

**Utorak, 5. studenog 2019**

Mjesto događanja:  
**Veleučilište Baltazar u Zaprešiću**

**Vladimira Novaka 23, 10290 Zaprešić**

**Tuesday, 5<sup>th</sup> November**

Venue:  
**Baltazar Polytechnic in Zaprešić**

	Utorak, 5. studenog 2019.	Tuesday, 5 <sup>th</sup> November 2019
9:00 – 10:00	Sastanak s upravom (dekan, prodekan) i tajnikom (bez prezentacije)	Meeting with the Management (Dean, Vice-Deans) and Secretary (no presentations)
10:00 – 11:00	Sastanak članova Stručnog povjerenstva ( <b>Analiza dokumenata</b> )	Internal meeting of the panel members ( <b>Document analysis</b> )
11:00 – 11:45	Sastanak članova stručnog povjerenstva s Predstojnicima: <ul style="list-style-type: none"> <li>• Odjela za kvalitetu, učenja na daljinu i razvoj informacijskih tehnologija</li> <li>• Odjela za mobilnost i međunarodnu suradnju</li> <li>• Odjela cjeloživotnog obrazovanja</li> <li>• Erasmus koordinatorom</li> </ul>	Meeting with Heads of: <ul style="list-style-type: none"> <li>• Department for Quality, Distance Learning and Information Technology Development</li> <li>• Department for Mobility and International Cooperation</li> <li>• Department of Lifelong Learning</li> <li>• Erasmus Coordinator</li> </ul>
11:45 – 12:45	Sastanak s nastavnicima (u stalnom radnom odnosu, nisu na rukovodećim mjestima)	Meeting with full-time employed teachers who do not have managerial positions (open meeting)
12:45 – 14:15	Radni ručak Stručnog povjerenstva	Working lunch
14:15 – 15:00	Sastanak sa studentima (otvoreni sastanak za sve studente)	Meeting with the students (open meeting for all students)
15:00 – 15:45	Sastanak s alumnijima (bivši studenti koji nisu zaposlenici visokog učilišta)	Meeting with the alumni (former students who are not employed by the HEI)
15:45 – 16:30	Sastanak s vanjskim dionicima - predstavnicima strukovnih i profesionalnih udruženja, poslovna zajednica, poslodavci, predstavnicima institucija kod kojih studenti obavljaju studentsku praksu	Meeting with external stakeholders – representatives of professional organisations, business sector/industry sector, employers, professional experts, representatives of institutions in which students do student practice
16:30 – 16:45	Interni sastanak članova Stručnog povjerenstva	Internal meeting of the panel members
16:45 – 17:30	Sastanak s vanjskim predavačima	Meeting with external lecturers
17:30 – 18:15	Organizacija dodatnog sastanka o otvorenim pitanjima, <b>po potrebi</b>	Organisation of an additional meeting to discuss open questions, <b>if needed</b>

**Protokol posjeta**  
**Srijeda, 6. studenog 2019**

Mjesto događanja:  
**Veleučilište Baltazar u Zaprešiću**

**Vladimira Novaka 23, 10290 Zaprešić**

**Visit Protocol**

**Wednesday, 6<sup>th</sup> November 2019**

Venue:  
**Baltazar Polytechnic in Zaprešić**

	<b>Srijeda, 6. studenog 2019.</b>	<b>Wednesday, 6<sup>th</sup> November 2019</b>
<b>9:00 – 10:00</b>	<i>Sastanak članova Stručnog povjerenstva (Analiza dokumenata)</i>	<i>Internal meeting of the panel members (Document analysis)</i>
<b>10:00 – 10:45</b>	Sastanak s voditeljima studija	Meeting with the Heads of study programmes
<b>10:45 – 13:30</b>	<ul style="list-style-type: none"> <li>• Obilazak visokog učilišta (knjižnica, studentska referada, informatički kabinet, učionice) i prisustvovanje nastavi</li> <li>• Posjet dislociranoj lokaciji (Lastovska 23)</li> </ul>	<ul style="list-style-type: none"> <li>• Tour of the HEI (library, student administration office, IT classroom, classrooms) and participation in teaching classes</li> <li>• Visiting the teaching facility (Lastovska 23)</li> </ul>
<b>13:30 – 15:00</b>	<i>Radni ručak Stručnog povjerenstva</i>	<i>Working lunch</i>
<b>15:00 – 15:45</b>	Organizacija dodatnog sastanka o otvorenim pitanjima, <b>po potrebi</b> (Lastovska 23)	Organisation of an additional meeting to discuss open questions, <b>if needed</b>
<b>15:45 – 16:15</b>	<i>Interni sastanak članova Stručnog povjerenstva (Lastovska 23)</i>	<i>Internal meeting of the panel members</i>
<b>16:15 – 16:30</b>	Sastanak s upravom (dekan, prodekani) i tajnikom (Lastovska 23)	Meeting with the Management (Dean, Vice-Deans) and Secretary