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Zagreb, 21 December 2020

On the basis of the Conclusion of the Accreditation Council of the Agency for Science and Higher Education on the adoption of the Procedure of Initial Accreditation of a Study Programme, adopted at the Accreditation Council's session held on 15 December 2020, in accordance with Article 20 of the Act on Quality Assurance in Science and Higher Education (Official Gazette 45/09) and the Ordinance on the Content of a Licence and Conditions for Issuing a Licence for Performing Higher Education Activity, Carrying out a Study Programme and Re-Accreditation of Higher Education Institutions (Official Gazette 24/10) and Article 22 and Article 44, Paragraph 2 of the Statute of the Agency for Science and Higher Education, acting director of the Agency, Prof. Jasmina Havranek, PhD, adopted on 21 December 2020 the following

Procedure of Initial Accreditation of a Study Programme

1. INTRODUCTION

The Agency for Science and Higher Education (hereinafter referred to as the Agency) carries out part of the procedure of initial accreditation of a study programme pursuant to Article 20 of the Act on Quality Assurance in Science and Higher Education (Official Gazette 45/09; hereinafter: Act) and the Ordinance on the Content of a Licence and Conditions for Issuing a Licence for Performing Higher Education Activity, Delivering a Study Programme and Re-Accreditation of Higher Education Institutions (Official Gazette 24/10; hereinafter: the Ordinance) in line with the European Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) and good international practice.

All study programmes delivered by private higher education institutions, public polytechnics and colleges are subject to initial accreditation procedure for delivering a study programme.

2. DOCUMENTS APPLIED IN THE INITIAL ACCREDITATION OF A STUDY PROGRAMME

The following documents are applied in the initial accreditation of a study programme:

- a) Act on Quality Assurance in Science and Higher Education (Official Gazette 45/09);
- b) Ordinance on the Content of a Licence and Conditions for Issuing a Licence for Performing Higher Education Activity, Carrying out a Study Programme and Re-Accreditation of Higher Education Institutions (Official Gazette 24/10);
- c) Annex I to the Procedure of initial accreditation of a study programme contains the Standards for the evaluation of quality of study programmes in the procedure of initial accreditation and Tables for the initial accreditation of study programmes in, which were adopted by the Accreditation Council and which form an integral part of this Procedure.

The listed documents are published on the Agency website (www.azvo.hr).

3. PROCEDURE OF INITIAL ACCREDITATION OF A STUDY PROGRAMME

3.1. Submitting a request for launching a new study programme

The request for launching a new study programme is submitted by private higher education institutions, public colleges and polytechnics. The request is submitted to the Ministry of Science and Higher Education (hereinafter: Ministry) at least one year before the beginning of the academic year in which the new study programme is to be implemented.

The request should include the following:

- 1. Study Programme Proposal drafted in accordance with the Instructions for Drafting the Study Programme Proposal (Annex 2, which forms an integral part of this Procedure), which contains the Feasibility Study of the study programme pursuant to the strategic document of the higher education institutions network, as set forth in Article 18, Paragraph 3 of the Act, which was drafted with the participation of teachers from the system of higher education, from the scientific area of the study programme for which the request is submitted;
- 2. Proof of adequate facilities and equipment;
- 3. Adequate number of concluded employment contracts with scientific-teaching or teaching staff;

4. Proof that necessary funds have been secured for performing said activity in accordance with the Ordinance.

The HEI's request is submitted in Croatian, and, if needed, the Agency may request the document to be submitted in English as well. The request shall be submitted in written and electronic form (on a CD or USB).

The Ministry shall check whether the request received is complete and if the request is duly completed, it shall be forwarded to the Agency within 15 days* from the day of receipt of the request.

If, upon receipt of the request, the Agency identifies some deficiencies in the request itself, or if the request is incomprehensible or incomplete, it shall inform the applicant thereof and set a deadline within which the applicant is obliged to eliminate the deficiencies. If an applicant does not eliminate the deficiencies within the specified period, the Agency shall inform the Ministry that there are no preconditions for initiating the procedure.

If the received request is valid, the Agency shall, within 8 days* from the received request, initiate the process of determining whether the necessary conditions for carrying out study programme have been met, in accordance with the complete documentation.

In that case, the Agency will forward instructions for entering data in the information system to the applicant.

During the process of assessment whether the necessary conditions have been met, the applicant may withdraw the request (in writing) up to the moment the Accreditation Council's opinion is adopted, which will terminate the procedure. Upon the withdrawal of the request by the applicant, the Agency notifies the Ministry and the applicant (in writing) that the procedure is terminated.

3.2. Appointing an expert panel

After the complete documents have been submitted and the necessary data have been entered in the information system, the Accreditation Council of the Agency shall appoint an expert panel that will evaluate the proposed study programme, i.e. determine whether the necessary conditions for its implementation have been met.

Expert panel members are selected:

- From the database of reviewers, maintained by the Agency;
- On the basis of recommendations from other agencies for quality assurance in science and higher education;

- By directly contacting potential reviewers.

An expert panel comprises at least three members, as follows:

- For a university study programme - two professors (in scientific-teaching or artistic-teaching grade - assistant professor, associate professor, full professor, full professor with tenure) and one student. In place of one representative of teaching staff, an expert from the business community or one working in the field closely related to the study programme under evaluation can be appointed to the panel. In place of one Croatian professor, a foreign professor can be appointed to the expert panel.
- For a professional study programme - two professors (one appointed in a scientific-teaching grade or artistic-teaching grade - assistant professor, associate professor, full professor, full professor with tenure and one teacher appointed to a teaching grade) and one student. If necessary, an expert from the business community or one working in the field closely related to the study programme under evaluation can be appointed to the panel. In place of one Croatian professor, a foreign professor can be appointed to the expert panel.
- In the case a study programme is delivered in the field of a regulated profession, at least one member of the expert panel should be an expert in the regulated profession for which a higher education qualification is obtained.

If necessary, the Accreditation Council can appoint a higher number of expert panel members.

Expert panel members have to have adequate competencies in the scientific or artistic area and field of the evaluated study programme. Likewise, experts panel members should be internationally renowned experts, recognized for their excellence in teaching at their resident institution, i.e. excellence in their scientific or professional work. A student member of the expert panel should be recognized for his/her academic excellence (high GPA) in the same area and field of study as the evaluated study programme. They should have continuity in study and have basic knowledge about quality assurance in higher education. Panel members are expected to have good command of the English language, good oral and written communication skills, be able to work in a team and agree to all set protocols, procedures and deadlines.

Panel members are independent in their work and do not represent their respective institutions. In the initial accreditation procedure, panel members shall adhere to principles of impartiality and objectivity. Panel members shall not be in conflict of interest.

A **conflict of interest** exists if:

- a) A panel member is under an employment contract, or any other type of

- contract or agreement on cooperation with a higher education institution at the time of the initial re-accreditation procedure, or was under such a contract with a higher education institution in the last 3 years;
- b) A panel member participates, in any capacity, in a project carried out by, or involving the evaluated higher education institution;
 - c) A panel member is/has in the last three years been a member of management, expert or advisory bodies of the higher education institution;
 - d) A panel member is personally associated with the management/dean of the evaluated higher education institution;
 - e) A panel member is a student or a graduate of the evaluated HEI;
 - f) A member of the expert panel is in the process of conducting a legal case against the evaluated higher education institution.

A conflict of interest is also present if the above mentioned association relates to panel member's immediate family (spouse, first-degree relative, siblings, adoptive parent or adopted child).

Before and after the site visit, there shall be no direct communication between panel members and the evaluated HEI, and panel members shall inform the coordinator on possible violations of this provision.

Panel members shall maintain the confidentiality of information obtained during the initial accreditation procedure. For all of the above reasons panel members shall sign a Confidentiality and Non-conflict of Interest Statement.

Panel members may not accept any gifts from the evaluated HEI, before, during or after the site visit.

3.3 HEI's objection to the composition of an expert panel

After the members of the expert panel have been appointed, the Agency submits the Decision on the Appointment of Members of the Expert Panel to the higher education institution undergoing initial accreditation. The HEI has the right to object to the composition of the expert panel, in which case it shall submit the objection within 7 days* from the date of receipt of the Decision.

If the HEI submits objection to the composition of the expert panel, and the Accreditation Council decides that the objection is justified, new panel members shall be appointed within 15 days*.

3.4. The role and obligations of members of the expert panel and coordinator

Expert panel members are required to:

- Examine all documents submitted by the coordinator;
- Having read the Study Programme Proposal, and before the site-visit to the higher education institution, complete as many standards as possible and send to the coordinator a list of questions that should be addressed during the site visit and, if necessary, submit a list of additional documents the panel would like to examine during the site visit;
- Participate in the training sessions organised by the Agency;
- Participate in the site visit of the expert panel to the HEI;
- Participate in all expert panel meetings;
- Take notes during the meetings with stakeholders at the higher education institution;
- Participate in the drafting of the report and grading of individual quality standards and assessment areas;
- Ensure the consistency of grades and analyses of individual quality standards / assessment areas, as well as of recommendations for improvement;
- At the request of the Accreditation Council, provide feedback on the higher education institution's comments related exclusively to the factual inaccuracies or obvious errors in the report (the HEI's official statement on the report), and correct and/or amend the final version of the report accordingly;
- Adhere to all set deadlines.

Panel members shall receive remuneration for their work, in accordance with the general act of the Agency, and the Agency shall cover their travel and accommodation expenses. All other expenses are covered by the panel members.

Details on the compensation for travel and accommodation expenses are defined in Annex 3 of this Procedure, which forms an integral part thereof.

A coordinator is not a member of an expert panel.

A coordinator is an ASHE employee tasked with providing administrative and expert support to the expert panel.

Coordinator is required to:

- Check completeness of the received Study Programme Proposal and all other documents, and, if necessary, to request from the applicant to make amendments to the Study Programme Proposal;
- Examine all relevant documents related to initial accreditation for delivering a new study programme;
- Attend all working meetings;
- Communicate with expert panel members and the higher education institution;
- Submit to the expert panel the Study Programme Proposal and all other documents related to the study programme (syllabi, copies of employment contracts for full-time employees and documents on regulated health and pension insurance, copies of employment contracts for external associates, copies of appointments into grades for full-time employees and external associates) and the Agency's documents (Procedure of initial accreditation, Standards of the evaluation of quality of study programmes, Final report template);
- Organise and conduct training of expert panel members;
- Draw up a site visit protocol and organise a site visit to the higher education institution;
- Ensure the factual accuracy of the expert panel's report and the consistency of provided grades and analyses of individual quality standards / assessment areas, as well as of recommendations for improvement;
- Ensure that the report is drafted on a standardised final report template;
- Ensure that the expert panel's report and all supporting documentation is prepared for the Accreditation Council session, and, if necessary, participate in the Accreditation Council's session in which that report is discussed;
- Coordinate the follow-up procedure.

3.5. Preparations for the site-visit

Before the site visit, all members of the expert panel have to take part in a training workshop where they are informed about their tasks, the initial accreditation procedure and purpose of the initial accreditation of study programmes.

Expert panel members are required to submit a preliminary report that will briefly review each standard according to the available evidence (study programme proposal and other documents of the higher education institution) **at least 3 days prior** to the training, or write down what further evidence is needed for an objective opinion to be delivered. The coordinator gathers the preliminary reports that the expert panel shall discuss before the site visit.

One day before the site visit, the expert panel shall meet at a location specified by the Agency. At that meeting, the coordinator shall outline the tasks and duties of each member of the expert panel and present to them Croatian and European documents relevant for the procedure of initial accreditation for carrying out a study programme in detail. The main issues that should be discussed during the site-visit shall also be identified.

Preparation for the site visit can also be carried out online.

3.6. Site visit to a higher education institution

A site visit to a higher education institution usually lasts 1– 3 days, or - exceptionally - longer, which is determined by the Agency, in agreement with the members of the expert panel and the higher education institution. The site visit is carried out according to a predefined site-visit protocol that is submitted to the higher education institution and members of the expert panel not later than one week prior to the site visit.

In addition to expert panel members, a coordinator, and if necessary an interpreter and assistant coordinators, participate in the site visit to a higher education institution. Upon approval of the Director of the Agency and the evaluated higher education institution, independent observers may also participate in the site visit, provided that they sign a Confidentiality and Non-conflict of Interest Statement.

The obligatory part of every site visit protocol are meetings with HEI management, representatives of the teaching and non-teaching staff, students, representatives of employers, business sector and partner institutions, as well as a tour of the facilities (lecture halls, libraries, laboratories, student administration office, IT classrooms, work facilities, etc.). If needed, a meeting with representatives of professional and/or civil society organizations can also be organized during the site visit.

A higher education institution shall ensure adequate premises for the meetings planned in the protocol, internet access (*Wi-Fi*) and a separate room for the expert panel's internal meetings, breaks, leaving personal items, etc.

During the meetings, expert panel members shall take notes of their observations. A HEI shall provide the expert panel with documents regulating their activities, such as

copies of regulations, agreements, employment contracts for full-time employees and documents about regulated health and pension insurance, copies of employment contracts for external associates, copies of appointments into grades for full-time teachers and external associates, etc.) and sample exams to be taken by the students in the new study programme.

A site visit to a higher education institution ends with an exit meeting with the HEI's management, in which the panel informs the participants of the panel's observations during the site visit. Panel's observations and findings shall not be discussed during the exit meeting.

Site visit, including all necessary meetings and examination of facilities and equipment, can also be organized online.

3.7. Report on study programme

Standards for the evaluation of quality are an integral part of each report, which is drafted using the final report template. The report is based on the materials submitted by a higher education institution and the findings obtained during the site visit. The report should also include recommendations for improvement.

After the site visit, all members of the expert panel participate in the drafting of the preliminary report, which contains a grade of each standard / assessment area, passed jointly by all panel members.

The expert panel agrees on the final version of the report by e-mail.

The expert panel submits the final report to the Agency within 15 days* from the end of the site visit.

The coordinator reviews the final report and ensures that all the quality standards have been assessed. If the coordinator determines that amendments/corrections are needed to the report, in particular regarding the obvious factual inaccuracies or inconsistencies between the grades and analyses of individual standards or assessment areas, he/she shall return the report by e-mail to the all members of the expert panel, with a request for amendments. Expert panel members shall submit the finalised version of the report within 7 days*.

3.8. The manner of passing a grade according to the *Standards for the evaluation of quality* and adoption of the final recommendation

The standards are graded with the level of quality, organized into four assessment areas and aligned with the ESG. Taking into account the descriptions of individual

standards, the expert panel will grade each standard on the basis of examination of the gathered evidence and available indicators. Grades at the level of the standard are: *Not implemented*, *Partly implemented* and *Fully implemented*.

The expert panel shall grade each assessment area based on the grade of the standards within an assessment area. Grades at the level of the assessment area are *Not implemented*, *Partly implemented* and *Fully implemented*.

In grading the assessment areas, the expert panel shall adhere to the following rules:

- - If the standard related to the identified deficiencies regarding the level and profile of the intended learning outcomes at the level of study programme (1.2 and 1.3), study programme content (2.3 and 2.5), defined teaching methods and methods of student assessment (3.2 and 3.4), and required teaching capacities, space and equipment (4.1 and 4.3) is graded as *not implemented*, the whole assessment area is graded as *not implemented*.
- If the standard related to the identified deficiencies regarding the level and profile of the intended learning outcomes at the level of study programme (1.2 and 1.3), study programme content (2.3 and 2.5), defined teaching methods and methods of student assessment (3.2 and 3.4), and required teaching capacities, space and equipment (4.1 and 4.3) is graded as *partly implemented*, the whole assessment area cannot be graded higher than *partly implemented*.
- If the majority of standards within an assessment area is graded as *fully implemented*, and none of the standards is graded as *not implemented*, the whole assessment area can be graded as *fully implemented*.

When making its final recommendation, the expert panel is guided by the following rules:

- If any assessment area is graded as *not implemented*, the expert panel shall issue a recommendation not to accept the study programme.
- If all assessment areas are graded as *partly implemented*, the final decision to accept or not to accept the study programmes shall be left to the discretion of the expert panel.
- If all assessment areas are graded as *partly implemented* and *fully implemented*, the expert panel shall issue a final recommendation to accept the study programme.

The grades of standards and assessment areas should be based on consensus-based decisions. If a consensus is not reached, the grade is passed by a majority vote of expert panel members.

If a panel member, even after a grade has been passed for a particular standard or assessment area, opposes the grade or the reasoning/analysis of a particular standard or assessment area, he/she may provide a reasoned separate opinion. The panel member providing a separate opinion shall submit to the coordinator a signed rationale. The reasoned separate opinion shall be annexed to the expert panel's final report, and shall be an integral part thereof.

3.9. Amendment to the study programme in the initial accreditation procedure

Before issuing their final recommendations, an expert panel may ask for programme amendments.

Amendment to the study programme within the initial accreditation is possible if there are minor deficiencies which, in the expert panel's opinion, can be eliminated within 15 days* from receiving the recommendations of the expert panel (e.g. reallocation of ECTS, change of literature, change of subject sequence, minor changes in the content of the study programme, etc.).

In case the expert panel recommends amendments to a study programme, the coordinator shall inform the higher education institution thereof, and the institution is obliged to submit the revised Study Programme Proposal to the Agency within 15 days, in accordance with the recommendations of the expert panel. Based on the review of the revised study programme proposal the expert panel prepares the final version of the report on the study programme, and makes a final recommendation, in accordance with the rules defined under item 3.8.

Amendments to the study programme are not possible within the initial accreditation procedure if there are deficiencies, which in the expert panel's opinion cannot be eliminated within 15 days*, especially if there are deficiencies related to learning outcomes, required teaching staff and space and equipment (standards 1.2., 1.3., 4.1. and 4.3).

3.10. HEI's comments on the expert panel's report

The Agency shall submit a Croatian and, if necessary, an English version of the expert panel's final report to the evaluated higher education institution. A higher education institution may submit an official statement/comments to the final report **within 8 days*** from the day of its receipt, stating objections and/or providing clarifications exclusively with regard to factual errors or formal inaccuracies contained therein.

The HEI's request is submitted in Croatian, and, if needed, the Agency may request the document to be submitted in English as well. The comments shall be submitted in written and electronic form (on a CD or USB).

The Agency shall submit the expert panel's final report, the HEI's comments and analysis of conditions from the information system to the Accreditation Council.

3.11. The opinion and the opinion-making process of the Accreditation Council

The Accreditation Council determines whether the proposed study programme is aligned with the strategic document Network of Higher Education Institutions.

If further clarifications are deemed necessary regarding the final report, the Accreditation Council may request additional statements from members of the expert panel.

The Accreditation Council adopts an independent expert opinion about the outcome of initial accreditation based on the expert panel's final report with the quality grade, comments of the HEI (if any), analysis of conditions from the information system and the expert opinion of the Accreditation Council regarding the study programme proposal as per Article 20 Paragraph 2 Item 1 of the Act.

Possible outcomes of initial accreditation of a study programme are as follows:

- **Issuing a licence** for the implementation of a proposed study programme;
- **Denying a licence** for the implementation of a proposed study programme.

On the basis of the Accreditation Council's opinion, the Agency shall issue the accreditation recommendation.

3.12. Objection of the higher education institution to the opinion of the Accreditation Council and the Complaints Committee

The opinion of the Accreditation Council is submitted to the higher education institution which has the right to file a written objection to the Accreditation Council's opinion within 15 days* from the date of its receipt.

An objection can be filed for substantial violations of the accreditation rules which have or could have rendered inaccurate the opinion of the Accreditation Council.

New facts or evidence that was not presented during the site visit of the expert panel cannot be presented in the objection procedure.

The Complaints Committee appointed in the Agency (hereinafter: the Committee) shall decide on the objection.

The Committee members are independent in their work and do not represent their respective institutions. When taking part in decision-making, they are guided by the principles of impartiality and objectivity.

The Committee members shall not be in any conflict of interest and shall sign a Confidentiality and Non-Conflict of Interest Statement.

The composition of the Committee, members' term of office, work and decision-making procedures, and all other issues relevant to the work of the Committee are defined in detail by the Rules of Procedure of the Complaints Committee.

The Committee shall reach decisions on the basis of the initial accreditation procedure documentation, and shall adhere to the principle of independence.

The Committee shall pass an opinion on the objection within 30 days* from the day of its receipt.

The Committee may request additional explanations from the coordinator and/or the members of the expert panel, if needed to render an opinion on the objection.

The Committee's opinion shall include a rationale.

The Committee's opinion shall be submitted to the Accreditation Council.

The Accreditation Council shall discuss the opinion of the Committee, reach a decision and submit it to the Agency for the purpose of adopting an accreditation recommendation. In such a case the Accreditation Council's opinion is final, and the higher education institution is not allowed to submit another objection.

3.13. Accreditation recommendation of the Agency

Following the initial accreditation procedure and based on a prior expert opinion of the Accreditation Council, the Agency shall provide an accreditation recommendation to the minister to:

- Issue a licence for the implementation of a proposed study programme;
- Deny a licence for the implementation of a proposed study programme.

3.14. Ministry Decision

The Ministry shall issue a licence for the implementation of a study programme on the basis of a positive accreditation recommendation of the Agency within 8 days* of receiving the accreditation recommendation.

If the Agency gives a negative recommendation during the process of determining whether the minimum requirements for the implementation of a study programme have been met, the Ministry shall deny the issuance of a licence within 8 days* of receiving the recommendation.

In case the licence for the implementation of a study programme has been denied, the applicant has a right to reapply after 1 year from the date of the decision.

The licence and a decision by which the licence is denied to the applicant are administrative acts. The applicant shall have no right of appeal against the decision, but may initiate an administrative dispute.

3.15. Follow-up procedure

The higher education institution shall submit a report on the successful delivery of the study programme and realization of expert panel's recommendation for quality improvement every year from the start of delivery of the study programme until the first generation of students enrolled in the study programme graduates. Also, once a year, the data on the conditions for delivery of a study programme shall be updated in the information system.

The report is submitted to the Agency in Croatian, in written and electronic form (on a CD or USB) and the Agency shall submit the report to the Follow-up Committee, which shall submit their opinion to the Accreditation Council after they review the documentation. The opinion of the Committee shall be discussed at the Accreditation Council's session, and after the adoption, sent to the higher education institution.

3.16. Public information

An expert panel's report in Croatian and English (if available), official statement of a higher education institution on the report, and the accreditation recommendation of the Agency are public documents, and they are published on the Agency's website after the completion of the initial accreditation procedure i.e. after the Ministry reaches the final decision.

3.17. Feedback

After the end of the initial accreditation procedure, the Agency gathers feedback from a higher education institution and members of expert panels. Said data are collected for the purpose of improving the work of the Agency.

3.18. Directory of study programmes

The Agency maintains the Directory of study programmes of higher education institutions. The Agency shall update the information in the Directory of study programmes in accordance with the outcome of initial accreditation i.e. after having received the Ministry's Decision. The Directory of study programmes of higher education institutions is public and accessible via Agency website.

4. SPECIAL CASES

4.1. INITIAL ACCREDITATION OF ALREADY APPROVED STUDY PROGRAMME TO BE DELIVERED OUTSIDE THE SEAT OF A HIGHER EDUCATION INSTITUTION (dislocated study programme)

In the procedure of initial accreditation of a dislocated delivery of an already approved study programme, this procedure of initial accreditation of a study programme is applied, but only standards 2.1., 2.2., 2.7., 4.1., 4.2., 4.3., 4.4. are evaluated in the procedure.

In order to issue a final recommendation to approve a study programme, all standards have to be at least assessed as *partly implemented*.

An expert panel cannot request amendments to a study programme if the deficiencies identified in the procedure of initial accreditation refer to standards 4.1 and 4.3.

The request should include the following:

1. The existing Study Programme Proposal containing the new feasibility study of the study programme, which was drafted with the participation of teachers from the system of higher education from the scientific field of the study programme the request is submitted for, in accordance with the strategic document of the Network set forth in Article 18 Paragraph 3 of the Act.
2. Proof of adequate facilities and equipment;

3. Adequate number of concluded employment contracts with scientific-teaching or teaching staff;
4. Proof that necessary funds have been secured for performing the said activity in accordance with the Ordinance.

4.2. INITIAL ACCREDITATION OF ONLINE STUDY PROGRAMMES

In the procedure of initial accreditation of an online study programme the procedure of initial accreditation of a study programme shall be applied in addition to the assessment of criteria for online delivery of a study programme.

4.3. INITIAL ACCREDITATION OF A STUDY PROGRAMME DELIVERED IN A FOREIGN LANGUAGE

In the procedure of initial accreditation of a study programme delivered in a foreign language the procedure of initial accreditation for the performance of a dislocated study programme is applied, but only standards 2.1., 2.2., 2.7., 4.1., 4.2., 4.3., 4.4. are evaluated.

4.4. INITIAL ACCREDITATION OF A JOINT STUDY PROGRAMME

Initial accreditation of a joint study programme is carried out in accordance with the European Approach for Quality Assurance of Joint Programmes and the general act of the Agency.

4.5. INITIAL ACCREDITATION OF A COLLABORATIVE STUDY PROGRAMME

In the procedure of initial accreditation of a collaborative study programme, the procedure of initial accreditation of a study programme is applied, except that resources of all HEIs participating in the delivery of the proposed collaborative study programme are taken into consideration in the calculation of the necessary conditions for the delivery of a study programme.

5. TRANSITIONAL AND FINAL PROVISIONS

The procedures initiated until the day this Procedure enters into force shall be completed by applying provisions of the Procedure of initial accreditation of a study programme - revised text (CLASS: 003-08/10-02/0008; FILE NUMBER: 355-01-01-17-0012, as of 31 March 2017).

After this Procedure comes into force it shall supersede the Procedure of initial accreditation of a study programme - revised text (CLASS: 003-08/10-02/0008; FILE NUMBER: 355-01-01-17-0012, as of 31 March 2017).

This Procedure shall enter into force on 10 February 2021, and shall be published on the Agency's bulletin board and website.

Acting Director of the Agency

Prof. Jasmina Havranek, Ph.D

*All the deadlines defined in this document shall exclude the periods between 15 July and 31 August, and between 24 December and 6 January.

ANNEX 1

Standards for the evaluation of quality of study programmes in the procedure of initial accreditation

Tables for the procedure of initial accreditation for carrying out a study programme

ANNEX 2

Instructions for drafting the Study Programme Proposal

The Study Programme Proposal is prepared according to the document *Standards for the evaluation of quality of study programmes in the procedure of initial accreditation* in accordance with the Act on Quality Assurance in Science and Higher Education (Official Gazette 45/09) and the Ordinance on the Content of a Licence and Conditions for Issuing a Licence for Performing Higher Education Activity, Carrying out a Study Programme and Re-Accreditation of Higher Education Institutions (Official Gazette 24/10).

The Study Programme Proposal should contain clear, unambiguous and verifiable information, and the dean/head of the HEI guarantees for the credibility of information provided therein.

The Study Programme Proposal is drafted in the Croatian language, and if needed, in the English language.

The Study Programme Proposal comprises the following obligatory information:

1. Basic information about the proposed study programme:

Study programme name:

Study programme type (professional or university study programme):

Study programme level according to CroQF (mark and full title):

Duration of studies (in years):

Number of ECTS credits:

Place of delivery of the study programme (at the head office or outside the head office of the higher education institution):

Academic year in which the study programme will be launched:

Professional or academic degree/qualification obtained upon the completion of the study programme

(if the study programme has several specializations, the issued degree/qualification cannot be named according to the specialization, but at the level of the study programme):

Optimal number of students indicated in the submitted HEI Report i.e. Study Programme Proposal.

Scientific area and field of the proposed study programme:

The higher education institution is entered in the Register of Scientific Organizations in the scientific area in which the study programme is to be delivered (if it is a university study programme):

Method of delivery of the study programme:

☐ full-time

☐ part-time

☐ double major

☐ online– in full

☐ online– partially

☐ in English

☐ in another foreign language (indicate which) _____

In case of a specialist graduate study programme, indicate the name of the accredited undergraduate professional study programme delivered in the same scientific or artistic field.

If the study programme leads to degrees in regulated professions in Croatia, state the name of the profession:

2. Name of the body/institution which authorized the launch of the new study programme;
3. List of individuals participating in the drafting of the Study Programme Proposal;
4. A short description of the higher education institution (history, organisational chart, mission and vision, name and address of the higher education institution, e-mail address, website address);
5. The information on whether the higher education institution is listed in the Register of Scientific Organisations (if so, scientific area and field should be indicated);
6. All quantitative data the higher education institution needs to prepare and which is entered in the MOZVAG database (the analytics from the MOZVAG database, which is an integral part of the Study Programme Proposal is prepared on the basis of this data);
7. Comparative analysis of the proposed study programme in relation to similar accredited study programmes in the Republic of Croatia and other EU member states;
8. Description of each standard in compliance with the document *Standards for the evaluation of quality of study programmes in the procedure of initial accreditation*;
9. Description of the study programme in accordance with the proposed tables:

List of obligatory and elective courses and/or modules with the number of hours of active teaching necessary for their delivery and the number of ECTS credits

LIST OF MODULES/COURSES							
Year of study:							
Semester:							
MODULE	COURSE	COURSE LEADER	L	E	S	ECTS	STATUS ¹

LIST OF MODULES/COURSES							
Year of study:							
Semester:							
MODULE	COURSE	COURSE LEADER	L	E	S	ECTS	STATUS

LIST OF MODULES/COURSES							
Year of study:							
Semester:							
MODULE	COURSE	COURSE LEADER	L	E	S	ECTS	STATUS

Course description

General information	
Course leader	
Course title	

¹ **IMPORTANT NOTE:** If a course is an obligatory course, insert O, and if it is elective, insert E.

Study programme		
Course status		
Year		
Number of credits and mode of teaching delivery	ECTS student workload coefficient	
	Number of hours (L+E+S)	

1. COURSE DESCRIPTION

1.1. Course objectives

1.2. Conditions for enrolment in the course

1.3. Expected learning outcomes of the course

1.4. Course content

1.5. Teaching delivery modes:

- | | |
|---|---|
| ☐ lectures | ☐ independent work |
| ☐ seminars and workshops | ☐ multimedia and network |
| ☐ exercises | ☐ laboratory |
| ☐ remote learning | ☐ mentoring |
| ☐ field work | ☐ other |
| | _____ |
| | _____ |

1.6. Comments

1.7. Student obligations

1.8. Monitoring² student work

Class attendance		Participation in class		Seminar paper		Experimental work	
Written exam		Oral exam		Essay		Research	

² IMPORTANT NOTES: Next to each method of monitoring student work it is necessary to insert an adequate share of each activity in ECTS credits, so the total number of ECTS credits corresponds to the credit value of the course. You can use empty fields for additional activities.

Project		Continuous assessment of knowledge		Student report		Practical work	
Portfolio							
1.9. <i>Assessment and evaluation of student work during classes and the final exam</i>							
1.10. <i>Required reading (at the moment of submitting the Study Programme Report)</i>							
1.11. <i>Additional reading (at the moment of submitting the Study Programme Report)</i>							
1.12. <i>Number of copies of required reading in relation to the number of students who currently attend a course</i>							
<i>Title</i>				<i>Number of copies</i>		<i>Number of students</i>	
1.13. <i>Methods for quality monitoring that ensure the acquisition of knowledge, skills and competencies.</i>							

ANNEX 3

Rules on reimbursement for travel and accommodation expenses

The Agency shall reimburse the following expenses to the members of the expert panels:

- Airline tickets (economy class), with reservations and purchase made exclusively by the Agency (in agreement with the members of the expert panel), **or** train/bus tickets (economy class), **or** transport by personal car (free parking space provided in front of the Agency building);
- Hotel accommodation (half board) during the initial accreditation procedure, with reservations and purchase made exclusively by the Agency;
- Lunch during the site visit, organized and paid exclusively by the Agency;
- Non-alcoholic refreshments during the drafting of the report and work on the Standards for the evaluation of quality.
- Public transport:
 - - From home address to the airport (and back), from the airport to the hotel (and back);
 - - From home address to the railway station (and back), from the railway station to the hotel (and back);
 - - From home address to the bus station (and back), from the bus station to the hotel (and back).

Where there are several modes of transfer available, panel members should use the most direct and economic means.

The Agency shall reimburse only those expenses for which the original receipts have been submitted. The panel members shall deliver the original receipts to the coordinator.

The Agency shall not cover or reimburse the following expenses:

- Airline tickets purchased by the panel members;
- Extra nights at hotels;
- Hotel mini-bar;
- Alcoholic beverages;
- Additional expenses incurred during the procedure that are not listed under expenses covered by the Agency (refreshments bought at gas stations or rest areas, expenses incurred in airport restaurants and cafes, etc.)