

INTRODUCTORY NOTES

The tables in this document are presented as they will look in the *Analytic supplement*, which is an integral part of the *Self-evaluation report* of the higher education institution in the evaluation process. The analytic supplement is prepared in the MOZVAG¹ system in Croatian and English and consists of two parts; the first part presents data on learning outcomes in study programs (Table 2.1.) and the second part contains the remaining required tables.

All data required for the preparation of the Analytic supplement must be entered in MOZVAG.

Year of evaluation - N, when mentioned in the tables, **refers to the academic or calendar year of evaluation and indicates the last year for which the higher education institution has confirmed that it has complete data.** The periods for which data are requested are listed in the table names and generally include the last three or five years, including the year selected as the evaluation year.

For higher education institutions that have a research licence for more than one research area, the bibliography is presented in two tables, where in *5.1.a* all papers of the higher education institution (in all research areas) are taken into account, while in table *5.1.b* only papers in the specific research area are taken into account (separately for each research area).

Higher education institutions can transfer part of the data required for the tables from the *Information System of Higher Education Institutions - ISVU*, the portal of the *Croatian Scientific Bibliography - CROSBI* and the *Database of project activities in science and higher education*, if higher education institutions use them.

The Agency for Science and Higher Education, in cooperation with the University of Zagreb – University Computing Centre (Srce) organizes regular workshops on the work in the new MOZVAG system for officially appointed MOZVAG administrators from higher education institutions, according to the *Annual evaluation plan*. Additionally, in cooperation with the Centre for Scientific Information of the Ruder Bošković Institute, regular workshops on work in *CROSBI* and the *Database of Project Activities* are organized for officially appointed administrators of these systems at higher education institutions.

Instructions on how to work in MOZVAG can be found on the website:

<https://wiki.srce.hr/pages/viewpage.action?pageId=6816931> .

The steps for getting started in the new version of MOZVAG can be found on the same pages on the following link:

<https://wiki.srce.hr/pages/viewpage.action?pageId=27690243> .

ADDITIONAL NOTE:

Due to changes in the MOZVAG system, Tables 4.7., 5.3.a and 5.3.b, which showed project data, were replaced with Table 5.3. Therefore, there is no longer Table 4.7 in the list of tables.

¹ for the purposes of this document, MOZVAG stands for the new improved MOZVAG2 system

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TABLE WITHIN THE TOPIC 2 - STUDY PROGRAMMES

Table 2.1. Learning outcomes at the level of the study programme for the academic year of evaluation

Study programme name (Mozvag Id), level and type

Learning outcomes* 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 for each LO										
Course 1		+						+		
Course 2			+	+		+				
Course 3		+					+		+	
Course 4				+	+					
...	+	+	+					+		

* Each learning outcome (IU) degree program has a number / code that is generated in MOZVAG, and the column is listed as a label awarded by the higher education institution to each learning outcome.

TABLES WITHIN THE TOPIC 3 - TEACHING PROCESS AND STUDENT SUPPORT

Table 3.1. The number of students per study programme for the academic year of evaluation

Study programme name (SP)	Full-time students	Part-time students
SP1		
SP2		
...		
Total*		

* For higher education institutions that conduct double-major studies, two totals are stated:

- one where students in double-major studies are counted twice
- in brackets - the total number of students at the higher education institution, where students of double-major studies are multiplied by 0.5

Table 3.2. The structure of enrolled students and interest in the first-cycle study programmes* in the academic year of evaluation and the two previous academic years

Study programme name (Mozvag Id), level and type

	Full-time students			Part-time students			Secondary school performance	
Academic year	Applied	Enrolled	Enrolment quota	Applied	Enrolled	Enrolment quota	Success rate on the mandatory part of State Matura**	Average grade
N								
N-1								
N-2								

* includes integrated graduate study programs

** Success rate on the mandatory part of State Matura is expressed as the percentage of points achieved in relation to the maximum number and is expressed as a percentage on a scale from 0 to 100%. Data is available in the NISpVU system.

Note: Data is entered only for students who apply /enroll through a system of State matura system (NISpVU) and includes only students enrolled for the first time in the first year of study (students who repeat the year are not included).

Table 3.3. The structure of enrolled students and interest in the graduate and postgraduate study programmes in the academic year of evaluation and two previous academic years

Study programme name (Mozvag Id), level and type

	Full-time students			Part-time students				
Academic year	Applied	Enrolled*	Enrolment quota	Applied	Enrolled	Enrolment quota	The number of transferred** students	Average grade***
N								
N-1								
N-2								

* students repeating the year are not included

**transferred from another HEI or another study programme

*** refers to the average grade at the previous level of higher education

Table 3.4 Pass rate at the end of the first year of the study programme (only for undergraduate and integrated study programmes in the past five academic years)

Study programme name (Mozvag Id), level and type

Year of enrolment	Number of students enrolled*	Number of students who achieved 18 - 29 ECTS	Number of students who achieved 30 - 54 ECTS	Number of students who achieved 55 - 59 ECTS	Number of students who achieved at least 60 ECTS
N-5					
N-4					
N-3					
N-2					
N-1					

* students who repeat the year are included

Note: Includes only ECTS credits determined by the study program.

Table 3.5. Completion rate at the study programme

Study programme name (Mozvag Id), level and type

Enrolled students* cohort in one generation**	Number of students enrolled in a generation	Number of graduates in a generation	Number of still active students in a generation	Number of students in a cohort that withdrew from the study or lost the right to continue study	Average duration of study
2009/2010					
2010/2011					
2011/2012					
...					

* Does not include transfer students from other HEIs nor students repeating the year.

**Data for all academic years from 2009/2010 is entered. For the years for which the completion of education is not yet possible, data on graduates is not entered.

Table 3.6. Mobility of students (total) in the last five academic years

	The number of students involved in the international exchange	
	up to 3 months	more than 3 months
Outgoing mobility		
Incoming mobility		

Table 3.7. Employment of graduates/alumni in the last 3 calendar years

Study programme name (Mozvag Id), level and type

Year	Number of students who completed the study programme	Number of unemployed graduates according to the statistics of the Croatian Employment Service*
N		
N-1		
N-2		

* Provide data that apply only to graduate students with a qualification acquired upon completion of the respective study program. The data can be obtained from the Employment Office by sending a request to HZZ@hzz.hr.

TABLES WITHIN THE TOPIC 4 – TEACHING AND INSTITUTIONAL CAPACITIES

Table 4.1.a Staff structure (UNIVERSITIES) in the academic year of evaluation

Staff*	Full-time staff		Cumulative employment		External associates**	
	<i>Number</i>	<i>Average age</i>	<i>Number</i>	<i>Average age</i>	<i>Number</i>	<i>Average age</i>
Full professors with tenure						
Full professors						
Associate professors						
Assistant professors						
Scientific adviser with tenure						
Scientific adviser						
Senior research associate						
Research associate						
Teaching grades						
Assistants						
Postdoctoral researchers (postdocs)						
Project staff						
Professional associates						
Technical staff						
Administrative staff						
Assistant staff						

* *Classification according to the Law on Scientific Activity and Higher Education*

** *Persons who are not employees of a higher education institution, but participate in conducting a study program*

Table 4.1.b Staff structure (POLYTECHNICS AND COLLEGES) in the academic year of evaluation

Staff*	Full-time employees		Cumulative and part-time employees		External associates**	
	Number	Average age	Number	Average age	Number	Average age
College professors						
Senior lecturers						
Lecturers						
Language instructors						
Full professors with tenure						
Full professors						
Associate professors						
Assistant professors						
Professional associates						
Assistants						
Technical staff						
Administrative staff						
Assistant staff						

* Classification according to the Law on Scientific Activity and Higher Education

**Persons who are not employees of a higher education institution, but participate in conducting a study program

Table 4.2. The dynamics of recruiting teachers and associates over the last 5 years

Year	Number of employed teachers	Number of employed associates	Number of teachers whose contracts expired
N			
N-1			
N-2			
N-3			
N-4			

Table 4.3. Teachers and assistants at the HEI who teach in the academic year of evaluation

Teacher	Grade**	Academic degree	Institution at which they are appointed and the year of the last appointment into grade	Research area	Research field	Percentage of employment at the HEI	Workload in norm hours at the teacher's institution	Workload in norm hours at external institutions
Teacher 1								
Teacher 2								
...								

* Teachers include all employees of the higher education institution who participate in teaching, regardless of their grade (including assistants, associates ...)

** scientific-teaching / artistic-teaching / teaching grade / assistant / postdoctoral researcher

Table 4.4. Teachers in the study programmes in the academic year of evaluation

Study programme name (Mozvag Id), level and type

Teacher	CROSB link	Grade*	Research area	Research field	Type of employment	Scientific and review papers** in the last 5 years (Total)	Professional papers*** in the last 5 years (Total)	Total ⁺ number of citations (state the citation database)	Total ⁺ h-index (state the citation database)	Leader and/or associat e of the Scientifi c projects (Total)	Leader and/or associate of the Expert projects (Total)	Number of published higher education textbooks	Number of courses in the programme
Teacher 1													
Teacher 2													
...													

* *scientific-teaching / artistic-teaching / teaching grade*

** *"Scientific and review papers" include scientific and review papers published in journals, collection of chapters and chapters in books, and scientific and reviewing author's monographs.*

*** *"Professional papers" include professional papers published in periodicals and collections of conferences, expert chapters in books and expert author's monographs.*

⁺ *For citations and h-index (both without self-citations), total number refers to all the years, not only the last 5 years. Citation database also has to be stated.*

Table 4.5. Total mobility of teachers and associates in the last 5 academic years

Type of mobility	Outgoing mobility		Incoming mobility	
	up to 3 months	3 months and more	up to 3 months	3 months and more
Scientific				
Artistic				
Teaching				
Professional				

Table 4.6 Non-teaching staff mobility in the past 5 academic years

Number of professional visits of non-teaching staff to HEIs abroad	
<i>up to 3 months</i>	<i>3 months and more</i>

Table 4.8. Space

	Number/ Number of computers	square meters
CLASSROOMS		
LABORATORIES/PRACTICUMS USED FOR TEACHING		
WORK FACILITIES		
IT classrooms		
Science labs		
FACILITIES FOR STUDENT ACTIVITIES (learning, projects, associations, students' unions, sports etc.)		
TEACHERS' OFFICES		
TOTAL		

Table 4.9. Capital equipment

(Provide information on the available capital equipment of a HEI whose purchase value exceeds 200,000 HRK)

Name of the instrument (piece of equipment)	Purchase value (kn)	Year of purchase

Table 4.10 Library equipment level

(Provide information for HEI's library, if available)

Total area (in m ²)	
Number of employed library staff (HEI)	
Total number of book volumes	
Reading room as part of the library (number of seats or square metres)	
Total number of textbook titles which are part of required reading	
Total number of volumes of textbooks which are part of required reading	
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 to which HEI ensures access	
Number of bibliographical databases financed by the university/institution	

Table 4.11. Financial evaluation - revenues

		N-1 calendar year	N calendar year
	REVENUES		
1.	INCOME FROM THE STATE BUDGET		
1.1.	Staff pay		
1.2.	Operational costs (including fieldwork)		
1.3.	Adjunct/visiting teaching staff pay		
1.4.	National research projects		
1.5.	International research projects		
1.6.	International cooperation		
1.7.	Organization of academic conferences		
1.8.	Journal subscription fees		
1.9.	Maintenance		
1.10.	Capital investments (buildings), investments maintenance		
1.11.	Equipment		
1.12.	Total income from other sources (list all sources and amounts)		
2.	INCOME FROM OTHER PUBLIC BODIES		
2.1.	Income and support by local authorities (town, city, county etc.)		
2.2.	Income and support by other institutions (such as the National Science Foundation)		
2.3.	Total income from other types of sources (list all sources and amounts)		
3.	INTEREST INCOME		
4.	OWN ACTIVITIES		
4.1.	Tuition fees - postgraduate specialist		
4.2.	Tuition fees - postgraduate doctoral		
4.3.	Research projects		
4.4.	Professional projects		
4.5.	Rental income		
4.6.	Total income from other sources (list all sources and amounts)		
5.	REGULATED INCOME		
5.1.	Tuition fees - undergraduate, graduate, professional		
5.2.	Additional knowledge or skills assessment (if implemented in addition to State Matura)		
5.3.	Enrolment fees		
5.4.	Publishing		
5.5.	Administrative fees (charging various forms, diplomas, certificates etc.)		
5.6.	Total income from other sources (list all sources and amounts)		
6.	OTHER INCOME NOT MENTIONED ABOVE (please specify)		
A	TOTAL INCOME		

Table 4.12 Financial evaluation - expenditure

		N-1 calendar year	N calendar year
	EXPENSES		
1.	STAFF EXPENDITURE		
1.1.	Staff pay		
1.2.	Adjunct/visiting teaching staff pay		
1.3.	Total remaining expenditure (list all sources and amounts)		
2.	MATERIAL AND ENERGY EXPENDITURE		
2.1.	Office supplies and other material costs		
2.2.	Laboratory supplies		
2.3.	Energy		
2.4.	Material and equipment for maintenance (both types)		
2.5.	Small inventory		
2.6.	Total remaining expenditure (list all sources and amounts)		
3.	SERVICE COSTS		
3.1.	Telephone and postal costs, transport costs		
3.2.	Maintenance and investment maintenance services		
3.3.	Information and promotion		
3.4.	Communal services		
3.5.	Leasing, rent		
3.6.	Intellectual and personal services (fees, contracts)		
3.7.	Computer services		
3.8.	Total remaining expenditure (list all sources and amounts)		
4.	NON-FINANCIAL ASSETS EXPENDITURE		
4.1.	Facilities		
4.2.	Computer equipment		
4.3.	Laboratory equipment		
4.4.	Office equipment		
4.5.	Communication equipment		
4.6.	Other equipment		
4.7.	Reading materials (books, journals etc.)		
4.8.	Investment in machines, production facilities and other equipment		
4.9.	Additional investment in buildings		
4.10.	Total remaining expenditure (list all sources and amounts)		
5.	STAFF REIMBURSEMENT COSTS		
5.1.	Travel costs		
5.2.	Training costs		
5.3.	Other staff costs (list all) including transport costs		
6.	OTHER EXPENDITURE NOT INCLUDED ABOVE		
6.1.	Insurance premiums		
6.2.	Representation costs		
6.3.	Membership fees		
6.4.	Bank costs		
6.5.	Interest		
6.6.	Other financial costs		
B	TOTAL EXPENDITURE		
C	Bottom line carried over from the last year		
	TOTAL BALANCE AS AT 31 DECEMBER (A-B+C)		

TABLES WITHIN THE TOPIC 5 – SCIENTIFIC/ARTISTIC AND PROFESSIONAL ACTIVITY

NOTE: Data for the topic 5 are given for the calendar year of evaluation.

Table 5.1.a Bibliography of the HEI (in the past 5 years)

Type of publications* (national and international)	Total number of publications	Number of papers resulting from collaboration with other HEIs and scientific organisations	Ratio: number of publications / number of teachers** /5 years
Publications of the highest category according to the Ordinance on Appointment to Scientific Grades			
Other publications according to the Ordinance on Appointment to Scientific Grades			
Authorship of books published abroad			
Authorship of books published in Croatia			
Chapters in books			
Editorship of books			
Professional papers			
Peer-reviewed publications from scientific and professional events/ conferences/ in proceedings of scientific and professional events/conferences			
Number of publications of HEI's teachers in HEI's own journals			
Total number of HEI's citations (state citation database, without self-citations)			
Total h-index of the HEI (state citation database, without self-citations)			
CROSBI link			
Link to citation database with a comprehensive overview for a HEI (publications in WoS, Scopus)***			

* Only data on the HEI's peer-reviewed papers are entered in the table. Papers authored by several teachers of a HEI are indicated only once.

** Includes teachers in following grades: scientific-teaching / artistic-teaching / teaching grade

*** Entry is optional

Table 5.1.b Bibliography by scientific fields (in the last 5 calendar years)

NOTE: *This table is made only for higher education institutions that have a license for more than one research area*

Type of publications* (national and international)	Total number of publications (Research area 1)	Number of papers resulting from collaboration with other HEIs and scientific organisations (Research area 1)	Total number of publications (Research area 2)	Number of papers resulting from collaboration with other HEIs and scientific organisations (Research area 2)
Publications of the highest category according to the Ordinance on Appointment to Scientific Grades				
Other publications according to the Ordinance on Appointment to Scientific Grades				
Authorship of books published abroad				
Authorship of books published in Croatia				
Chapters in books				
Editorship of books				
Professional papers				
Peer-reviewed publications from scientific and professional events/ conferences/ in proceedings of scientific and professional events/conferences				
Number of publications of HEI's teachers in HEI's own journals				

* Only data on the HEI's peer-reviewed papers are entered in the table. Papers authored by several teachers of a HEI are indicated only once.

Table 5.2. Artist's bibliography (in the past five years)

** This table is intended for higher education institutions that have an artistic activity*

ARTISTIC ACTIVITY	Total
Number of complex artworks defined as extraordinary achievements with international merit	
Number of complex artworks defined as extraordinary achievements with national merit	
Number of artworks premiered at artistic events with international merit	
Number of artworks premiered at artistic events with national merit	
Number of artworks premiered with reviews published	
Number of artworks premiered	
Authorship of books published abroad	
Authorship of books published in the Republic of Croatia	

Table 5.3. Projects in the last 5 years*

Project (name)	Project interval duration**	Type of project	Type of funding	Funder ***	Financing details***	The role of HEI	Total amount allocated to HEI (kn)	Total project amount (kn)
Project 1:								
Project 2:								
Project 3:								
...								

** Includes projects started or completed in the last 5 years.*

***Project start and end date (month and year).*

**** Administrators at HEI themselves can add values to the MOZVAG and [Projects Database](#) for Financing details for the following Funders: Domestic / Foreign Business Entities, Foreign Higher Education Institutions, Other Business Entities. For other Funders, if the required value of the Financing details does not exist in the menu, send the desired entries to mozvag@azvo.hr.*

Table 5.4 Work in conference organizational committees in the last 5 years

Conference* (name)	Organizer	Year	Number of persons involved in organization **	Number of participants**
Conference 1				
Conference 2				
...				

** conferences of other institutions and conferences organized by the higher education institution*

*** refers to the employees of the higher education institution*

*** refers to the total number of participants at the conference (accurate or estimated)*

Table 5.5. Editorship in journals in the past five years

Journal	Publisher, place	Type of participation of HEI teachers (chief editor/member of editorial board, etc.)	Citation database or categorization in Croatia (A1/2, A, B, C)	Journal Q (link to JCR, SCImago) or Crosbi link