UNIVERSITY OF APPLIED HEALTH STUDIES

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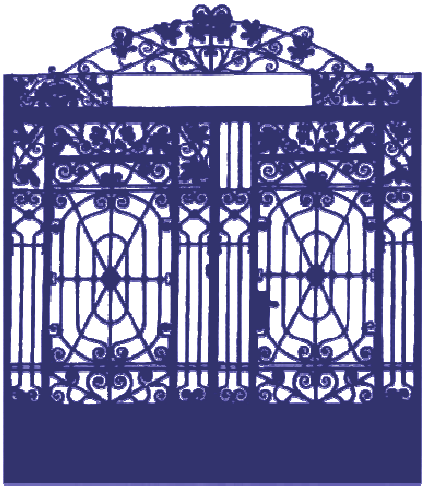
Tables to Accompany Auto-Analysis of the University of Applied Health Studies



UNIVERSITY OF APPLIED HEALTH STUDIES

Zagreb, APRIL 2009

Tables to accompany auto-analysis of the University of Applied Health Studies in Zagreb

for the process of evaluation of institutions of higher education

University of Applied Health Studies
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Prof. Dr. Mladen Havelka, Dean

Tables for Auto-Analysis[1]

[1] Head (dean) of the institution of higher education being here evaluated warrants for the accuracy of the presented data. The evaluation procedure is conducted according to the Law on Scientific Activities and Higher Education (articles 16 to 18, and 51).

1. Study Programs

Provide the requested data about all study programs, specifically by fields (if they exist), including the off-site studies (if they exist).

(c - f) refer to all study years. For study programs of individual fields the data need to be summarized for separate years of study until the branching to different fields begins (state the number of study years), and then separately for each field by year of study after the branching into fields (state the number of study years).

g1- full-time financed by the Ministry of Science, Education and Sports, g2 – full-time independent (not financed by the Ministry), g3 – part-time

1.1. Professional Study Program

(a)	(b)	(c)	(d)	(e)	(f)	(g)			(h)	(i)	(j)	(k)
Code	Study Program (field)	No. of obligatory hours of classes for students (for all study years)	No. of registered obligatory courses (for all study years)	No. of registered elective courses (for all study years)	No. of elective courses offered (by study program)	Admission quota in current academic year g1	g2	g3	Type of License (unlimited/limited)	Issue date of License	Is there a book of rules for admission and study requirements	Is there a web page for the study program
1.	Laboratory Medical Diagnostics	2385	34	4	9	22	20		Limited	08.09. 2005	Yes	Yes
2.	Physiotherapy	2985	36	3	16	44	65		Unlimited	16.06. 2005	Yes	Yes
3.	Occupational Therapy	2670	35	3	13	16	27		Unlimited	16.06. 2005	Yes	Ye
4.	Radiological Technology	2865	41	4	9	25	29		Unlimited	16.06. 2005	Yes	Yes
5.	Environmental Health Engineering	2700	34	7	14	18	19		limited	08.09. 2005	Yes	Yes
6.	Nursing	2715	39	3	10	63	47		Unlimited	16.06. 2005	Yes	Yes

1.2. Professional Specialization Study Programs

(a)	(b)	(c)	(d)	(e)	(f)	(g)			(h)	(i)	(j)	(k)
Code	Study program (field))	No. of obligatory hours of classes for students (for all study years)	No. of registered obligatory courses (for all study years)	No. of registered elective courses (for all study years)	No. of elective courses offered (by study program)	Admission quota in current academic year g1	g2	g3	Type of License (unlimited/limited)	Issue date of the License	Is there a book of rules for admission and study requirements	Is there a web page for the study program
1.	Physiotherapy	1690	16	3	7			70*	Limited	29.06. 2006.	Yes	Yes
2.	Public Health	1350	15	4	8			35	Unlimited	16.06. 2005.	Yes	Yes
3.	Management in Nursing	1245	13	4	8			56*	Unlimited	16.06. 2005.	Yes	Yes
4.	Environmental Health Engineering	1395	23	2	6			57*	Limited	29.06. 2006.	Yes	Yes

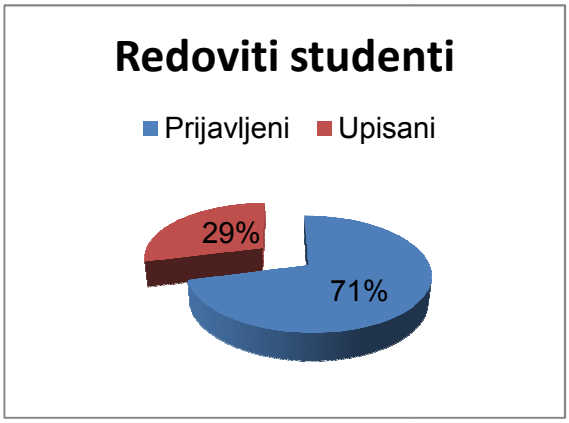
The table shows the number of students admitted into the first and second year of study in 2008/09 academic year.

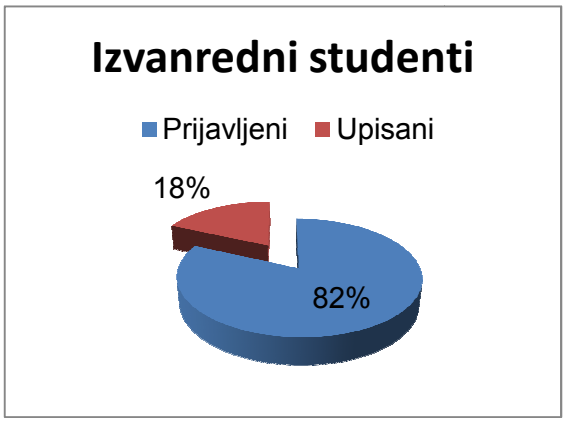
2. Students and Studying

2.1. Interest in the study*

The data should be provided for each study program separately by fields (if they exist) about the number of applied and admitted full-time students (total, financed by the Ministry and the independently financed) and separately for part-time students; data should also be provided for the admitted full-time students about their previously completed high school (general or vocational) by generation.
The same data should also be provided for off-site studies (if they exist).

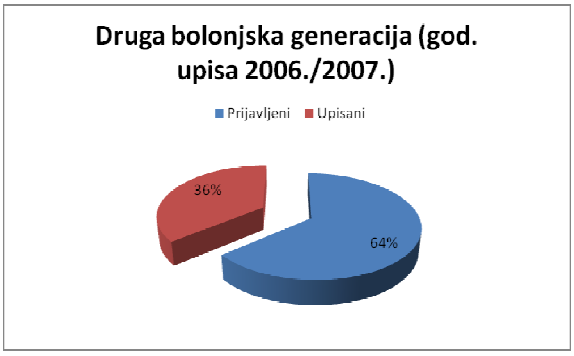
Study Program	The First Bologna Generation (2005/2006 admission year)							
	Full-time students		Part-time students (if any)		Completed high school (admitted full-time only)			
					General		Vocational	
	Applied	Admitted	Applied	Admitted	No.	Average grade	No.	Average grade
Nursing	951	127	624	138	1	0,000	126	3,459
Physiotherapy		123	-	-	2	4,338	121	3,773
Occupational therapy		65	-	-	1	3,267	64	3,563
Radiological Technology		74	-	-	2	4,179	72	3,524

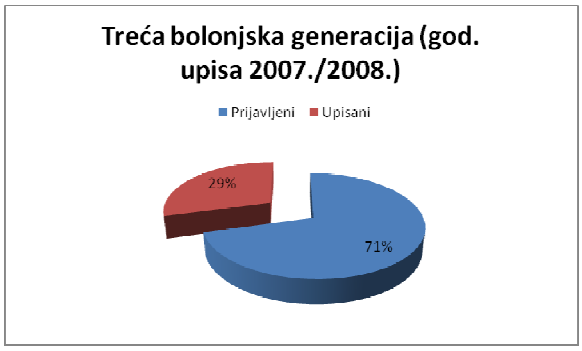




Study Program	The Second Bologna Generation (2006/2007 admission year)							
	Full-time students		Part-time students (if any)		Completed high school (admitted full-time only)			
					General		Vocational	
	Applied	Admitted	Applied	Admitted	No.	Average grade	No.	Average grade
Nursing	653	116	-	-	0	0,000	116	3,407
Physiotherapy		118	-	-	2	4,333	116	3,781
Occupational Therapy		55	-	-	1	0,000	54	3,487
Laboratory Medical Diagnostics	201	58	-	-	1	2,609	57	3,603
Radiological Technology		64	-	-	1	3,412	63	3,527
Environmental Health Engineering		70	-	-	1	3,400	69	3,119

Study Program	The Third Bologna Generation (2007/2008 admission year)							
	Full-time students		Part-time students (if any)		Completed high school (admitted full-time only)			
					General		Vocational	
	Applied	Admitted	Applied	Admitted	No.	Average grade	No.	Average grade
Nursing	205	81	233 + 418	401	0	0,000	81	3,424
Physiotherapy	257	81	75	72	3	4,414	78	3,843
Occupational Therapy	19 +62 (September)	53	-	-	0	0,000	53	3,479
Laboratory Medical Diagnostics	64	30	-	-	0	0,000	30	3,453
Radiological Technology	58 +35 (September)	51	-	-	1	3,400	50	3,479
Environmental Health ENgineering	54 +33rujan	31	-	-	3	3,771	28	3,795

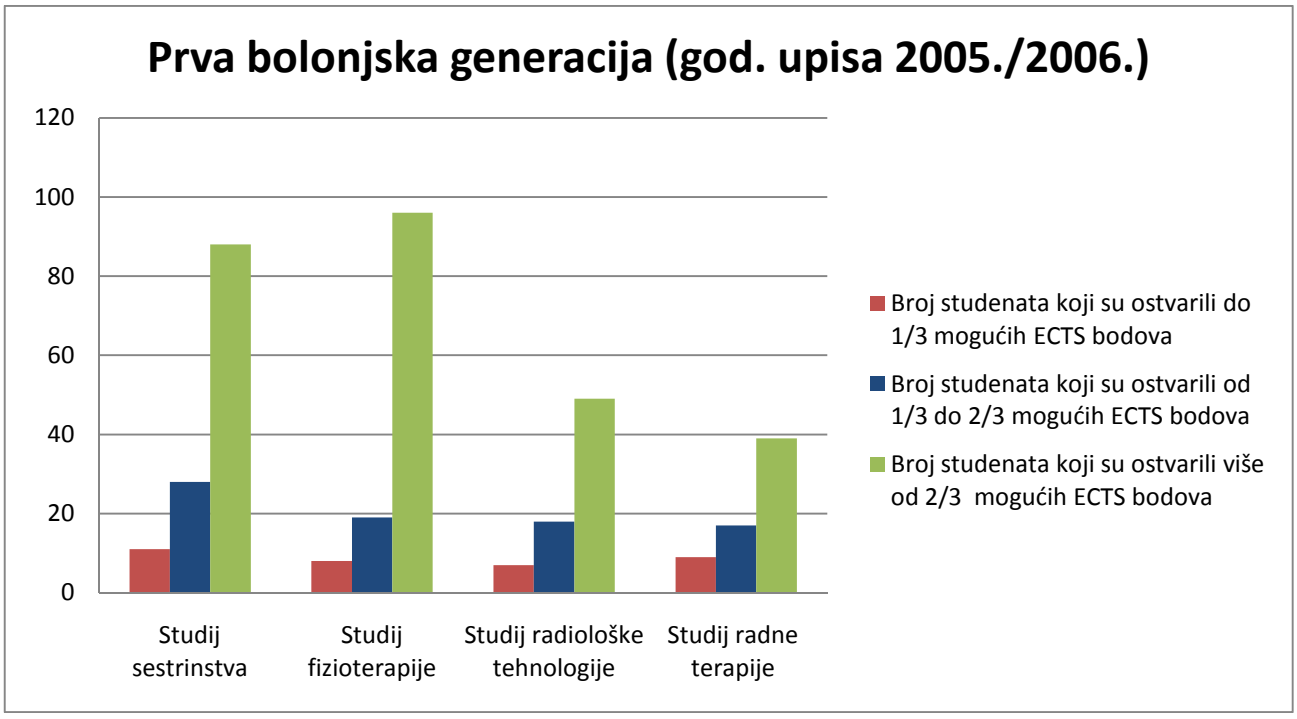




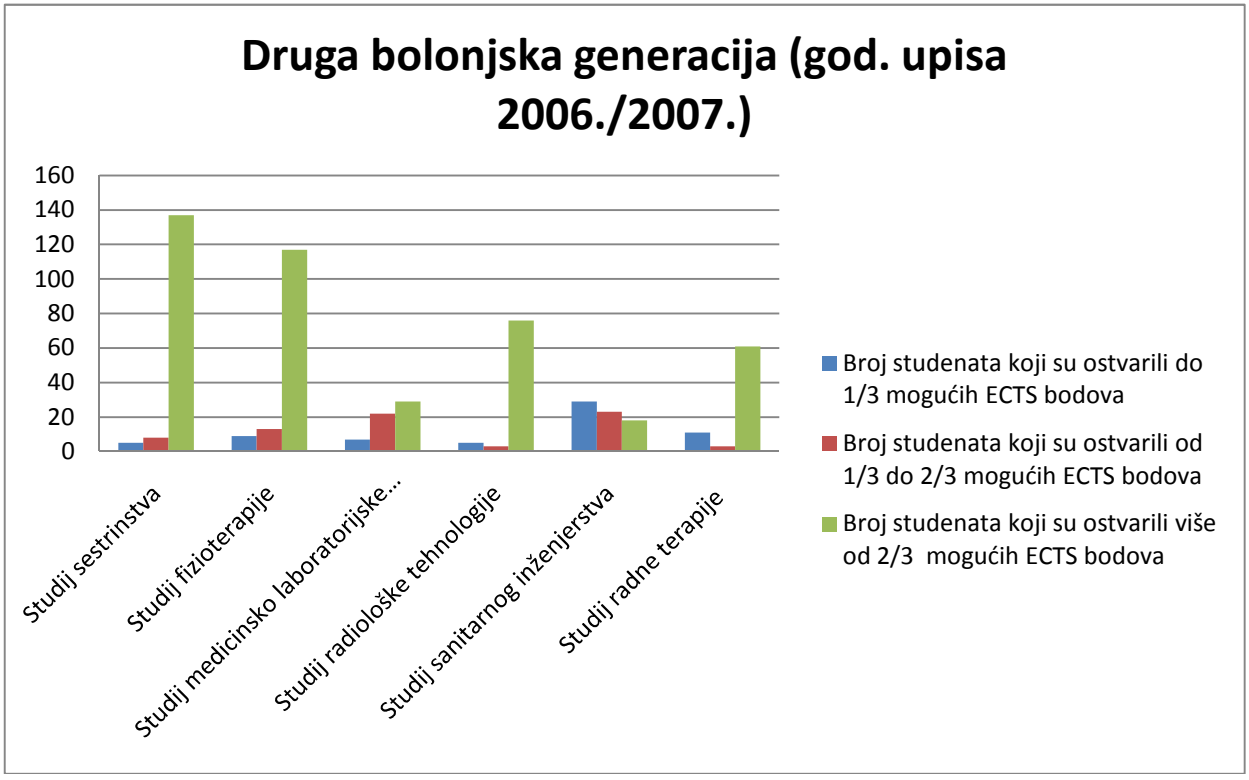
2.2. Passing rates*

Only for full-time students (total financed by the Ministry and independently financed), provide data on study achievements separately by fields (if they exist) and by generations at this institution of higher education.
If there are off-site studies, the data for them should also be separately provided.
The number of ECTS points is set on each October 31st preceding the time of evaluation. The number of ECTS points that can be achieved is obtained by multiplying 60 ECTS points by the number of years of studying (from admission to the 30th October, preceding the time of evaluation).
2.3.

	The First Bologna Generation (2005/2006 admission year)				
Study Program	No. of students admitted (2005/2006)	No. of students with up to 1/3 of possible ECTS points	No. of students with between 1/3 and 2/3 of possible ECTS points	No. of students with more than 2/3 of possible ECTS points	Average grades in studies
Nursing	127	11	28	88	3,37
Physiotherapy	123	8	19	96	3,75
Radiological Technology	74	7	18	49	3,55
Occupational Therapy	65	9	17	39	3,58



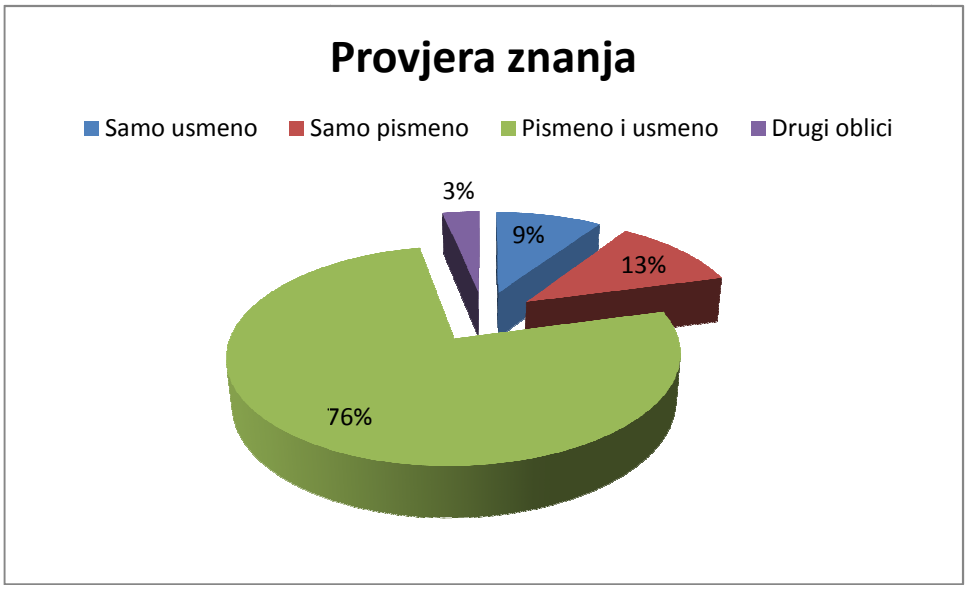
	The Second Bologna Generation (2006/2007 admission year))				
Study Program	No. of students admitted (2006/2007)	No. of students with up to 1/3 of possible ECTS points	No. of students with between 1/3 and 2/3 of possible ECTS points	No. of students with more than 2/3 of possible ECTS points	Average grade in studies
Nursing	150	5	8	137	3,22
Physiotherapy	139	9	13	117	3,68
Laboratory Medical Diagnostics	58	7	22	29	3,66
Radiological Technology	84	5	3	76	3,52
Environmental Health Engineering	70	29	23	18	2,90
Occupational Therapy	75	11	3	61	3,37



2.3. Verification of knowledge*

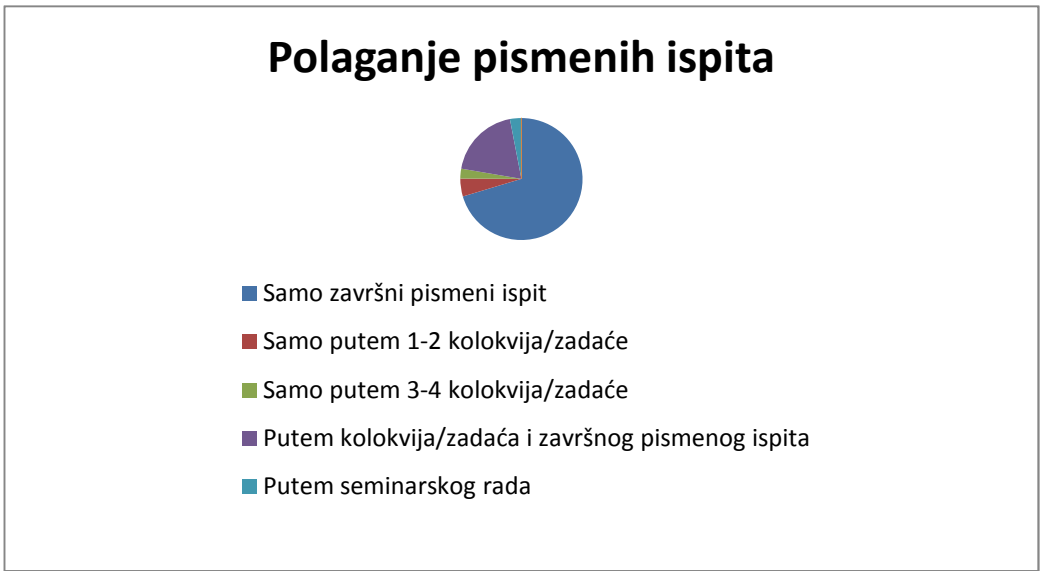
a) Describe the structure and method of taking examination for all courses in all study programs together (number of courses in relation to the total number in, %).

Oral only	Written only	Written and oral	Other
9,3%	11,5%	76,0%	3,2%



b) Describe the structure in the method of taking written examinations for all study programs of this institution of higher education (number of courses in relation to the total number, in %)*

Final written examination only	By means of 1-2 colloquia/assignments only	By means of 3-4 colloquia/assignments only	By means of colloquia/assignments and final written exam	By means of seminar paper	Other
70,4	4,7	2,6	19,3	3	0



c) Describe the number of courses in all study programs passed through practical work (laboratory, designing, clinical practice, field work, etc.)

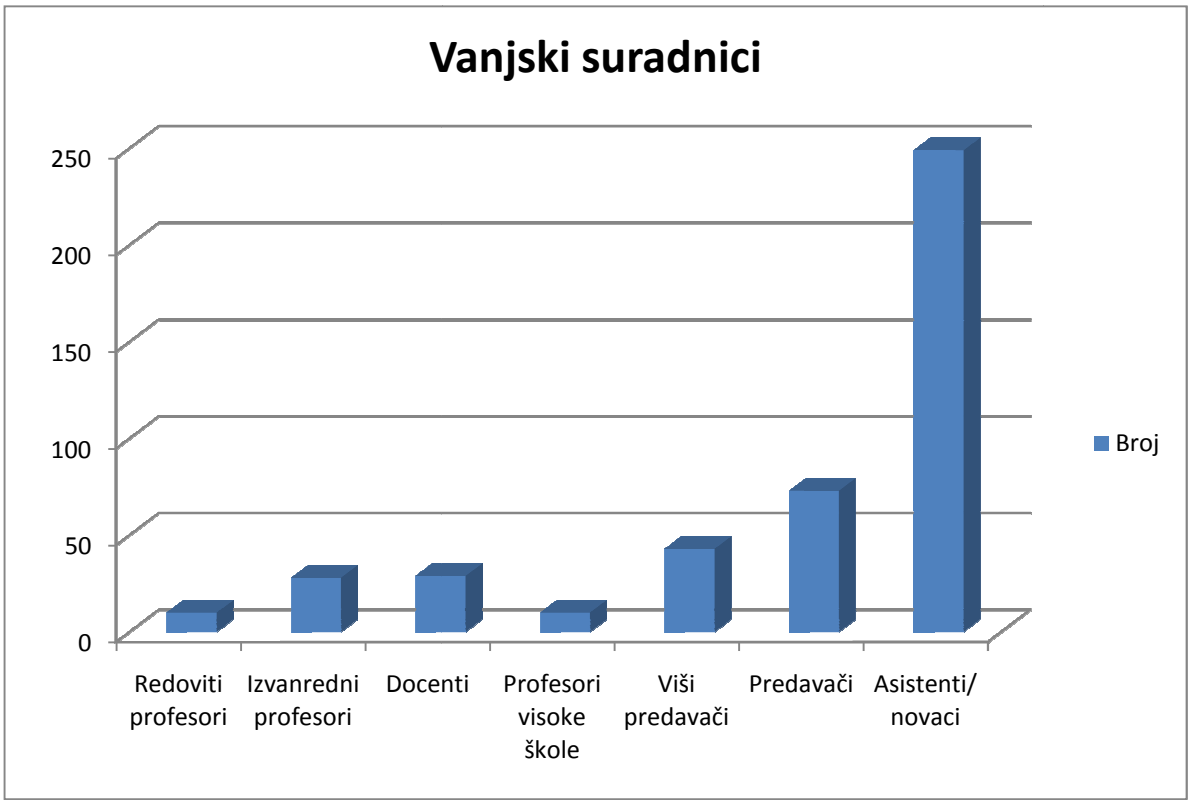
Study program	Practical work - laboratory	Practical work - designing	Practical work – clinical	Practical work – field activities	Practical work – other
Nursing			11		
Physiotherapy			14		
Laboratory Medical Diagnostics	10				
Radiological Technology			2		
Environmental Health Engineering					
Occupational Therapy					

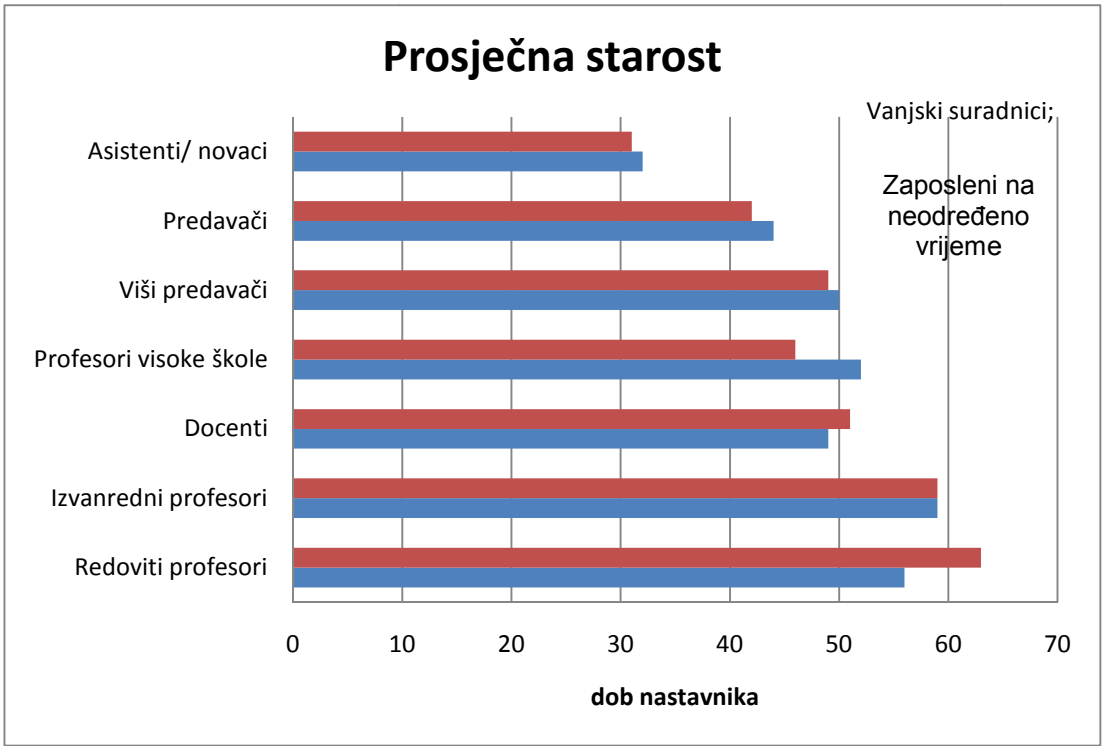
3. Instruction and Instructors

The data on instructors (teachers) is taken at the moment of evaluation, i.e. at the moment of filling up these tables. The number of the employed teaching staff need not be the whole number since the percentage of working time based on the employment contract is taken into consideration. The outside collaborators (the honorary ones) are considered as whole numbers regardless of the extent of their engagement.

3.1. The structure of instructors and collaborators

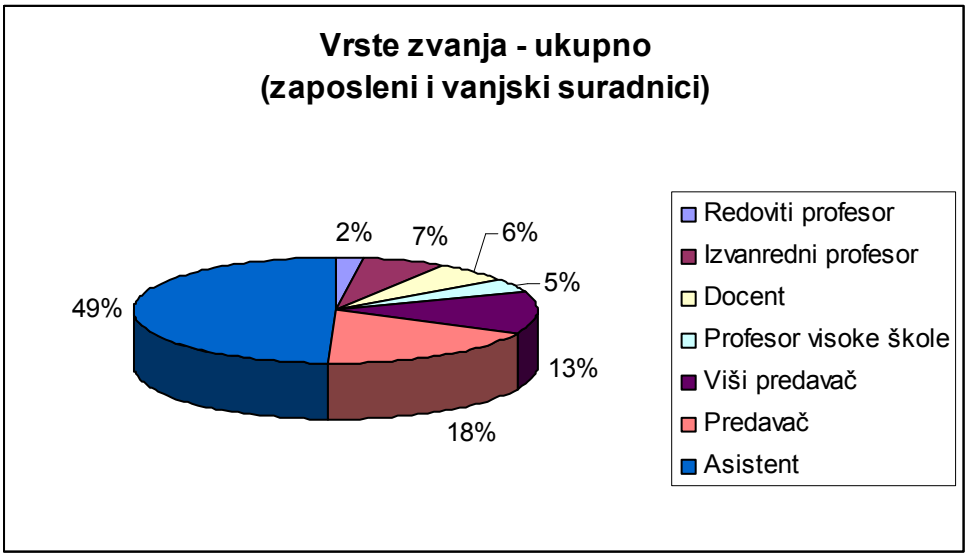
	Employed full-time		Outside collaborators	
	No.	Average age	No.	Average age
Full university professors	2	56	10	63
Associate professors	7	59	28	59
Assistant professors	4	49	29	51
Professors of professional institutions of higher education	21	52	10	46
Senior lecturers	20	50	43	49
Lecturers	35	44	73	42
Assistants/ Scientific assistants	16	32	249	31
Maintenance staff	4	35		
Administration staff	27	37		
Auxiliaries				





3.1.1. Instructors and collaborators by sex and age in 2007/08 academic year.

SEX	TOTAL	AGE									
		Younger than 25	*25-29*	*30-34*	*35-39*	*40-44*	*45-49*	*50-54*	*55-59*	*60-64*	*65 and above*
Men	547	9	44	51	72	101	93	78	63	30	6
Women	277	5	24	39	38	46	57	30	29	5	4



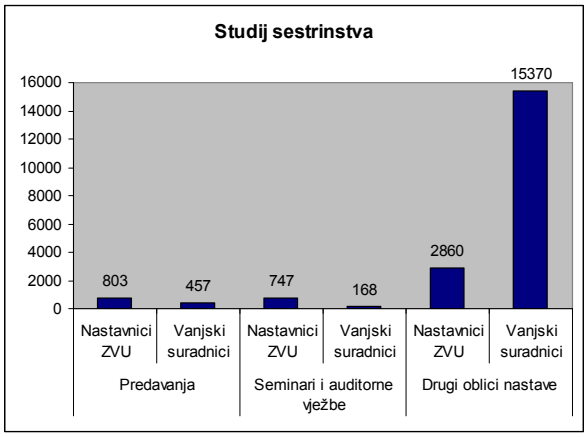
Professional distribution of the fully employed and external collaborators of the University of Applied Health Studies in Zagreb

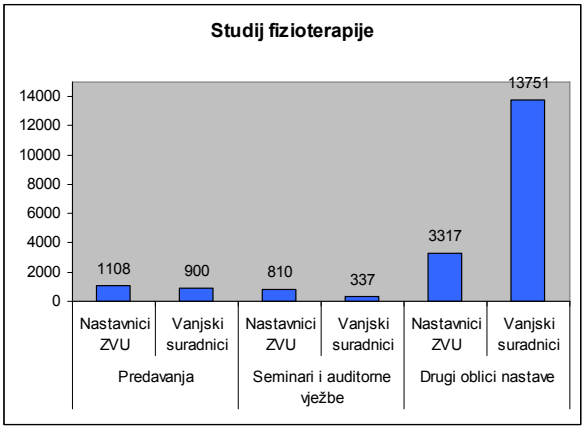
Instructors and external collaborators of this institution of higher education*

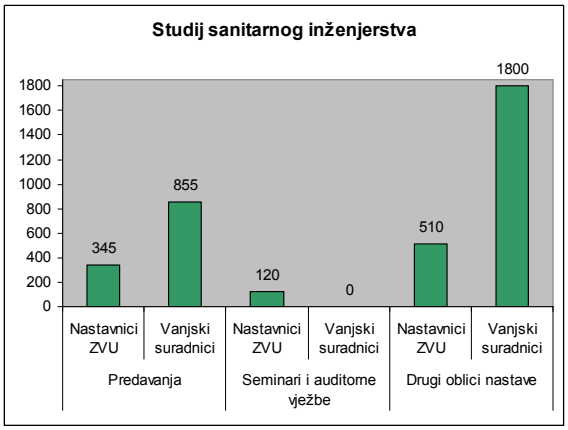
Provide the data for each study program separately by fields (if they exist) about the number of hours of effective lectures (teaching classes), seminars and auditorium exercises (practicums, field instructions, etc.) carried out by the instructors and external collaborators of this institution of higher education. The same is needed for off-site studies separately, if they exist.

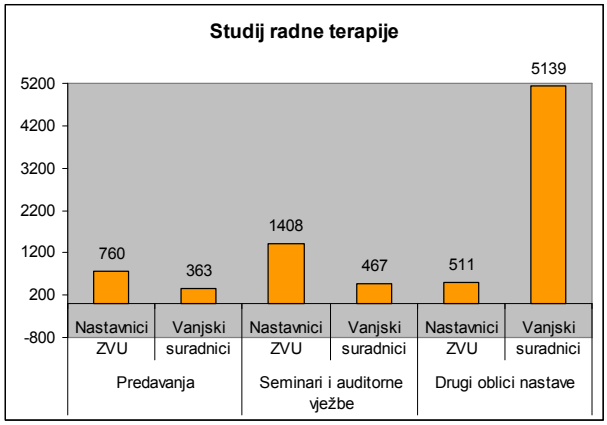
	Lectures		Seminars and auditorium		Other	
Study program	Instructors of this institution of higher education	External collaborators	Instructors of this institution of higher education	External collaborators	Instructors of this institution of higher education	External collaborators
Nursing	803	457	747	168	2860	15370
Physiotherapy	1108	900	810	337	3317	13751
Environmental Health Engineering	345	855	120	-	510	1800
Occupational Therapy	760	363	1408	467	511	5139
Radiological Technology	696	954	165	150	1929	7910
Laboratory Medical Diagnostics	300	960	255	310	380	2600
Specialization in Management in Nursing	225	350	120	180		
Specialization in Public Health	300	165	705	285	15	60
Specialization in Physiotherapy *1st year only*	86	274	116	264	208	700
Specialization in Environmental Health Engineering	145	420	60	180	300	1080

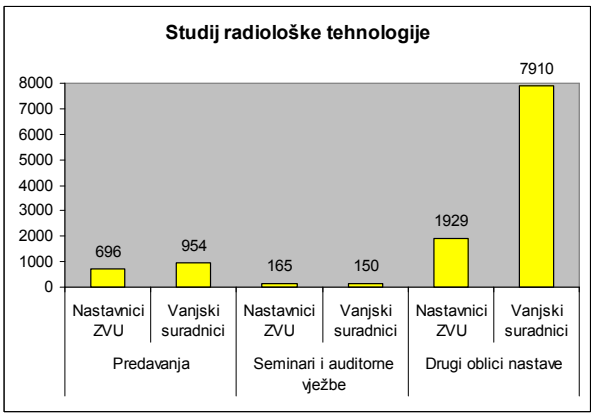
The extent of teaching load for instructors and external collaborators

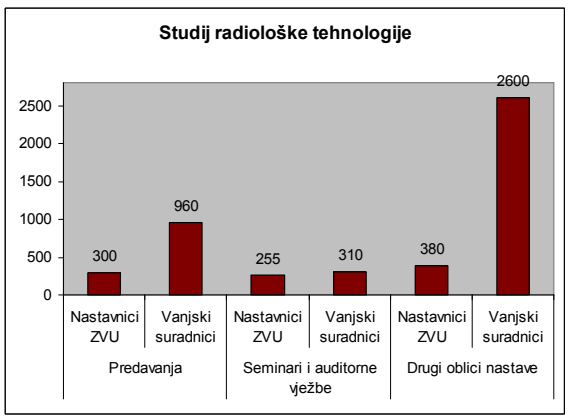












3.2. Teaching Materials

Provide the number of publications related to the teaching process (for all study programs of this institution of higher education), written by instructors and collaborators of this institution in the past 10 years.

No. of textbooks written in Croatian	No. of foreign textbooks translated into Croatian	No. of scientific books related to teaching	No. of handbooks	No. of subjects for which the reviewed handbooks may be found on web pages of the institution	No. of subjects for which there is a web page with auxiliary teaching materials
25	./.	./.	./.	./.	54

3.3. Web pages

For each study program and separately for fields (if they exist), provide the data about the number of courses for which there are individual web pages and about their content. The same is needed for off-site studies (if they exist).

Study program	No. of courses with separate web pages	The following elements are included for courses with separate web pages and the number of pages for each element					
		Goals, content and reading list of the course	Announced times for written and oral exams and consultation	Announcing of results of colloquia and written exams	Problems and answers from previous exams	Additional teaching materials (lecture hand-outs, power point presentation, drawings, pictures, video records, etc)	Possibility of interactive communication between teachers and students

- **Information on web pages is presented in the textual part of the auto-analysis.**

4. Scientific and Professional Activities

4.1. Number of active scientific (Ministry of Science, Education and Sports) and professional projects

No. of active scientific projects		N. of professional projects begun in the past 3 years and lasting:		
(MSES)	International	up to 3 months	up to 1 year	More than 1 year
2	0	./.	1	./.

4.2. Publications

The data based on Croatian Scientific Bibliography (CROSBI) for the past 5 years.

The CROSBI data related to University of Applied Health Studies in Zagreb for the past 5 years, published on September 29, 2008.

Category	Total number of publications of instructors and external collaborators of this institution	Number of publications listed in scientific fields relevant for the study programs of this institution
Books	11	
Chapters in books	29	
Textbooks	5	
Scientific publications in CC journals	22	
Professional and other publications in CC journals	13	
Publications cited in the Handbook of NN 2/97 (Official Gazette)	34	
Publications in other journals	39	
Congress reports in CC journals	3	
Papers in the process of being published	12	
Invited lectures to groups	1	
Papers published in proceedings with international reviews	8	
Other papers published in proceedings	1	
Summaries published in proceedings and unpublished papers	3	
Dissertations and masters' theses	14	
Diploma papers	55	
Other types of publications	5	
Patents	3	

5. International Activities

The data on international collaboration and activities for the evaluated institution refer to the period of the past 5 years.

- **For the period from: January 1st 2003 to March 31st 2009**

	No. of instructors visits abroad		
	Domestic financing	Foreign financing	Combined financing
scientific	**4**	**1**	
teaching		**1**	
professional	**29**	**4**	**13**

	No. of foreign instructors visiting this institution		
	Domestic financing	Foreign financing	Combined financing
scientific			
teaching			
professional			

	No. of students in international exchange		
	Domestic financing	Foreign financing	Combined financing
Students of this institution			
Foreign students			

No. of non-teaching staff of this institution visits abroad		
Domestic financing	Foreign financing	Combined financing
10		**3**

6. Facilities and Equipment

6.1. Buildings of the institution of higher education (property or rental)

Provide the list of existing buildings, buildings under construction and planned construction

Building	Location (address)	Year of construction	Year of reconstruction	Total m2
ZVU, Mlinarska	Mlinarska 38	1895	2001, 2003, 2007	2013
ZVU, Ksaver	Ksaver 209	1984	2006	1326

6.2. Lecture halls

Building	Type or No. of the hall	Area in m2	Student seating capacity	Weekly use (hours)	Equipment assessment (scale 1-5)
Mlinarska 38	Seminar hall	40	28	37	5
Mlinarska 38	Hall No. 1	53	55	40	5
Mlinarska 38	Hall No. 2	120	120	48	5
Mlinarska 38	Hall No. 3	110	120	42	5
Mlinarska 38	Hall No. 4	53	55	32	5
Mlinarska 38	Hall No. 6	45	40	45	5
Mlinarska 38	Hall No. 7	40	40	44	5
Ksaver 209	Hall No. 209	50	40	29	5
Ksaver 209	Hall No. 303	50	40	19	5
Šalata 3b, MEF	Hall C		100	As required	5
Šalata 3b, MEF	Čačković		300	As required	5
Šalata 3b, MEF	Biology hall		250	As required	5
Šalata 3b, MEF	Mašek		107	As required	5
Šalata 3b, MEF	New council room		120	As required	5
Šalata 3b, MEF	Wickerhauser		100	As required	5
Av.Gojka Šuška 6	Amphytheatre		300	As required	5
Av.Gojka Šuška 6	Hall No. 5		35	As required	5
Av.Gojka Šuška 6	Hall No. 6		55	As required	5
Av.Gojka Šuška 6	Hall No. 7		50	As required	5
Mlinarska bb	Amphytheatre	100	95	35	4-5
Mlimarska 34	Amphytheatre	110	120	32	3-4
Rockefellerova 2	Amphytheatre	115	100	Prema potrebi	3
Petrova 13	The great lecture room			3	3
Klaićeva 16	The great lecture room		100	4	5
Šalata 3, Biology	Biology hall		25	3	
Pierottijeva 6, PBF	Hall No. 1			2	
Klaićeva 16, Children's Hospital	Department of Pediatric Radiology			2	

Building	Type or No. of the hall	Area in m2	Student seating capacity	Weekly use (hours)	Equipment assessment (scale 1-5)
Zajčeva 19, KB Merkur	Lecture room			2	
Vinogradska 29, Secondary Nursing School	Classroom		35	1	
Kišpatićeva 12, KBC Rebro	Department of Protection from Radiation		50	5	
Šalata 11, Anatomy	Lecture room		150	2	3
Poljička 12, Retirement Home, Trnje	Lecture room			2	
Božidarevićeva 11, Rehabilitation and Orthopedic Appliances	Library			4	
Vinogradska 29, „Sisters of Mercy“ Clinical Hospital	Oncology and Nuclear Medicine			3	
Šalata 3, Pathology	Lecture room		80	2	

*the equipment includes the quality of furniture, technical and other equipment.

6.3. Laboratories/Practicums

Building	Type of area and location	Area (m2)	Student seating capacity	Weekly use (hrs)	Levelof equipment (scale 1-5)
Clinical Hospital Center Zagreb, main building, cellar	Dept. of Transfusion Medicine, Laboratory for pre-transfusion testing	120	10-12	8 weeks a year, 5 days per week	4
Clinical Hospital for Infectious Diseases „Dr.F. Mihaljević	Department of Clinical Microbiology	cca. 350m^2	10		5
„Dr. F. Mihaljević“	Department of serological diagnostics	cca. 80m^2	6		5
MF, Salata	Department of Chemistry (general clinical chemistry, Zavod za kemiju, special clinical chemistry	50	27	10	3
Clinical Hospital Center (KBC Zagreb)	Department of Laboratory Diagnostics, the old building, Emergency Care Laboratory (special clinical chemistry, physical methods in clinical chemistry)	60	6	6-12	5
KBC Zagreb	Department of Laboratory Diagnostics, new building, Central Laboratory (special clinical chemistry, physical methods in clinical chemistry)	120	8	6-12	5
The old building of MF Šalata 3	Microscopy room of Department of Histology and Embriology	150m2	60	3	4
State Institute of Public Health and MF Rockefellerova 2. (cellar and 2nd floor)	The great laboratory practicum, Department of Biochemistry and Sterilisation	80 m2 and 100 m2	25	5 hours	4 for lab. practicum vježb. 3 for sterilistion room
Children's Clinical Hospital, Zagreb	Microbiological Laboratory	cca. 100 m²	5-6	6	4

ZVU – Ksaver and Mlinarska	Seminar hall	cca 48 m^2 (Ksaver) cca 45 m^2 (ZVU)	30 (max)	6	4
Children's Clinical Hospital Zagreb	Microbiological Laboratory	Cca. 100 m²	5-6	6	4
Clinical Hospital „Holy Spirit“	Department of Clinical Microbiology and Hospital Infections	Cca. 300 m²	6	6	4
Clinical Hospital Dubrava	Department of Laboratory Diagnostics	2000	15	5	4
Department of Nuclear Medicine and Oncology, „Sisters of Mercy“ Clinical Hospital	Laboratory Dept. of the Clinic, rooms 54, 55, 61	25m^2, 20 m^2, 25 m^2	5	5 hours	5
MF – Pathology	Lecture room	150	100	0-2	5
MF – Pathology	Seminar room	40	25	0-2	5
MF - Pathology	Patho-histological Laboratory	35	15	10	5
MF - Pathology	Immuno-histochemical Laboratory	45	10	5	5
MF - Patology	Laboratory for molecular pathology	60	10	5	5
State Institute of Public Health (HZJZ) Rockefellerova 2	Department of Epidemiology - Croatian Reference Center for Epidemiology	200 m2	5	3	4/5
MF - Phyisiology, Šalata 3	Practice room of Dept. of Physiology	Cca 30	25	40	3
MF – Microbiology and Parasitology Rockefekllereova 2	The great practice room	80m2	25	16	4
Šalata 3	Practicum B	30	20	4	
Šalata 3	Practicum C	48	30	4	
Šalata 3	Prep room	15		4	
MF - Anatomy	Museum-study room with preparations Section room	350	36	2	5
Ksaver 209	Room 107- X-ray	35	8	0	4
Ksaver 209	Room 210- SE	45	30	21	4

Ksaver 209	Room 215- FT	50	15	24	5
Ksaver 209	Room 304- INFO	50	21	24	5
Ksaver 209	Room 305- RT	45	20	16	4
Ksaver 209	Room 308- FT	50	15	28	5

6.4. Educational Bases Used for Practical Classes

Building	Educational Base	No. of students in educational base	No. of hours of classes (weekly) per individual educational base
Avenija Gojka Šuška 6	KB Dubrava	401	129
Vinogradska 29	KB Sestre milosrdnice („Sisters of Mercy“)	324	92
Kišpatićeva 12	KBC Rebro	430	162
Petrova 13	Clinical Hospital for Gynecology and Obstetrics	54	3
Zajčeva 19	KB Merkur	57	35
Draškovićeva 19	Traumatology Clinical Hospital	132	59
Klaićeva 16	Children's Clinical Hospital	266	62
Ilica 197	Oncological Clinical Hospital	114	45
Jordanovac 104	Clinical Hospital for Lung Diseases	48	25
Sveti duh 64	OB Sveti duh („Holy Spirit“)	295	100
Laginjina 16	Health Center Medveščak	4	15
Mirogojska 16	Zagreb Institute of Public Health	55	14,5
Rockefellerova 2	Department of Microbiology	32	8
Šalata 11	Department of Anatomy, MEF	32	1,5
Šalata 10	Department of Chemistry and Biochemistry, MEF	16	6
Šalata	Department of biology MEF	32	4,5
Roskefellerova 4	School of Public Health „Andrija Štampar“	3	1
Rockefellerova 7	State Institute of Public Health	16	2
Mirogojska 8	Clinical Hospital for Infectious Diseases „Fran Mihaljević“	22	5
Rockefellerova 3	Special Hospital for Lung Diseases	44	10
Ul.Fausta Vrančića9, Vrbik	Kindergarten „Vrbik“	11	2
Josipa Hamma 2	Kindergarten „Pčelica“	11	2
Prilaz Gjure Deželića 30	Kindergarten „Izvor“	11	2

Prilaz baruna Filipovića 11	Health Center Zagreb-West	185	42
Horvačanski trg 1	Health Center Zagreb-Center	11	2
Matice hrvatske bb, Velika Gorica	Health Center Velika Gorica	11	2
Grižanska 4	Health Center Zagreb-East	11	2
Dobri dol 4	Clinic for Diabetes Vuk Vrhovac	44	10
Islandska 2	Home for the disabled and senior citizens, „St. Ana“	43	2
Dunjevac 17	Home for the disabled and senior citizens „St. Joseph“	43	2
Božidarevićeva 11	Clinical Dept.for Rehabilitation and Orthopedic Appliances	173	66
Bolnička cesta 32	Psychiatric Hospital „Vrapče“	43	4
Dvorničićeva 6 Vile velebita 1e Vile Velebita 11b	Center for Autism	56	30
Špoljarov prilaz 2	Education andtrainingcenter for children and adolescents	136	44
Zagrebačka bb, Dugo Selo	Center for occupational therapy andrehabilitation Stančić	56	15
Šamačka 5	Rehabilitation Center „Nova skrb“ („new care“)	8	40
Zagrebačka 4a	Zagreb Center for Rehabilitation Workshop Sesvete	40	15
Hermanova 17e	Day-care center for occupational therapy and rehabilitation of children with impaired vision and other disabilities „Mala Kuća“	149	40
Švarcova 20	Welfare association „Dobrobit“	40	8
Dunjevac 17, Sveti duh	Dom umirovljenika „Sveti Josip“	56	15

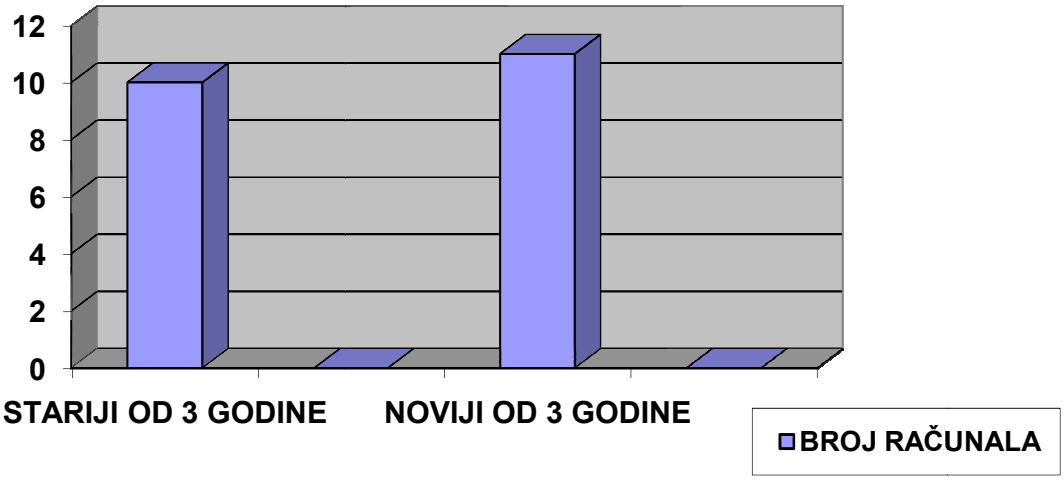
Poljička ulica 12	Retirement home Trnje	51	20
Kuća sv.Franje Odra 5 Sv. Izidora 5	Home for the elderly and the disabled	52	40
Zahradnikova 12, Sloboština	Society for cerebreal palsy and polyomyelitis, Zagreb	56	13
Vodnikova 8	Croatian society of the mute and the blind, „Dodir“		
Biskupa Josip Galjufa 5	IDA DIDAKTA	56	5
Goljak 2 Zelengaj 37	Special hospital for children with motor deficiencies	40	30
Ljudevita Gaja 2, Krapinske Toplice	Special rehabilitation hospital, Krapinske Toplice (spa)	40	30
Đakovačka 11	Association of parents whose children have special needs, „Put u život“	8	
Draškovićeva 80/III	Society of the blind and those with visual impairment	56	15
Avenija Dubrovnik 5	URIHO	56	10
Nemetova 2	A Diagnostic Polyclinic	78	15
Šarengradska 3	Health Center for the Mnistry of Internal Affairs (Police)	26	15
G. Ninskog 3	Health Centar for Railroad Workers	26	15
Srebrenjak 100	Special hospital for children's lung diseases	78	15
Šalata 6	Orthopedic Clinical Hospital	187	35
Trg športova 10	Winter swimming pool „Mladost“	187	35
Zvoningradska	„TOBIA“	96	30
Goljak 2	S.B. „Goljak“	96	30
Trnsko 25a	K.K. Zagreb; M.O.K. Zagreb	96	25
Voćarska 106	CYBEX- Diagnostic and Therapeutic Center	96	25
Šalata 7	Orthopedic Clinical	96	30

	Hospital		

6.5. Equipmentof Computer Classrooms*

Provide dana about computers and computer classroms (practicums) used for instruction.

No. of new computers (not older than 3 years)	No. of computers olderthan3 years	Level of functionality (scale 1 – 5)	Level of maintenance (scale 1 – 5)	Possibility of use outside teaching classes
11	10	4	5	2



6.6. Rooms for Teachers/instructors

Building	No. of teachers' rooms	Average are in m2	Equipment level (scale 1 – 5)	Average are in m2 per fully employed teacher/instructor
Mlinarska 38	15	12,133	4	11,37
Ksaver 209	16	17,625	4	12,81

6.7. Areas Used Only for Scientific and Professional Activities

Building	Internal designation of the room or laboratory	Area (in m2)	Weekly use (hours)	Level of equipment (scale 1 - 5)

6.8. Capital Equipment

Provide data on capital equipment of the institution that exceeds the purchase price of 200 000 kunas.

Name of instrument or equipment	Purchase Price	Age (years)
Elevator	584.088,42	2 (2007)

6.9. Library and Its Equipment

a) Provide data on library premises

Area (in m2)	Number of Employees	Seating Capacity	No. of students using the Library	Is there a computer database of books and journals?
33	1	4-6	1529	Yes

b) Equipment in library premises

No. of books	No. of textbooks*	Evaluate contemporaneity of books and textbooks (scale 1– 5)	No. of foreign journals	No. of Croatian journals	Evaluate functionality of catalogues, books and journals	Equipment evaluation (scale 1-5)**	Quality and accessibility of electronic contents***
1562	2180	5	4	8			

* The number of textbooks refers to all textbooks regardless of the number of copies.
** The possibility of making copies for teachers and students, acquisition of copies from other libraries, catalogues of teachers' publications, etc.
*** Electronic publications of the following are intended: books, journals, databases, one's own catalogues and those of other libraries.

6.10. Students' Standard

The folowing should be provided regarding the students' standard in your Institution

	Area (in m2)	No. of seats and active space
Study area	105,16	Cca. 50
Students' restaurant (receiving the „X“-es)		
Other food facilities		
Bookshop	20,5	--------
Photocopying		--------
Students' accommodation		
Sports premises		
Recreation	48,08	

7. Monitoring of the Quality od Studying

7.1. Monitoring of the Quality of Studying

Description of activity	Individual or group in charge of the activity	Frequency of the activity (annual no. of meetings or actions)	Number of reports issued in the past three years	Pracal rezults of the activities (described in Auto-Analysis)
Thematic sessions on the quality of instruction/teaching	Committee for Quality Ensurance	7	5	Introduction of new procedures in quality monitoring
	Bord of the study program heads	10	3	Proposal of changes in the instructional process
	Professional Board	3	3	Modernisation of study programs
Activities of Committeefor Quality Ensurance	Committee for Quality Ensurance	10	5	Improvement of teaching,publishing activities, knowledge tests
Students' survey (implementation, data analysis, informing the students, informing the teachers)	Committee for Students' Evaluation	4	2	Modernisation of methodology
SWOT analysis at institutional level	Committee for Quality Ensurance	1		The document is currently being discussed
	Management Board of the Institution	1		The document is currently being discussed
Monitoring of quality indicators at institutional level	Committee for Quality Ensurance	5	4	Analysis of present situation and proposal for changes
	Vice-dean for teaching process and vice-dean for quality management	3	2	
	Stručno vijeće	2	2	
Other forms of evaluation	Instructors/teachers	1	1	Opinions of th teaching staff on how to improve the teaching process

7.2. Employment of Graduate Students (by previous study programs)*

Provide the data about the number of students graduating by previous study program at this Institution in the past three years, and the number of unemployed in this profession based on the evidence provided by the Employment Agency.

Previous study program	No. of graduate students in the past 3 years	No. of unemployed based on Employment Agency statistics

8. Financial Resources

The data refers to the final balance sheets of the Institution for the previous two years.
The Dean and accounting chief guarante or the accuracy of the presented data.
N = the calendar year in which the evaluation of the institution was performed.

		2006.	2007.
	INCOME		
1.	INCOME FROM THE NATIONAL BUDGET	13.028.162	13.460.959
1.1	Salaries of the employed	5.787.932	7.672.830
1.2.	Operational costs (including field instruction)	1.951.996	1.816.980
1.3.	Structuring of course (Bologna process)		
1.4.	External collaboration	2.826.905	1.459.500
1.5.	Scientific projects		18.334
1.6.	Allocated costs for scientific activities		
1.7.	International collaboration		
1.8.	Organization of international meetings		
1.9.	Acquisition of journals		
1.10.	PSD tuition		
1.11.	Currnet maintenance		
1.12.	Construction, equipment, investment maintenance	2.000.000	1.500.000
1.13.	Other soures of income (specify)	461.329	993.315
	-Publishing -Transportation -Anniversary rewards, reimbursements, Christmas bonuses, severances, assistants -M.A. costs -Costs of Council of Inst.of Higher Education -Students' programs	82.500 180.000 198.829	96.395 212.981 249.939 3.000 400.000 31.000
2.	ASSISTANCENFROM THE BIDGET		
2.1.	Income and assistance governments (cities, counties)		
2.2.	Income and assistance from other subjects (e.g. National Science Foundation)		
2.3.	Total of other types (specify)		
3.	INCOME FROM INTEREST	16.201	18.055
4.	INCOME FROM OWN ACTIVITIES	127.727	71.048
4.1.	Tuitions – postgrauate		
4.2.	Research and professional projects	50.000	
4.3.	Rental	77.727	71.048
4.4.	Total other types (specify)		
5.	INCOME UNDER SPECIAL REGULATIONS	11.870.923	14.471.497
5.1.	Tuitions – undergraduate, graduate	10.395.123	12.728.852
5.2.	Admission procedure	462.000	631.500
5.3.	Registrations	199.450	270.930
5.4.	VAT refund		
5.5.	Publishing activity	181.207	159.680
5.6.	Payment of students' requests, certifications, diplomas, indexes, ...	438.479	529.235
5.7.	Total othertypes of income (specify)	194.664	151.300
	-Professional meeting fees -Co-financing of the costs forthe Council of Inst. Of Higher Education	122.664 72.000	151.300 0
6.	OTHER INCOME (specify)	1.762	5.077

	-refundacija troškova iz preth.godina	1.762	5.077
A	UKUPNO PRIHODI POSLOVANJA	25.044.775	28.026.636

		2006.	2007.
1.	EXPENDITURES FOR THE EMPLOYED	9.035.242	12.307.200
1.1	Salaries	8.791.873	11.943.215
1.2.	Total other (anniversary awards, children's gifts, compenstion for illness and death, Christmas bonuses, reimbursements)	243.369	363.985
2.	MATERIAL AND ENERGY COSTS	817.822	689.690
2.1.	Office material and other material costs	322.053	360.367
2.2.	Laboratory materials	86.861	67.049
2.3.	Energy	176.864	145.159
2.4.	Materials and parts for current investment maintenance	164.619	95.356
2.5.	Minor inventory	67.425	21.759
2.6.	Total other (specify)		
3.	SERVICES COSTS	10.013.073	10.472.115
3.1.	Phone, post, transportation	446.325	493.326
3.2.	Services for current investment maintenance	728.895	823.799
3.3.	Promotion and advertising	176.279	197.450
3.4.	Communal services	442.914	526.103
3.5.	Renting, leasing	1.467.444	2.201.412
3.6.	Intellectual and personal services	5.720.890	5.195.900
3.7.	Computer services	177.329	36.380
3.8.	Total other (specify)	852.997	997.745
	-health care services	140.060	148.440
	-graphics and printing services	596.779	775.747
	-interior design services	39.464	9.710
	-other	76.694	63.848
4.	EXPENDITURES FOR NON-FINANCIAL ASSETS	3.500.014	3.697.953
4.1.	Business premises		
4.2.	Computers	253.169	261.111
4.3.	Laboratory equipment	10.370	31.847
4.4.	Office equipment	31.681	17.604
4.5.	Communication equipment	41.398	25.211
4.6.	Other	118.268	86.507
4.7.	Books, and other	11.100	18.017
4.8.	Investment into premises, machinery and other equipment		
4.9.	Additional investment in construction		2.970.891
4.9.	Total other (specify)	3.034.028	286.765
	-furniture	308.045	117.375
	-bykes	22.436	
	-computer programs	38.581	119.241
	-investments into rented property (Ksaver)	2.664.966	50.149
5.	COMPENSTIONS TO EMPLOYEES	680.850	649.713
5.1.	Business travelling	400.691	318.709
5.2.	Professional training	113.320	113.315
5.3.	Total other (specify) including transportation costs	166.839	217.689

6.	**OTHER EXPENDITURES**	**966.651**	**1.207.356**
6.1.	**Insurance premiums**	**143.092**	**117.546**
6.2.	**Representation cost**	**396.925**	**352.909**
6.3.	**Membership**	**19.540**	**21.628**
6.4.	**Banking and financial services**	**23.283**	**28.412**
6.5.	**Interest**	**709**	**391**
6.6.	**Other financial costs**	**70.665**	**308.295**
6.7.	**Compensation to bord and committee members**	**312.437**	**210.215**
6.8.	**Field instruction**		**167.960**
B	**TOTAL EXPENDITURES**	**25.013.652**	**29.024.027**
C	**Brought from previous years**	**3.480.834**	**3.511.957**
	OVERALL STATUS December 31st (A-B+C)	**3.511.957**	**2.514.566**