

Documents that HEI has to submit no later than 2 months before the visit of the Audit Committee.

Gathering data and other material for audit

The institution gathers the agreed material for audit and submits it to the Agency.

HEI's documents include:

- a) Brief description of the organisation, including data on students and staff
Representation of the organisational structure that includes:
 - staff structure - management, teaching staff, administrative, technical/support staff
 - student body structure, according to:
 - status (full-time and part-time students; Croatian and foreign)
 - level of study - undergraduate, graduate and postgraduate
 - number and type of study programmes
 - following mechanisms and annual evaluation according to the learning outcomes
 - infrastructure – facilities, equipment, human and financial resources
 - student support services for helping students with study process, training, mentorship
 - support for professional development of staff
 - scientific research projects
 - cooperation with other institutions and scientific organizations on national, regional and international level
- b) History of QA system at the HEI
Brief description of QA system structure:
 - model selected
 - QA system documentation
 - Criteria for selection of QA unit staff responsible for setting up of QA system
 - following of development of QA system, setting up of following mechanisms and quality development of individual activities (teaching, scientific research, management, external collaboration)
 - interconnection of quality management system (if present) and quality assurance system
- c) Representation of relation between the management and QA unit
- d) SWOT analysis
- e) Quality assurance system manual
- f) Report on the internal audit of quality assurance system
- g) Mechanisms of following and informing on QA system level of development and plan of activities for system development
- h) Efficiency analysis of QA system and its impact on quality of education

(p. 10-11, Manual for Audit of Higher Education Institutions in the Republic of Croatia, ASHE, Zagreb 2010)