaluation Report of the HEI:

**4.3. The doctoral study programme has mechanisms for assessing the qualifications and for the development of teacher and supervisor competencies.**

Self-evaluation Report of the HEI:

**4.4. The higher education institution has an adequate infrastructure for the delivery of the study programme.**

Self-evaluation Report of the HEI:

**4.5.** **The higher education institution has sufficient funds to deliver the study programme, which are distributed transparently and so as to enhance doctoral education.**

Self-evaluation Report of the HEI:

**4.6. Tuition fees are determined based on transparent criteria and actual costs of studying, and admission quotas are determined considering the funding available to the doctoral candidates, that is, considering absorption potentials of research projects or other sources of funding.**

Self-evaluation Report of the HEI:

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

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

Table 2. Programme level outcomes

Table 3. Student-teacher ratio (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 competencies have been included, and if course outcomes have been aligned with programme outcomes.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Learning outcomes[[1]](#footnote-1) of the study programme** | **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.** **Student-teacher ratio (must not exceed 1:30) at a 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 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:** |  |
| **STUDENT/TEACHER RATIO** |  |

**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/CroRIS 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) published 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 competencies** |  |  |  |  |  |  |

**Table 6. Premises[[8]](#footnote-8)**

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

**Table 7. Library premises and resources[[9]](#footnote-9)**

*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 resources 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[[10]](#footnote-10)**

- 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[[11]](#footnote-11):**

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 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, intended learning outcomes and lead course instructor;
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 facilities 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 i.e. a Croatian HEI and a public research institute).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIST OF COURSES** | | | | | | |
| Year of study: | | | | | | |
| Semester: | | | | | | |
| COURSE | LEAD INSTRUCTOR | L | P | S | ECTS | STATUS[[12]](#footnote-12) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIST OF COURSES** | | | | | | |
| Year of study: | | | | | | |
| Semester: | | | | | | |
| COURSE | LEAD INSTRUCTOR | L | P | S | ECTS | STATUS |
|  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **LIST OF COURSES** | | | | | | | |
| Year of study: | | | | | | | |
| Semester: | | | | | | | |
| COURSE | LEAD INSTRUCTOR | L | P | S | ECTS | STATUS |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**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 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 competencies.* | | | | | | | | | | | |
|  | | | | | | | | | | | |

4.2. ADDITIONAL ANNEXES

(to be determined by the higher education institution)

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

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

(signature of the head of the higher education institution

and seal verification or digital signature)

**PLEASE NOTE:**

* The signed and verified application form must be submitted, along with the necessary 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 learning 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 (e.g. 7), 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 higher education institution because it is impossible to provide data on a single study programme. [↑](#footnote-ref-8)
9. See previous footnote. [↑](#footnote-ref-9)
10. The data refer to the entire higher education institution because it is not possible to provide data on a single study programme. [↑](#footnote-ref-10)
11. It is not necessary to also include data which is available in the table below the list of annexes. [↑](#footnote-ref-11)
12. If a course is an obligatory course, insert O, and if it is elective, insert E. [↑](#footnote-ref-12)