**FACULTY ...**

**DETAILED PROPOSAL OF THE STUDY PROGRAMME**

Name of the study programme (example: Undergraduate study Computing)

SPLIT, month, year

GENERAL INFORMATION OF HIGHER EDUCATION INSTITUTION

|  |  |
| --- | --- |
| Name of higher education institution |  |
| Address |  |
| Phone |  |
| Fax |  |
| E.mail |  |
| Internet address |  |

GENERAL INFORMATION OF THE STUDY PROGRAMME

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| --- | --- | --- | --- | --- |
| Name of the study programme |  | | | |
| Provider of the study programme |  | | | |
| Other participants |  | | | |
| Type of study programme | Vocational study programme | | University study programme | |
| Level of study programme | Undergraduate | Graduate | | Integrated |
| Postgraduate | Postgraduate specialist | | Graduate specialist |
| Academic/vocational title earned at completion of study |  | | | |

1. INTRODUCTION
   1. Reasons for starting the study programme
   2. Relationship with the local community (economy, entrepreneurship, civil society, etc.)
   3. Compatibility with requirements of professional organizations
   4. Name possible partners outside the higher education system that expressed interest in the study programme
   5. Financing
   6. Comparability of the study programme with other accredited programmes in higher education institutions in the Republic of Croatia and EU countries

Name two programmes, at most, of which one is from an EU country, and compare it with the proposed programme (provide internet addresses of the programmes)

* 1. Openness of the study programme to student mobility (horizontal, vertical in the Republic of Croatia, and international)
  2. Compatibility of the study programme with the University mission and the strategy of the proposer, as well as with the strategy statement of the network of higher education institutions
  3. Current experiences in equivalent or similar study programmes

1. DESCRIPTION OF THE STUDY PROGRAMME
   1. General information

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| Scientific/artistic area of the study programme |  |
| Duration of the study programme |  |
| The minimum number of ECTS required for completion of study |  |
| Enrolment requirements and admission procedure |  |

* 1. Learning outcomes of the study programme (name 15-30 learning outcomes)
  2. Employment possibilities
  3. Possibilities of continuing studies at a higher level
  4. Name lover level studies of the proposer or other institutions that qualify for admission to the proposed study
  5. Structure of the study
  6. Guiding and tutoring through the study system
  7. List of courses that the student can take in other study programmes
  8. List of courses offered in a foreign language as well (name which language)
  9. Criteria and conditions for transferring the ECTS credits
  10. Completion of study

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| *Final requirement for completion of study* | Final thesis  Diploma thesis | Final exam  Diploma exam |
| *Requirements for final/diploma thesis or final/diploma/exam* |  | |
| *Procedure of evaluation of final/diploma exam and evaluation and defence of final/diploma thesis* |  | |

* 1. List of mandatory and elective courses

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| **List of courses** | | | | | | | |
| Year of study: | | | | | | | |
| Semester: | | | | | | | |
| STATUS | CODE | COURSE | HOURS IN SEMESTER | | | | ECTS |
| L | S | E | F |
| Mandatory |  |  |  |  |  |  |  |
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| Total | |  |  |  |  |  |
| Elective |  |  |  |  |  |  |  |
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| Indicate how many elective courses are chosen | | | | | | |

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| **List of courses** | | | | | | | |
| Year of study: | | | | | | | |
| Semester: | | | | | | | |
| STATUS | CODE | COURSE | HOURS IN SEMESTER | | | | ECTS |
| L | S | E | F |
| Mandatory |  |  |  |  |  |  |  |
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| Total | |  |  |  |  |  |
| Elective |  |  |  |  |  |  |  |
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| Indicate how many elective courses are chosen | | | | | | |

* 1. Course description

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| **NAME OF THE COURSE** | |  | | | | | | | | | | | | |
| **Code** |  | | | | Year of study | | | |  | | | | | |
| Course teacher |  | | | | Credits (ECTS) | | | |  | | | | | |
| Associate teachers |  | | | | Type of instruction (number of hours) | | | | L | S | | E | | F |
|  |  | |  | |  |
| Status of the course |  | | | | Percentage of application of e-learning | | | |  | | | | | |
| **COURSE DESCRIPTION** | | | | | | | | | | | | | | |
| Course objectives |  | | | | | | | | | | | | | |
| Course enrolment requirements and entry competences required for the course |  | | | | | | | | | | | | | |
| Learning outcomes expected at the level of the course (4 to 10 learning outcomes) |  | | | | | | | | | | | | | |
| Course content broken down in detail by weekly class schedule (syllabus) |  | | | | | | | | | | | | | |
| Format of instruction | lectures  seminars and workshops  exercises  *on line* in entirety  partial e-learning  field work | | | | | independent assignments  multimedia  laboratory  work with mentor        (other) | | | | | | | | |
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| Student responsibilities |  | | | | | | | | | | | | | |
| Screening student work *(name the proportion of ECTS credits for each* *activity so that the total number of ECTS credits is equal to the ECTS value of the course)* | Class attendance | |  | Research | | |  | Practical training | | | | |  | |
| Experimental work | |  | Report | | |  | (Other) | | | | |  | |
| Essay | |  | Seminar essay | | |  | (Other) | | | | |  | |
| Tests | |  | Oral exam | | |  | (Other) | | | | |  | |
| Written exam | |  | Project | | |  | (Other) | | | | |  | |
| Grading and evaluating student work in class and at the final exam |  | | | | | | | | | | | | | |
| Required literature (available in the library and via other media) | **Title** | | | | | | | | **Number of copies in the library** | | **Availability via other media** | | | |
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| Optional literature (at the time of submission of study programme proposal) |  | | | | | | | | | | | | | |
| Quality assurance methods that ensure the acquisition of exit competences |  | | | | | | | | | | | | | |
| Other (as the proposer wishes to add) |  | | | | | | | | | | | | | |

1. STUDY PERFORMANCE CONDITIONS
   1. Places of the study performance

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| Buildings of the constituent part (name existing, under construction and planned buildings) | |
| Identification of building |  |
| Location of building |  |
| Year of completion |  |
| Total square area in m2 |  |
| Identification of building |  |
| Location of building |  |
| Year of completion |  |
| Total square area in m2 |  |

* 1. List of teachers and associate teachers

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| Course | Teachers and associate teachers |
| List the courses in alphabetical order |  |
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* 1. Curriculum vitae of the course teacher

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| First and last name and title of teacher | One form per each teacher/co-teacher |
| The course he/she teaches in the proposed study programme |  |
| GENERAL INFORMATION ON COURSE TEACHER | |
| Address |  |
| Telephone number |  |
| E-mail address |  |
| Personal web page |  |
| Year of birth |  |
| Scientist ID |  |
| Research or art rank, and date of last rank appointment |  |
| Research-and-teaching, art-and-teaching or teaching rank, and date of last rank appointment |  |
| Area and field of election into research or art rank |  |
| INFORMATION ON CURRENT EMPLOYMENT | |
| Institution where employed |  |
| Date of employment |  |
| Name of position (professor, researcher, associate teacher, etc.) |  |
| Field of research |  |
| Function |  |
| INFORMATION ON EDUCATION – Highest degree earned | |
| Degree |  |
| Institution |  |
| Place |  |
| Date |  |
| INFORMATION ON ADDITIONAL TRAINING | |
| Year |  |
| Place |  |
| Institution |  |
| Field of training |  |
| MOTHER TONGUE AND FOREIGN LANGUAGES | |
| Mother tongue |  |
| Foreign language and command of foreign language on a scale from 2 (sufficient) to 5 (excellent) |  |
| Foreign language and command of foreign language on a scale from 2 (sufficient) to 5 (excellent) |  |
| Foreign language and command of foreign language on a scale from 2 (sufficient) to 5 (excellent) |  |
| COMPETENCES FOR THE COURSE | |
| Earlier experience as course teacher of similar courses (name title of course, study programme where it is/was offered, and level of study programme) |  |
| Authorship of university/faculty textbooks in the field of the course |  |
| Professional, scholarly and artistic articles published in the last five years in the field of the course (5 works at most) |  |
| Professional and scholarly articles published in the last five years in subjects of teaching methodology and teaching quality (5 works at most) |  |
| Professional, science and artistic projects in the field of the course carried out in the last five years (5 at most) |  |
| The name of the programme and the volume in which the main teacher passed exams in/acquired the methodological-psychological-didactic-pedagogical group of competences |  |
| PRIZES AND AWARDS, STUDENT EVALUATION | |
| Prizes and awards for teaching and scholarly/artistic work |  |
| Results of student evaluation taken in the last five years for the course that is comparable to the course described in the form (evaluation organizer, average grade, note on grading scale and course evaluated) |  |

* 1. Optimal number of students
  2. Estimate of costs per student
  3. Plan of procedures of study programme quality assurance

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| **In keeping with the European standards and guidelines for internal quality assurance in higher education institutions (according to “Standards and Guidelines of Quality Assurance in the European Higher Education Area”) on the basis of which the University of Zagreb defines procedures for quality assurance, the proposer of the study programme is obliged to draw up a plan of procedures of study programme quality assurance.** | |
| **Documentation on which the quality assurance system of the constituent part of the University is based:** | |
| * Regulations on the quality assurance system of the constituent part (enclose if existing) | |
| * Handbook on the quality assurance system of the constituent part (enclose if it exists) | |
| **Description of procedures for evaluation of the quality of study programme implementation:**   * + Fore each procedure the method needs to be described (most often questionnaires for students or teachers, and self-evaluation questionnaire), name the body conducting evaluation (constituent part, university office), method of processing results and making information available, and timeframe for carrying out evaluation   + If procedure is described in an attached document, name the document and the article. | |
| Evaluation of the work of teachers and part-time teachers |  |
| Monitoring of grading and harmonization of grading with anticipated learning outcomes |  |
| Evaluation of availability of resources (spatial, human, IT) in the process of learning and instruction |  |
| Availability and evaluation of student support (mentorship, tutorship, advising) |  |
| Monitoring of student pass/fail rate by course and study programme as a whole |  |
| Student satisfaction with the programme as a whole |  |
| Procedures for obtaining feedback from external parties (alums, employers, labour market and other relevant organizations) |  |
| Evaluation of student practical education (where this applies) |  |
| Other evaluation procedures carried out by the proposer |  |
| **Description of procedures for informing external parties on the study programme (students, employers, alums)** |  |