**Constituent part (faculty/department/academy)**

**DETAILED PROPOSAL OF THE LIFELONG LEARNING PROGRAMME**

**Write the full name of the programme**

SPLIT,

1. GENERAL INFORMATION ON THE LIFELONG LEARNING PROGRAMME

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| **Name of the lifelong learning programme** |  |
| **Provider of the lifelong learning programme** |  |
| **Executor of the lifelong learning programme** |  |
| **Purpose of the lifelong learning programme** | Students' mandatory obligations for the purpose of changing a study programme and/or enrolling in a study programme, completion of a study programme and acknowledging competences acquired outside the study programme but which are mandatory for studying. |
| Other programmes based on the lifelong learning principles |
| **Total number of ECTS credit** |  |
| **Reasons for starting the lifelong learning programme** |  |
| **Description of education objectives, learning outcomes and acquired competences after completion of the programme** |  |
| **Duration of the programme** |  |
| **Target group of students** |  |
| **Optimal number of students** |  |
| **Enrolment requirements for the programme** |  |
| **Requirements for completion of the programme** |  |

1. DESCRIPTION OF THE LIFELONG LEARNING PROGRAMME AND EXECUTION PLAN
   1. The list of lifelong learning programme courses

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| --- | --- | --- | --- | --- | --- |
| **THE LIST OF COURSES\*** | | | | | |
| **Course name** | **Class instruction format\*\*** | | | | **ECTS** |
| **Lecture** | **Seminar** | **Exercise** | **Practical training** |
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* 1. Description of the lifelong learning programme courses

**\*The sheet needs to be copied for every suggested course**

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| **NAME OF THE COURSE** | |  | | | | | | | | | | | | |
| 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) | | | | | | | | |
|
| 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 |  | | | | | | | | | | | | | |

* 1. Means of evaluation of anticipated learning outcomes

3. REQUIREMENTS FOR IMPLEMENTATION OF LIFELONG LEARNING PROGRAMME

3.1. Spatial requirements for implementation of lifelong learning programme

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| **Buildings of the constituent part (state existing buildings, buildings under construction and planned construction)** | |
| **Building name/identification** |  |
| **Building location/address** |  |
| **Construction year** |  |
| **Total square area in m2** |  |

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| **Classrooms/laboratories/exercise classrooms used for implementation of the programme\*** | |
| **Building name/identification** |  |
| **Classroom number or sign** |  |
| **Number of seating for students** |  |
| **Total square area in m2** |  |
| **Number of weekly occupation of the clasroom** |  |
| **Equipment grade (from 1 – 5)** |  |

\*One sheet is to be copied for every classroom/laboratory/exercise classroom

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| **Equipment needed for implementation of the programme** | |
| **Equipment (instrument) name** | **Procurement value** |
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3.2.The list of teachers and associate teachers by courses

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| **Courses** | **Teachers and associates** |
| State the list of courses in alphabetical order | State course teachers and associates |
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3.3.Information on teachers and associate teachers

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| **Title, name, surname** | One sheet per course teacher/associate |
| **Course to be taught in the suggested lifelong learning programme** |  |
| **GENERAL INFORMATION ON THE TEACHER** | |
| **Address** |  |
| **Phone** |  |
| **e-mail address** |  |
| **Personal web page** |  |
| **Year of birth** |  |
| **Researcher ID in the Register of researches** |  |
| **Research or art position and the date of the last appointment** |  |
| **Research and teaching position, art and teaching position or teaching position and date of the last appointment** |  |
| **Area and field of election in research or art position** |  |
| **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 additional training** |  |
| **MOTHER TONGUE AND OTHER LANGUAGES** | |
| **Mother tongue** |  |
| **Foreign language and knowledge of the language on a scale from 2 (sufficient) to 5 (excellent)** |  |
| **Foreign language and knowledge of the language on a scale from 2 (sufficient) to 5 (excellent)** |  |
| **Foreign language and knowledge of the language on a scale from 2 (sufficient) to 5 (excellent)** |  |
| **COMPETENCES FOR TEACHING THE COURSE** | |
| **Earlier experience in teaching similar courses (state course name)** |  |
| **Authorship of universitiy/faculty textbooks from similar areas** |  |
| **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 areas 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)** |  |
| **Name of the programme and extent in which the teacher acquired methodological-psychological-didactic-pedagogical competences** |  |
| **RECOGNITION AND AWARDS** | |
| **Recognition and awards for teaching and research/art work** |  |

4. FINANCIAL ANALYSIS

4.1. Assessment of revenues and expenditures of the sugested lifelong learning programme

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| **PLANNED REVENUES AND EXPENDITURES OF LIFELONG LEARNING PROGRAMME\*** | |
| **REVENUES** | |
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| **Total revenues** | **0** |
| **EXPENDITURES** | |
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| **Total expenditures** | **0** |
| **Surplus/deficit** |  |

\*state all anticipated types of revenues and expenditures

4.2. Cost analysis of lifelong learning programme per student

5. PLAN OF PROCEDURES FOR QUALITY ASSURANCE AND SUCCESFULL IMPLEMENTATION OF THE PROGRAMME

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| **In keeping with the European standards and guidelines for internal quality assurance in higher education institutions (according to the “Standards and Guidelines of Quality Assurance in the European Higher Education Area”) on the basis of which the University of Split defines procedures for quality assurance, the proposer of the lifelong study programme is obliged to draw up a plan of procedures for quality assurance of the lifelong learning programme.** | |
| **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 | |
| * Quality Assurance Handbook of the constituent part | |
| **Description of procedures for evaluation of the quality of study programme implementation:**   * For 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 associate teachers |  |
| Monitoring of grading and compliance 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 in its entirety |  |
| Student satisfaction with the programme in its entirety |  |
| Procedures for obtaining feedback from external parties (employers, labour market and other relevant organizations) |  |
| Evaluation of student practical education, where applicable (short description of training, means of assessing students and means of quality assurance) |  |
| Other evaluation procedures carried out by the proposer |  |
| **Description of procedures for informing external parties about the lifelong learning programme** |  |