

Action plan of the Faculty of
Agriculture
of Josip Juraj Strossmayer University
of Osijek

2014 - 2018

1. Management of a higher education institution and quality assurance

Aim 1 - Efficient organizational structure of the Faculty

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Redefining the mission and the vision of the Faculty	The mission and the vision are adopted at the Faculty Council	Decision of the Faculty Council on adopting the mission and the vision of the Faculty	Dean, Vice Deans, Heads of all Departments	December 2014
Optimization of the number of organizational units of the Faculty	Structure analysis and the organizational analysis of organizational units – Institutes and Faculty Departments, Debate was carried out at the Faculty Council and the new organizational structure of the Faculty was adopted	Analysis report, Decision about the new organizational structure of the Faculty	Dean, Vice Deans, Heads of Departments, Head of the Administration Office	June 2015
Establishment of the Office of the International Relations	Decision about the founding of the Office by the Faculty Council, Regulations concerning functioning of the Office, Employment of the Office personnel	Adopted Regulations and Decision, Office personnel employed	Dean; Vice Dean for the International Relations; Head of the Administration Office	January 31, 2015
Establishment of the Faculty Bookshop	Regulations about functioning of the Faculty Bookshop; Bookshop space allocation on Faculty premises; Billing for	Regulations adopted at the Faculty Council; Billing regulated and treasury structured; Decision on a person	Dean, Vice Dean of Academic Affairs, Head of the Administration Office, Head of the Financial Department	January 31, 2015

	services rendered organized; Redistribution of personnel for employment at the Bookshop	employed at the Bookshop		
Continuous monitoring of the personnel structure of the Faculty	Analysis of the annual needs of the Faculty for new employees; Creation of the annual plan of needs for advancement and employment	A plan was created and adopted	Dean, Head of the Administration Office, Heads of Departments	Continuous, Creation of a plan each year up to September
Establishment of formal concessions for the continuous gathering of data on Faculty activities and their outcomes	Analysis of needs and data types for the Faculty database; The company for database construction selected; Database created	Contract on database construction with the selected bidder; Database uploaded onto Faculty server with the data for 2014;	Dean, Vice Deans, Heads of all the Institutes, Head of the Administration Office	January 2015

Aim 2. Creation of the new visual identity of the Faculty

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Defining the name of the Faculty	Analysis of the names of other Faculties of Agriculture in Europe; The debate concerning the name of the Faculty was conducted	Records of the Professional board; Records of the Faculty Council	Dean, Vice Deans, Heads of all the Institutes	January 2015

<p>Creation of the new logo, letter-head and the Faculty flag</p>	<p>Suggestions of the new visual identity are being made; the debate is conducted at the Institutes; Adoption of the proposal at the Faculty Council</p>	<p>Records of the Professional board and the institute about the carried out debate; Decision of the Faculty Council about adopting the new visual identity; Implementation of alterations in legal documents of the Faculty and its registration form</p>	<p>Dean, Vice Deans, Head of the Administration Office, Heads of all the Institutes, The Publications Committee</p>	<p>February 2015</p>
<p>Creation of the new web page of the Faculty – Croatian and English versions</p>	<p>Analysis of the existing web page of the Faculty Creation of guidelines for making a new web page; The company for constructing the page is chosen; New web pages are created</p>	<p>Records of the Professional board about the analysis and the guidelines; Contract on the development of the web page with the chosen bidder; Web page is fully operational and uploaded to the server</p>	<p>Dean, Vice Deans, Head of the Administration Office, Heads of all the Institutes, IT Section</p>	<p>June 2015</p>
<p>Creation of new advertising materials of the Faculty in Croatian and English language</p>	<p>Forms of advertising leaflets and materials in cooperation with Heads of Institutes and students; The text for propaganda materials is composed in Croatian and English language</p>	<p>Records of the Professional board; advertising materials are being printed</p>	<p>Dean, Vice Deans, Heads of the Institutes, Student representatives, The Publications Committee</p>	<p>February 2015</p>

Aim 3. Assurance of the quality system in all fields of work of the Faculty

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Development of the system for monitoring of the management quality	Systems of monitoring management quality analyzed at other similar EU institutions; The adequate system is chosen and adopted at the Faculty Council Persons for implementing the system also chosen; The plan for establishment, implementation and control created and adopted	Records of the Professional board Decision of the Faculty Council on the choice of the system, persons for implementation and the implementation plan	Dean, Vice Deans, Head of the Administration Office, Heads of the Institutes	September 2015
Assurance of quality as a permanent process tied to the educational, research and administrative activities	Theme conferences of the Faculty Council on assurance of quality and implementation of the Action Plan	Records of the Faculty Council conference	Deans, Vice Dean for Quality and Lifelong Learning, Head of the Committee for Assurance and Improvement of the Quality of Education	Continuous, Each year on the 31 st of November
Founding of the Office for Quality	Decision on foundation of the Office by the Faculty Council Regulations on office work policy Admission of employees for work in the Office	Adopted decision and regulations, Employed worker to work in the Office	Dean; Vice Dean for Quality and Lifelong Learning; Head of the Administration Office	January 31, 2015
Improvement of the quality levels of the research	Acquirement of the program package for plagiarism detection	Records of the Professional board	Vice Dean of Academic Affairs, Vice Dean for Science, Head of the	December 2014

activities and student papers		Program package installed and fully functional	Committee for Assurance and Improvement of the Quality of Education Head of the Diploma-Exam's Committee	
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2. Study programs

Aim 1. Elevation of attractiveness and quality levels of undergraduate and graduate programs of the Faculty

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Amendment of existing undergraduate courses up to 20%	Analysis of the existing programs is carried out; The proposition of the reorganization of existing studies is developed; Debate and the implementation at the Faculty Council are conducted; Procedure for implementing of adopted changes is conducted	Decision of the Faculty Council on adopted changes; Decision of the University Senate on accepting the changes; Changes entered into the MOZVAG database	Dean, Vice Dean of Academic Affairs, Vice Dean for Quality and Lifelong Learning	October 2014
Systemic analysis and defining of the inscription quotas	Analysis of studying efficiency; Gathering data on Alumni and current needs on the Labor market	Records of the Faculty Council Records of the Education Committee	Vice Dean of Academic Affairs	Continuous annual report to the Faculty Council in December of each year
Creation of learning outcomes for all study modules	Workshops for learning outcomes carried out;	Records of the Faculty Council on time-limits of learning outcomes	Vice Dean of Academic Affairs	October 2014

	Learning outcomes created and analyzed	Records from the workshop on learning outcomes; Learning outcomes published on the Faculty web pages	Vice Dean for Quality and Lifelong Learning, Head of the Committee for Assurance and Improvement of the Quality of Education	
Continuous monitoring of the positive outcomes at undergraduate and graduate courses	Analysis of pass rate of exams at the studies; Defining modules with a low pass rate; Debate with teachers and students about reasons of low pass rate of exams and how to improve the pass rate; Creation of measures for improvement of exam pass rate	Records of the Committee for Assurance and Advancement of Quality of Education; Records of the Committee of Academic Affairs; Decisions of the Faculty Council on measures for improvement	Vice Dean of Academic Affairs Vice Dean for Quality and Lifelong Learning, Head of the Committee for Assurance and Improvement of the Quality of Education	Continuous annual report to the Faculty Council in November of each year
Creation of new undergraduate study programs	Analysis of existing programs is carried out (attractiveness, student numbers, new world trends) Analysis of compatibility with the Croatian Qualification Framework; Debate with outside constituents is conducted; Proposition of new study programs is developed;	Records of the Professional board Records of debates with outside constituents; Decision of the Faculty Council; Permissions for carrying out study programs	Vice Dean of Academic Affairs Vice Dean for Quality and Lifelong Learning, Head of the Committee for Assurance and Improvement of the Quality of Education	October 2016

	Debate is conducted and subsequent adoption at the Faculty Council Procedure for implementation of new programs is carried out			
Creation of new graduate study programs	Analysis of existing programs is carried out (attractiveness, student numbers, new world trends) Analysis of compatibility with the Croatian Qualification Framework; Debate with outside constituents is conducted; Proposition of new study programs is developed; Debate is conducted and subsequent adoption at the Faculty Council Procedure for implementation of new programs is carried out	Records of the Professional board; Records of debates with outside constituents; Decision of the Faculty Council ; Permissions for carrying out study programs	Vice Dean of Academic Affairs Vice Dean for Quality and Lifelong Learning, Head of the Committee for Assurance and Improvement of the Quality of Education	October 2017
Creation of a common graduate study course with other University constituent units	Analysis of study development possibility is conducted; University constituent units for program development are defined; Debate with outside constituents is conducted; Proposition of	Records of the Professional board; Records of debates with other partners and outside constituents Decision of the Faculty Council Decision of the University Senate;	Vice Dean of Academic Affairs Vice Dean for Quality and Lifelong Learning, Head of the Committee for Assurance and Improvement of the Quality of Education	October 2015

	the new study course is developed; Study program is adopted at the Faculty Council and directed to further implementation procedure	Permission for carrying out study programs		
Creation of new study programs for professional studies	Analysis of existing programs is carried out (attractiveness, student numbers, new world trends) Analysis of compatibility with Croatian Qualification Framework; Debate with outside constituents is conducted; Proposition of new study programs is developed; Debate is conducted and subsequent adoption at the Faculty Council Procedure for implementation of new programs is carried out	Records of the Professional board; Records of debates with outside constituents; Decision of the Faculty Council; Permissions for carrying out study programs	Vice Dean of Academic Affairs Vice Dean for Quality and Lifelong Learning, Head of the Committee for Assurance and Improvement of the Quality of Education	October 2017

Aim 2. Development of the education environment for international students

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Creation of an undergraduate study	Analysis on the possibility of carrying out the study	Records of the Professional board;	Vice Dean of Academic Affairs	October 2017

program in English language	<p>program in English language; Program and teachers are defined; Implementation of the procedure of the study program;</p> <p>Application procedure for enrollment into the study program is announced</p>	<p>Decision of the Faculty Council Decision of the Senate of the University and the permission for carrying out study programs</p>	<p>Vice Dean for the International Relations, Vice Dean for Quality and Lifelong Learning, Head of the Committee for Assurance and Improvement of the Quality of Education</p>	
Development of common graduate courses with international partners	<p>Possibility of program development and partners are defined; Syllabus developed and adopted at the Faculty Council; Procedure for program implementation carried out</p>	<p>Records of the Professional board; Decision of the Faculty Council Decision of the Senate of the University and the permission for carrying out study programs</p>	<p>Vice Dean of Academic Affairs Vice Dean for the International Relations Vice Dean for Quality and Lifelong Learning Head of the Committee for Assurance and Improvement of the Quality of Education</p>	April 2018

Aim 3. Organization of the Lifelong Education Program

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Systemic activity on development of the lifelong education program needed for the system of	Analysis of the possibilities for organization and economic needs for a lifelong education program conducted; Propositions of	Records of the Professional board Decisions of the Faculty Council	Vice Dean for Quality and Lifelong Learning	Continuous annual report to the Faculty Council in November of each year

agricultural production and management	the program developed and adopted at the Faculty Council; Regulations on implementation of the lifelong education program Heads of the program appointed; Advertising materials for program presentation made	Adoption of Regulations on implementation of the lifelong education program; Decisions on naming the head of the printed advertisements program		
Creation of accompanying documents and file records of lifelong education attendants	Analysis of the needed documentation (file records) on programs and attendants Forming of the unique data evidence on programs of lifelong education Creation of the unique design of application forms, contracts, programs, certificates and credentials	Records of the Professional board Decision on forming file records an the person who will be running them; Proposition is adopted and the design of all the needed documents is made	Vice Dean for Quality and Lifelong Learning Professional Board, The Publications Committee	February 2015
Strengthening of post-graduate specialist studies and their intensive advertising	Analysis of the needs for new and existing study programs - debate with economic representatives Analysis of the trends of the European market Defining measures for an increase of the number of students	Records of the meetings with businessmen; Records of the Professional board Decisions of the Faculty Council on measures for attracting students	Vice Dean for Science, Vice Dean for Quality and Lifelong Learning	Continuous annual report to the Faculty Council in January of each year

	Development of new programs	Decisions of the Faculty Council on acceptance of new programs Decision of the Senate of the University and the permission for carrying out study programs		
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3. Students

Aim 1. Elevation of the level of study efficiency

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Intensifying of the advertising of the Faculty in order to attract most successful high school students	Analysis of the number of enrolled freshman students and their studying efficiency in comparison to their high school graduation scores Conducting popular science lectures by professors and teaching assistants in secondary schools Conducting presentations about the Faculty in secondary schools in Slavonia and Baranja	Adopted plan of promotional activities for the academic year Number of enrolled grammar school students Number of conducted popular science lectures Number of conducted Faculty presentations Number of Science Fair participations	Vice Dean of Academic Affairs, Head of the Office for Quality, Heads of all the Institutes	Continuous annual report to the Faculty Council in October of each year

	<p>Participation at the Science Fair</p> <p>Organization of Open-door days</p> <p>Presentation at the University Expo</p> <p>Media promotions</p>	Organized Open-door days		
Strengthening of freshman undergraduate student mentorships	<p>Analysis of difficulties which the freshman students come across in teaching; Defining measures for improvement and a higher pass rate;</p> <p>Defining the role, the mission and number of mentors for freshman students</p>	<p>Records of the Professional board</p> <p>Decision of the Faculty Council on measures of improvement</p> <p>Decision of the Faculty Council on appointing of mentors to freshman students</p> <p>Decision of the Faculty Council on roles, missions and mentor obligations</p>	Vice Dean of Academic Affairs, Head of the Office for Quality, Vice Dean for Quality and Lifelong Learning	Continuous annual report to the Faculty Council in October of each year
Strengthening of roles of teaching assistants while helping students prepare for exams	<p>Defining of low level pass rate modules</p> <p>Election of best students into demonstrators</p> <p>Defining of the role, rights and obligations of demonstrators</p>	<p>Records of the Professional board</p> <p>Decision of the Faculty Council on appointing the demonstrator</p>	Vice Dean of Academic Affairs	Continuous annual report to the Faculty Council and the selection of teaching assistants in October of each year
Intensifying of activities of the Alumni Association	Organization of lectures, round tables, workshops with the aim of improving the reputation and	Number of conducted lectures, round tables, workshops,	Dean, Secretary of the Alumni Association	Continuous annual report to the Faculty Council in January of each year

	attractiveness of the Faculty for future students Work on promotional activities of the Faculty	Records of held activities with a list of students Number of advertising activities		
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Aim 2. Intensive and continuous student mobility

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Improving the interest level and awareness of students concerning student exchange programs	Organization of lectures and workshops for students about the possibility of exchange Creation of advertising materials Inclusion of students who have been using mobility programs with the aim of their popularization	Number of lectures held Number of students who attend workshops Number of beneficiaries of the mobility who have held presentations; Printed materials	Vice Dean of Academic Affairs, Vice Dean for the International Relations Head of Student's Administration Office, Head of the International Relations Office	Continuous annual report to the Faculty Council in November of each year
Increase of number of students involved in the ERASMUS and CEEPUS programs	Number of incoming students Number of outgoing students	Comparison with the previous academic year	Head of the International Relations Office, Vice Dean for the International Relations Vice Dean of Academic Affairs	Continuous annual report to the Faculty Council in November of each year

Aim 3. Continuing improvement of the students' position

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Assurance of Faculty resources for students	Using of practice classrooms for studying Using IT resources Using the library and reading rooms of the Faculty Material means invested into resources for students	Time and number of practice classrooms used for studying and exam preparations Records of using the IT resources by students Records of using the library and the reading room Amount of means invested into student resources Comparison with the previous year	Dean, Vice Dean of Academic Affairs, Head of Student's Administration Office, Director of Library	Continuous annual report to the Faculty Council in January of each year
Support of out-of curriculum student activities – professional, sports and culture activities	Supported activities and events; Material means invested into support of out-of curriculum activities	Number of supported activities Amount of material means invested Comparison with the previous year	Dean, Vice Dean of Academic Affairs	Continuous annual report to the Faculty Council in January of each year
Stimulation of awards for excellent students	Number of awarded students according to the Dean's Award Rulebook	Comparison with the previous year	Dean, Vice Dean of Academic Affairs, Heads of the Institutes	Continuous, according to the Rulebook defining the Dean's Award
Support for excellent students in continuation of their careers	Holding events, workshops and meetings of Faculty members with outside stakeholders originating from the economy or the students	Records of kept meetings, workshops and forums	Dean, Vice Dean of Academic Affairs, Secretary of the Alumni Association, Vice Dean for Quality and Lifelong Learning	Continuous annual report to the Faculty Council in January of each year

4. Teaching staff

Aim 1. Continuing improvement of the quality of teachers at the Faculty

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Assurance of balanced teacher's and associates' work-loads	Analysis of the teaching work-load of teachers and associates Development of measures for improvement and balance of the teacher's work-load	Number of hours as a norm of teachers and teaching associates Decision of the Faculty Council on measures for improvement	Vice Dean of Academic Affairs	Continuous annual report to the Faculty Council in November of each year
Improvement of international mobility for teachers and associates	Teacher presentations held on participation in exchange programs; Informing f teachers and associates about the possibility of exchange Application into exchange programs	Records on conducted presentations and informing the teachers Number of mobilities accomplished throughout the academic year Comparison with the previous year	Vice Dean for the International Relations, Head of the International Relations Office	Continuous annual report to the Faculty Council in October of each year
Continuous implementation of the Regulations concerning teachers' and associates' excellence awards	Calls for Awards presentation and calls for contribution of proposals	Number of applications and awarded teachers and associates Comparison with the previous year	Dean, Committee for Awards	Continuous, according to the Regulations defining teachers' and associates' excellence awards

5. Scientific and professional activity

Aim 1. Continuous improvement of the quality of scientific research and the development of a multidisciplinary and scientific environment with an efficient usage of research capacities

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Continuous increase of the number of published scientific papers indexed in CC and SCI with publications in journals of a higher level of international visibility (Q2 and Q1)	Number of papers published and indexed in CC and SCI Number of papers sent to be published in journals indexed in CC/SCI	Comparison with the previous period	Vice Dean for Science, Vice Dean for Quality and Lifelong Learning; Head of the Research and Development Office	Continuous, Report will be issued up to November 30 th each year
Increase of applications for scientific projects and an increase of number of approved scientific projects	Number of applications for scientific projects; Number of approved scientific projects	Comparison with the previous period	Vice Dean for Science; Head of the Research and Development Office	Continuous, Report will be issued up to November 30 th each year
Initiation of research merging with researchers and research groups of other University constituent units	Number of applied/approved projects together with other University constituents Number of published papers with researchers from other University constituent units Number of common doctoral dissertations	Comparison with the previous period	Vice Dean for Science; Head of the Research and Development Office	Continuous, Report will be issued up to November 30 th each year
Founding of the Center for Research in Agriculture and in applied life sciences (ALIS) in which	Decision of the Faculty Council on the foundation of the Center;	Adopted decision and the Regulations about the Center's operation;	Dean; Vice Dean for Science; Head of the ALIS Center; Head of the Research and	Center fully operational in June 2016

the capital and other research equipment could be joined, which would lead to efficient usage of the equipment	Regulations on Center's operations Appointment of the Head of the Center Number of researchers involved into the Center's operation Number of applied/approved projects in the Center	First report on the number of involved researchers and applied projects	Development Office ; Head of the Administration Office	
Increase of the number of guest researchers at the PFOS, and encouragement of guest lectures of professors of the Faculty of Agriculture (PFOS) at other universities	Number of annual guest researchers Number of professors of the Faculty of Agriculture (PFOS) involved in research /specialization at other universities	Comparison with the previous period	Vice Dean for Science; Vice Dean for the International Relations; Head of the Research and Development Office ; Head of the International Relations Office	Continuous, Report will be issued up to November 30 th each year
Assurance of the acquisition of young researchers and scientists	Number of accepted young researchers in projects Number of associate professors compared to the total number of the scientific staff	Comparison with the previous period	Vice Dean for Science; Head of the Research and Development Office	Continuous, Report will be issued up to November 30 th each year
Assurance of the administrative support for scientific work, specialization leave of absence, organization of the visit of foreign researchers, contacts with	Elaboration of the criteria, conditions and obligations for the formation of the Research and Development Office – Regulations	Adoption of a decision on Foundation; Adoption of Regulations	Dean; Head of the Administration Office; Vice Dean for Science; Vice Dean for the International Relations; Vice Dean for Quality and Lifelong Learning	January 31, 2015

the industry – Research and Development Office	Decision on the foundation by the Faculty Council Employed worker to work in the Office			
Making a list of scientific-research equipment at the Faculty of Agriculture (PFOS)	Listed equipment for scientific-research	List of equipment that is created, uploaded to the web page and is accessible	Vice Dean for Science, Head of the Research and Development Office	March 31, 2015
Improving the quality of the journal “Agriculture” (Poljoprivreda)	Working out measures for furthering of publishing of scientific papers inside the journal “Agriculture” (Poljoprivreda) by the employees of the Faculty	Decision on adopting measures at the Faculty Council Number of published papers by the employees Comparison with the previous year	Vice Dean for Science, Editor-in-Chief of the journal “Agriculture” (Poljoprivreda)	January 30, 2015 Annual report about the number of published papers of Faculty employees to the Faculty Council in June of each year
	Analysis of present conditions and the possibilities of including the journal into the CC and SCI databases	Report on the analysis with the possible estimated deadline for inclusion	Vice Dean for Science, Editor-in-Chief of the journal “Agriculture”	November 30, 2014
	Activities concerning an increase of the visibility factor	Report on activities, Comparison of the visibility factor with the one from the previous year	Editor-in-Chief of the journal, Vice Dean for Science	Continuous annual report to the Faculty Council in June of each year
Improvement of the quality of publishing	Elaboration of measures for stimulating publishing; Number of published issues	Decision on adopting measures at the Faculty Council; Comparison with the previous year	Vice Dean for Science, Vice Dean of Academic Affairs, President of the Publications Committee	Continuous, Report will be issued up to November 30 th each year

Aim 2. Elevation of levels of quality of doctoral programs and the quality of young scientists

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Reorganization of the doctoral studies and an increase of number and quality of mentors at the doctoral studies, and making sure that teachers who have not yet been mentors are chosen into teaching positions	Number of new mentors at the doctoral study per study year The total number of mentors at the doctoral study per study year	Comparison with the previous period	Vice Dean for Science, Head of the Research and Development Office	Continuous, Report will be issued up to November 30 th each year
	Reorganized doctoral study	Creation of a revised doctoral study program; Permission by the Senate of the University	Vice Dean for Science; Head of the existing post-graduate Studies	October 30, 2015
Systemic increase of the number of defended doctoral theses	Number of defended doctoral theses	Comparison with the previous period	Vice Dean for Science, Head of the Research and Development Office	Continuous, Report will be issued up to November 30 th each year
Systemic monitoring of the quality of doctoral theses	Number and quality of published scientific papers (type of work, quality of the journal) by the attendants of the doctoral studies before and after the defense of their doctoral thesis	Comparison with the previous period	Vice Dean for Science, Head of the Research and Development Office	Continuous, Report will be issued up to November 30 th each year
Increase the number of students at the doctoral studies, and especially the number of students which are coming from other scientific institutions	Number of students at the doctoral study	Comparison with the previous period	Vice Dean for Science; Head of the Student's Administration Office	Continuous, Report will be issued up to November 30 th each year

Development of a system which will stimulate the best graduate students to enroll into the doctoral studies and will ensure for them a quality choice of mentorship and research theme	Document on stimulation of enrollment into doctoral studies	Adopted and elaborated plan of activities for attracting the best students to enroll into doctoral studies	Vice Dean of Academic Affairs; Vice Dean for Science; Vice Dean for Quality and Lifelong Learning	January 31, 2015
Assurance of carrying out part of the research at other institutions in land or abroad	Number of accomplished doctoral researches outside the Faculty of Agriculture (PFOS)	Comparison with the previous period	Head of the Research and Development Office ; Vice Dean for Science; Vice Dean for the International Relations	Continuous, Report will be issued up to November 30 th each year

Aim 3. Intensifying of scientific activities on an international scale

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Forming of a Faculty fund for cooperation with international institutions which would serve as employees' subsidy for a short leave abroad for arranging cooperation, preparations and management of projects with foreign partners	The fund has been formed and the material means for such activities have been secured	Decision on formation of the fund and the criteria of means appropriation	Dean; Vice Dean for the International Relations	October 31, 2014
Creation of a stimulating reward system for employees active in international research projects	Regulations on Awards	Regulations adopted	Vice Dean for the International Relations; Head Secretary of the Faculty of Agriculture (PFOS)	December 15, 2014

Intensification of applications of projects that are part of the Horizon 2020 program	Number of workshops and lectures held about Horizon 2020 - the Framework Program for Research and Innovation Number of applied / approved Horizon 2020 projects	Comparison with the previous period	Vice Dean for the International Relations; Head of the International Relations Office	Continuous, Report will be issued up to November 30 th each year
Increasing the number of PhD students from abroad by which it is necessary to enable the implementation of modules of doctoral studies in English language Increasing the number of post-graduate students and researchers coming from abroad to the Faculty of Agriculture (PFOS) through programs of international exchange and handing out stipends	Number of modules of the doctor's study which are carried out in English language Number of international PhD students, post-graduates and researchers	Comparison with the previous period	Vice Dean for the International Relations; Vice Dean for Science; Head of the International Relations Office, Head of the Research and Development Office	Continuous, Report will be issued up to November 30 th each year

Aim 4. Elevation of levels of transfer of knowledge into the economy

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Forming the Committee for Cooperation with the Economy and the transfer of knowledge	Aims of the Committee defined Members and the Head of the Committee are elected	Decision of the Faculty Council on forming the Committee Decision of the Faculty Council on election of	Dean, Heads of the Institutes	October 2014

		members of the Committee as well as the Head of the Committee		
Intensifying the existing contracts on cooperation with economic agents through preparation of new common projects, signing on new contracts of cooperation, administering of some parts of scientific/practical works of post-doc students being carried out at economic agents, and an increase in number of post-doc students coming from the economy	Analysis and development of new projects for economic needs Analysis of the possibilities of application of projects together with economic agents financed from the EU funds Signing new contracts on cooperation with economic agents	Number of projects with economic partners Number of economic projects financed by the EU funds The amount of material means from economic projects Number of doctoral students coming from the economy Number of contracts with economic partners	Dean, Heads of all Departments	Continuous, Annual Report to the Faculty Council in October of each year
Organizing forums and seminars in cooperation with partners from the economy	Defining themes and holding forums and seminars on solving specific problems in agriculture which are based in science	Number of held forums / seminars Records from forums / seminars held	President of the Committee for Economic Cooperation, Secretary of the Alumni Association, Vice Dean for Science, Head of the Research and Development Office	Continuous annual report to the Faculty Council in October of each year

6. Mobility and international cooperation

Aim 1. Strengthening of levels of international connections and networks of the Faculty

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
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<p>Elevating the level of international cooperation of the Faculty through existing and newly signed contracts</p>	<p>Analysis of the present realization of international contracts is carried out Potential partners for new contracts are defined Realization of signed contracts is increased through visiting professors and students in a mutual exchange</p>	<p>Number of newly signed contracts Number of actively realized contracts</p>	<p>Vice Dean for the International Relations, Head of the International Relations Office</p>	<p>Continuous annual report to the Faculty Council in December of each year</p>
<p>Larger engagement and a larger role in actions of foreign associations and networks - ICA and CASEE networks etc.</p>	<p>Participation in meetings, workshops and gatherings organized by the ICA and CASEE, or similar organizations Membership in committees of these associations Participation in organizing meetings and workshops of these and of similar associations</p>	<p>Number of employees involved in committees, workshops, meetings with international associations</p>	<p>Vice Dean for the International Relations, Head of the International Relations Office</p>	<p>Continuous annual report to the Faculty Council in December of each year</p>
<p>Strengthening of organization of existing and new international workshops and meetings</p>	<p>Analysis of the existing organization of international meetings and the possibility of improvement and an increase of participant numbers Analysis of needs and possibilities of organizing</p>	<p>Number of organized international congresses and workshops Number of participants, presented papers and posters at a particular meeting / workshop Number of originating countries of participants and foreign institutions at</p>	<p>Dean, Vice Dean for the International Relations, Vice Dean for Science, Heads of the Institutes, Head of the International Relations Office, Head of the Research and Development Office</p>	<p>Continuous annual report to the Faculty Council in December of each year</p>

	new international meetings and workshops	a particular meeting / workshop		
Increase in number of visiting lecturers at the Faculty	Analysis of possibilities of visits by distinguished scientists from abroad to give lectures – expenses of arrival and of residence, lecture theme, existing contacts	Plan of visiting lectures created Contacts with potential lecturers made Number of invited and held lectures Comparison with the previous year	Vice Dean for the International Relations, Head of the International Relations Office, Heads of the Institutes, Vice Dean for Science	Continuous annual report to the Faculty Council in December of each year

Aim 2. Assurance of conditions for intensifying the participation in programs of mutual mobility

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Increase the number of signed Erasmus contracts	Analysis of a number of signed contracts and defining of new partners	Number of signed contracts; Comparison with the previous year	Vice Dean for the International Relations, Head of the International Relations Office	Continuous annual report to the Faculty Council in December of each year
Increase of participation in CEEPUS networks	Analysis of a possibility of inclusion into new networks	Establishment of contacts with network managers; Number of networks the Faculty is involved with	Vice Dean for the International Relations, Head of the International Relations Office	Continuous annual report to the Faculty Council in December of each year
Creation of modules of undergraduate and graduate studies in English language	Analysis of existing modules in English language and the creation of new ones	Records of the Professional board; Modules created and published on Faculty web pages	Vice Dean for the International Relations, Head of the International Relations Office, Heads of the Institutes	Continuous annual report to the Faculty Council in December of each year

7. Resources: administrative and technical services, area, equipment, finances

Aim 1. Formation of conditions for implementing field and laboratory research and educational activities

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Forming of the Faculty Experimental Plot	Experimental plot functioning as scientific-research and educational working ground	Documents on ownership; Regulations on Experimental Plot's operations; Head of the Experimental Plot is appointed; First year action plan is created Annual reports on operations at the Faculty Council	Dean; all four Vice Deans; Heads of the Institutes; Head of the Administration Office; Head of Experimental Plots	January 31, 2017
Continuous improvement of laboratory, practice room and classroom quality	Analysis of the existing state of equipment Defining the sources of financing the equipment Finding potential sponsors	Plan of furnishing established for each year Sponsorship and donor contracts are signed	Dean, Vice Deans, Heads of the Institutes, Head of the Administration Office	Continuous annual report to the Faculty Council in June of each year

Aim 2. Elevating the level of competence of the administrative services of the Faculty

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Establishment of the system of Lifelong learning for the non-teaching (administrative) personnel of the Faculty	Analysis of the needs for training employees of the Office of Administrative Affairs and employees of the Faculty library	The annual plan of training employees is created; Ways of monitoring the efficiency of newly acquired skills is defined and indicators of quality of work improvement are set up Number of administrative employees, which	Dean, Head of the Administration Office, Head of the Financial Department	Continuous annual report to the Faculty Council in January of each year

		attended the training within the lifelong learning program		
Strengthening of the efficiency of professional services	The pace of document processing (filing, logging, signing documents, processing travel orders, issuing order forms, processing public acquisitions)	Satisfaction of employees made visible through the results of a short survey Number of accepted employees' propositions	Dean, Head of the Administration Office, Head of the Financial Department	Continuous annual report to the Faculty Council in January of each year

Aim 3. Strengthening the library's capacity

Mission	Indicators	Monitoring mechanisms	Responsible persons	Implementation date
Improvement of the library service for students and Faculty employees	Analysis of the existing library fund Analysis of available electronic databases of scientific and professional journals and defining the needs for the Faculty Analysis of the number of available seats for students and the possibility of an increase of capacity; Creation of the library web page	Catalog of the existing library fund is created; List and a plan for procurement of textbooks for undergraduate, graduate and doctoral studies in printed or electronic form is made; The database of scientific and technical papers available to students and staff of the Faculty; Expansion of the capacity for the stay of students in the library; The web page is available to employees and students	Dean, Vice Dean of Academic Affairs, Director of Library, Heads of all the Institutes, Head of the IT Section	Continuous annual report to the Faculty Council in June of each year

