INTRODUCTION

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| --- | --- | --- | --- | --- | --- | --- |
| Name of the higher education institution applying for the initial accreditation: | | | | | | |
|  | | | | | | |
| Address: |  | | | | | |
| Web address: |  | | | | | |
| Educational-science / educational-art field: | | | | | | |
| Natural-mathematical science | | Social-humanistic science | Medical science | Technical-technological science | | Arts |
| Number of accredited students | | | | | |  |
| Basic academic studies | | | | | |  |
| Master Academic Studies | | | | | |  |
| Specialist academic studies | | | | | |  |
| PhD studies | | | | | |  |
| Basic vocational studies | | | | | |  |
| Specialist vocational studies | | | | | |  |
| Master Vocational Studies | | | | | |  |
| Total number of students | | | | | |  |
| Active teaching hours on all programs set up from a unified electronic form | | | | | Lectures | Exercises |
| Basic academic studies | | | | |  |  |
| Master Academic Studies | | | | |  |  |
| Specialist academic studies | | | | |  |  |
| PhD studies | | | | |  |  |
| Basic vocational studies | | | | |  |  |
| Specialist vocational studies | | | | |  |  |
| Master Vocational Studies | | | | |  |  |
| Total hours | | | | |  |  |
| Total number of hours of active teaching | | | | |  | |
| Space | | | | |  | |
| Space, Library | | | | |  | |
| Space, total surface area | | | | |  | |
| Ratio of total surface area / total number of students | | | | |  | |
| Total number of library units in the area in which the teaching is delivered (base of electronic units) | | | | |  | |
| Total number of computers in computer classrooms | | | | |  | |

Number of teachers

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of teachers / titles | Foreign  Language teacher | Skills teacher | Lecturer | Lecturer  Without an employment contract | Senior Lecturer | Prof. for foreign stud. | Assistant Professor | .Associate Professor | Full Professor | Researcher | Emeritus | SASA Member | Other |
| Full-time employees (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employees who do not have full-time engagement (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Engagement for additional time (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total number |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total number of teachers |  | | | | | | | | | | | | |
| All teachers and associates engaged by the higher education institution are counted. | | | | | | | | | | | | | |

Number of associates

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of associates / titles of the associates | Teaching Associate - SN | Associate without an Employment Contract - SRO | Associate for part of practical Teaching – SP / Clinical Assistant-KA | Assistant - A | Assistant with a PhD - AD | Scholarship of Serbian MESTD - SM | Intern Researcher - IP | Research Associate - IS | Associate in Art Studies - US | Senior Associate in Art Studies – VUS | Independent Associate in Art Studies - SUS | Expert Associate - SS | Senior Expert Associate - VSS | Independent Expert Associate - SSS | Lector-L | Senior lector-VL | Other-O |
| Full-time employees (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Part-time employees (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Engagement for extra work (planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total number of associates |  | | | | | | | | | | | | | | | | |
| All teachers and associates engaged by the higher education institution are counted. | | | | | | | | | | | | | | | | | |

Table 3.1 List of study programs applying for the work permit.

|  |  |  |  |
| --- | --- | --- | --- |
| Number | List of study programs | Enrollment - number of students | Title |
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Table 4.1 List of teachers and associates involved in science and art research projects

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of the associate | Type of project | | | | | |
| Ministry Projects | | | | M | D/V |
| D/F | D/I | D/R | D/S |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| \* D/F- domestic - fundamental, D/I-domestic - innovations, D/R-domestic - development, D/S-domestic - strategic, D/EF- domestic - energy efficiency, D/T - domestic - Technological development, M-international  Modify the table depending on the information you enter. | | | | | | | |

Table 4.2 A summary review of the science and art research results of the teachers and associates in the previous calendar year

|  |  |  |
| --- | --- | --- |
| Result | Mark, according to science and art labels | Number |
|  | М10 |  |
|  | М20 |  |
|  | М30 |  |
|  | М40 |  |
|  | М50 |  |
|  | М60 |  |
|  |  |  |

Table 5.1 List of full-time teachers who will conclude an Employment Contract or a Postponed Employment Contract with the higher education institution

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | National ID number | Name, middle letter, family name | Title | Date of election | Narrow science, art, or expert field of expertise for which they have been elected | Active teaching hours in all programs of this institution | Hours of active teaching in other HEIs in Serbia | Total hours of active teaching per week in all high schools in Serbia | Percentage of employment in the institution |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| Total hours of active teaching and number of teachers | | | | | |  | | |  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Titles of the teachers | Foreign Language Teacher-NSJ | Skills Teacher -NV | Lecturer-P | Lecturer  Not in work relation - PRO | Higher  Lecturer-VP | Prof. foreign stud.-PSS | Assistant Professor-D | Associate Professor.-  VP | Full Professor RP | Researcher-I | Emeritus-E | SASA Member-CS | Other-O | | | | | | | | | | |

Table 5.2. List of part-time teachers with whom the higher education institution will conclude an employment contract or a postponed employment contract

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | National ID number | Name, middle letter, family name | Title | Date of election | Narrow science, art, or expert field of expertise for which they have been elected | Active teaching hours in all programs of this institution | Hours of active teaching in other HEIs in Serbia | Total hours of active teaching per week in all high schools in Serbia | Percentage of employment in the institution |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Total hours of active teaching and number of teachers | | | | | |  |  |  |  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Titles of the teachers | Foreign Language Teacher-NSJ | Skills Teacher -NV | Lecturer-P | Lecturer  Not in work relation - PRO | Higher  Lecturer-VP | Prof. foreign stud.-PSS | Assistant Professor-D | Associate Professor.-  VP | Full Professor RP | Researcher-I | Emeritus-E | SASA Member-CS | Other-O | | | | | | | | | | |

Table 5.3 List of other engaged teachers (extra work, visiting professors, professors emeritus, workers with a science title...), with whom the higher education institution will conclude an engagement contract or a postponed engagement contract.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | National ID number | Name, middle letter, family name | Title | Date of election | Narrow science, art, or expert field of expertise for which they have been elected | Active teaching hours in all programs of this institution | Hours of active teaching in other HEIs in Serbia | Total hours of active teaching per week in all high schools in Serbia | Contract work in the institution (%) - extra work |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Total hours of active teaching and number of teachers | | | | | |  | | |  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Titles of the teachers | Foreign Language Teacher-NSJ | Skills Teacher -NV | Lecturer-P | Lecturer  Not in work relation - PRO | Higher  Lecturer-VP | Prof. foreign stud.-PSS | Assistant Professor-D | Associate Professor.-  VP | Full Professor RP | Researcher-I | Emeritus-E | SASA Member-CS | Other-O | | | | | | | | | | |

Table 5.4 List of full-time associates, with whom the higher education institution will conclude an employment contract or a postponed employment contract

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | National ID number | Name, middle letter, family name | Title | Date of election | Narrow science, art, or expert field of expertise for which they have been elected | Active teaching hours in all programs of this institution | Hours of active teaching in other HEIs in Serbia | Total hours of active teaching per week in all high schools in Serbia | Percentage of employment in the institution |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| Total hours of active teaching and number of associates | | | | | |  | | |  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Titles of the Associates | Teaching Associate - SN | Associate without an Employment Contract - SRO | Associate for part of practical Teaching – SP / Clinical Assistant-KA | Assistant - A | Assistant with a PhD - AD | Scholarship of Serbian MESTD - SM | Intern Researcher - IP | Research Associate - IS | Associate in Art Studies - US | Senior Associate in Art Studies – VUS | Independent Associate in Art Studies - SUS | Expert Associate - SS | Senior Expert Associate - VSS | Independent Expert Associate - SSS | Lector-L | Senior lector-VL | Other-O | | | | | | | | | | |

Table 5.5 List of part-time teachers with whom the higher education institution will conclude an employment contract or a postponed employment contract

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | National ID number | Name, middle letter, family name | Title | Date of election | Narrow science, art, or expert field of expertise for which they have been elected | Active teaching hours in all programs of this institution | Hours of active teaching in other HEIs in Serbia | Total hours of active teaching per week in all high schools in Serbia | Percentage of employment in the institution |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| Total hours of active teaching and number of associates | | | | | |  | | |  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Titles of the Associates | Teaching Associate - SN | Associate without an Employment Contract - SRO | Associate for part of practical Teaching – SP / Clinical Assistant-KA | Assistant - A | Assistant with a PhD - AD | Scholarship of Serbian MESTD - SM | Intern Researcher - IP | Research Associate - IS | Associate in Art Studies - US | Senior Associate in Art Studies – VUS | Independent Associate in Art Studies - SUS | Expert Associate - SS | Senior Expert Associate - VSS | Independent Expert Associate - SSS | Lector-L | Senior lector-VL | Other-O | | | | | | | | | | |

Table 5.6 List of other engaged associates (supplementary work...), with whom the higher education institution will conclude an engagement contract or a postponed engagement contract

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | National ID number | Name, middle letter, family name | Title | Date of election | Narrow science, art, or expert field of expertise for which they have been elected | Active teaching hours in all programs of this institution | Hours of active teaching in other HEIs in Serbia | Total hours of active teaching per week in all high schools in Serbia | Contract work in the institution (%) - extra work |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Total hours of active teaching and number of associates | | | | | |  | | |  |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Titles of the Associates | Teaching Associate - SN | Associate without an Employment Contract - SRO | Associate for part of practical Teaching – SP / Clinical Assistant-KA | Assistant - A | Assistant with a PhD - AD | Scholarship of Serbian MESTD - SM | Intern Researcher - IP | Research Associate - IS | Associate in Art Studies - US | Senior Associate in Art Studies – VUS | Independent Associate in Art Studies - SUS | Expert Associate - SS | Senior Expert Associate - VSS | Independent Expert Associate - SSS | Lector-L | Senior lector-VL | Other-O | | | | | | | | | | |

Table 5.7 A summarized review of the number of teachers by fields, and narrower science or art areas or professional fields

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Area | Narrow science or art area for which he was elected | Foreign language teachers | Skills teachers | Lecturer | Lecturer with no employment contract | Higher  lecturers | Prof. of vocational studies | Assistant Professors | Associate professor | Regular professor | Scientific titles-researcher | Emeritus | Visiting professor | SASA Member | Total |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Table 5.8 Organization of study programs in the Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Academic year | Number of accredited students | Number of students for study programs in the accreditation process | Total number of students | Number of lecture groups | Number of exercise groups |
| I |  |  |  |  |  |
| II |  |  |  |  |  |
| III |  |  |  |  |  |
| IV |  |  |  |  |  |
| V |  |  |  |  |  |
| VI |  |  |  |  |  |
| .  The number of students for study programs in accreditation is not entered In the number of accredited students. | | | | | |

Table 5.9 Science, art and professional qualifications of teachers, associates and teaching tasks in the study programs

|  |  |  |
| --- | --- | --- |
| No. | Type of study | List of study programs |
|  | [ОАС](file:///C:\Ilija\Akreditacija2018\Konacno%20NSVO\Uputstva%20ispravke\Knjiga%20nastavnika\1.%20OAS%20..........docx) |  |
|  |  |  |
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TABLE 7.1 SUMMARY OF THE NON-TEACHING STAFF BY TITLE AND JOB POSITION IN THE HIGHER EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Title, job position | Name and family name | Qualification | Number |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |

Table 9.1 List of spaces and their surface areas available in a higher education institution applying for a work permit

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Room | Number | Number of seats | Area in m2 |
|  | Amphitheater |  |  |  |
|  | Classrooms |  |  |  |
|  | Exercise rooms |  |  |  |
|  | Laboratories |  |  |  |
|  | Computer laboratories |  |  |  |
|  | Workshops |  |  |  |
|  | Libraries |  |  |  |
|  | Reading rooms |  |  |  |
|  | Halls |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total | | | |  |
|  | Teachers' cabinets |  |  |  |
|  | Teachers’ laboratories |  |  |  |
|  |  |  |  |  |
|  | Student services |  |  |  |
|  |  |  |  |  |
|  | Secretariat |  |  |  |
|  | Students Parliament |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total | | | |  |
| Modify the table depending on the information you need to enter | | | | |

Table 9.2 A list of more valuable equipment used in the teaching process in the higher education institution applying for a work permit

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name, type | Purpose | Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Modify the table depending on the information you need to enter | | | |

Table 9.3. List of capital equipment used in the teaching process in a higher education institution applying for a work permit - (equipment worth over € 100,000)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name, type | Purpose | Number |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Modify the table depending on the information you need to enter | | | |

Table 10.1 A summary overview of the number of library units in the higher education institution applying for a work permit

|  |  |  |
| --- | --- | --- |
| No. |  | Number |
|  | Books in Serbian |  |
|  | Books in foreign languages |  |
|  | Books in the languages of national minorities |  |
| Total | |  |
|  | Monographs in Serbian |  |
|  | Monographs in foreign languages |  |
|  | Monographs in the languages of national minorities |  |
| Total | |  |
|  | Magazines in Serbian |  |
|  | Magazines in foreign languages |  |
|  | Magazines in the languages of national minorities |  |
| Total | |  |
|  | Textbooks in Serbian |  |
|  | Textbooks in foreign languages |  |
|  | Textbooks in the languages of national minorities |  |
| Total | |  |
| Total library units | |  |
| Modify the table depending on the information you need to enter | | |

Table 10.2 An overview of the number of textbooks by fields (in Serbian and other languages) that are available to students

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Area | Number of textbooks in Serbian | Number of textbooks  in foreign languages | Number of textbooks  in the languages of national minorities | Total number |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total number | | | | |  |
| Modify the table depending on the information you need to enter | | | | | |

Table 12.1 List of members of the commission of the organizational units in charge of quality (Quality Committee ...)

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name, middle letter, last name | Title | Organizational unit |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table 12.2 List of members of the Quality Committee

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name, middle letter, last name | Title | Organizational unit |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |