

Broj ugovora/Contract no: UG-20-0047	Broj certifikata/ Certificate no.: 7466	Datum isteka/Expiration date: 19.10.2023
Poduzeće/Organization:	SVEUČILIŠTE U ZAGREBU, AGRONOMSKI FAKULTET	
Adresa/Address:	Svetošimunska cesta 25, 10000 Zagreb, Croatia	
Datum audita/Audit date:	17.10.2022.	
Auditor/i / Auditor/s:	Marjeta Miholić Jeić (L)	
Norma / Standard(s):	ISO 9001:2015	IAF Kod: 37 Kategorija:
Predstavnik poduzeća Company representatives:	Prof.dr.sc. Ivica Kisić - dekan	Broj smjena/ Number of shifts: 1
Broj auditiranih lokacija/ Visited sites:	1	
Lokacija 2/datum/vrijeme:	-	
Lokacija 3/datum/vrijeme:	-	
Broj zaposlenih FTE / Number of employees FTE:	30	
Opseg certifikacije/ Scope of certification: College management and service offers to users regarding academic education and economy and scientific and research work		

Tip audita / Type of audit	(Re)Certifikacija (Re)Certification	Nadzor I Surveillance 1	Nadzor II Surveillance 2
Izveštaj za / Report for:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ukupan broj audit dana uključujući preaudit / Audit man-days incl. Stage 1 onsite:			0.50
Ukupan broj audit dana / Audit man-days in total:			0.70
Opseg sustava upravljanja – hrvatski/ Scope management system - Croatian:	Upravljanje fakultetom i pružanje usluga korisnicima vezano uz akademsko obrazovanje, gospodarstvo te znanstveno istraživački rad		
Opseg sustava upravljanja – engleski/ Scope management system - English:	<i>College management and service offers to users regarding academic education and economy and scientific and research work</i>		
Nije primjenjivo (samo za ISO 9001): Not applicable(only for ISO 9001):	7.1.5 Resursi za praćenje i mjerenje 7.1.5 Monitoring and measuring resources		
Broj originalnih certifikata: The number of the original certificates:	1 certifikat na engleskom jeziku, 1 na hrvatskom jeziku 1 certificate in English, 1 certificate in Croatian		
Logo tvrtke na certifikatu: Logo of company on certificate:	-		

1. Ciljevi audita / Audit objectives

Ciljevi audita su / The objectives of the audit are:

- **potvrditi, da je sustav upravljanja u skladu sa svim relevantnim zahtjevima norme/**
to confirm, that the management system conforms to all relevant requirements of the standard;
- **potvrditi, da je organizacija učinkovito implementirala opisan sustav upravljanja/**
to confirm, that the organization has effectively implemented the described management system;
- **potvrditi, da je sustavom upravljanja moguće postići ciljeve navedene u Politici poduzeća/**
to confirm, that the management system is able to achieve the objectives of the enterprise policy.

Obveza auditora i certifikacijskog tijela je potpuna nepristranost i povjerenje prije, tijekom i nakon provedbe audit aktivnosti o kojima ste ranije informirani./ The obligation of the auditor*s and the certification body to absolute impartiality and confidentiality before, during and after the auditing activity you were already informed within the audit plan.

2. Sveukupni rezultat / Overall result



Provedeni audit orijentirao se na značajna obilježja, rizike i/ili ciljeve prema ranije iskomuniciranom audit programu i planu. Prilikom audita korištene su metode intervjua, promatranja i pregleda dokumenata i zapisa. / The auditor*s conducted a process-oriented audit with focus on significant features, risks and/or objectives according the communicated audit program/plan. The audit methods were interviews, observations and review of documents and records.

Broj nesukladnosti / Number of nonconformities:	Komentar zatvaranja nesukladnosti – datirati dodatak / Comment for closing the MNC: (addendum dated):
Velika nesukladnost / Major Nonconformity: 00	--
Mala nesukladnost / Minor Nonconformity: 00	--

Auditor/auditori preporučuju temeljem pronalazaka dobivenih provedbom audita da će organizaciji certifikat biti / Regarding certification, the auditor*s recommend the following based on the information gained during the audit:

<input type="checkbox"/> izdan/ Issuance	<input checked="" type="checkbox"/> nastavlja se/ continuing	<input type="checkbox"/> odbijen/ refusal	<input type="checkbox"/> suspendiran do provedbe odgovarajućih korektivnih mjera / Suspension until sufficient corrective measures are given
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Dogovoreni datum sljedećeg audita / Agreed date for the next audit	Datum / Date: 03.10.2023.
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Izveštaj napravio / Release leading auditor*s Marjeta Miholić Jeić Datum / Date: 28.10.2022.	Potpis / Signature 
Izveštaj pregledao / Release revision R. Verbanac Datum / Date: 14.11.2022.	Potpis / Signature 

3. Profil organizacije / organizacijske promjene / Company profile / organizational changes

Organizacijska shema dekanata (Tajništva Fakulteta) se nije mijenjala od 02.10.2018.
The organizational chart of the dean's office (Secretariat of the Faculty) has not changed since 02.10.2018.

4. Učinkovitost sustava i prijedlozi za poboljšanja / Effectiveness of the overall system and possible improvements

Učinkovitost cjelokupnog sustava / Effectiveness of the overall system

- Sustav upravljanja kvalitetom se učinkovito provodi sukladno zahtjevima norme ISO 9001:2015 i zakonskim zahtjevima. Pokazatelji uspješnosti procesa postižu svoje željene rezultate. Rezultati mjerenja su navedeni u Godišnjem izvješću za period 01.01.2021.- 31.12.2021. / 18.01.2022.
 - Fakultet učinkovito upravlja rizicima.
 - Izrađeno je Izvješće o realizaciji Akcijskog plana za unapređenje kvalitete u postupku II. ciklusa reakreditacije (2019 – 2022).
- The quality management system is effectively implemented in accordance with the requirements of ISO 9001:2015 and legal requirements. Process performance indicators achieve their desired results. The measurement results are listed in the Annual Report for the period 01.01.2021 – 31.12.2021. / 18.01.2022.
- The faculty effectively manages risks.
- A Report on the implementation of the Action Plan for quality improvement in procedure II was prepared. reaccreditation cycle (2019 – 2022).

Pozitivne točke / Positive aspects

- Uključenost vodstva Fakulteta u kontinuirano poboljšanje sustava upravljanja kvalitetom
 - U tijeku je obnova potresom oštećenih paviljona
 - Uveden novi program u Cjeloživotnom obrazovanju
 - Veliki angažman na promociji Fakulteta i studijskih programa
 - Fakultet je vrlo visoko pozicioniran na svim međunarodnim listama znanstvene produktivnosti
 - Sklopljen Memorandum o razumijevanju (Memorandum of understanding) s EDUPACKED organizacijom
 - Fakultet je organizator Međunarodnog samita o obnovljivim izvorima energije (INSORE 2023)
-
- Involvement of the Faculty's leadership in continuous improvement of the quality management system
 - Reconstruction of the pavilions damaged by the earthquake is underway
 - A new program in Lifelong Education was introduced
 - Great involvement in the promotion of the Faculty and study programs
 - The Faculty is very highly positioned on all international lists of scientific productivity
 - A Memorandum of Understanding was concluded with the EDUPACKED organization
 - The Faculty is the organizer of the International Summit on Renewable Energy Sources (INSORE 2023)

Prilike za poboljšanja / Opportunities for improvement

- Preporuka je u Upravinoj ocjeni detaljnije objasniti djelotvornost mjera poduzetih u odnosu rizike i prilike (9.3e)
- The recommendation in the Management review is to explain in more detail the effectiveness of the measures taken in relation to risks and opportunities (9.3e)

Reklamacije se rješavaju u skladu sa QS ZÜRICH AG specifikacijama. Upotreba certifikacijskog znaka/logotipa i certifikata ispravna je i u skladu je sa smjernicama QS ZÜRICH AG / Complaints are dealt with in accordance with the QS ZÜRICH AG specifications. The use of the certification mark/logo and the certificate is correct and conforms to the guidelines of QS ZÜRICH AG.

neprimjenjivo/n/a da/yes ne/no



Audit je proveden kao kombinirana i integrirana verzija. Razina integracije različitih standarda u jedan sustav upravljanja najmanje je ista kao u utvrđenom preaudit / The audit was done as a combined and integrated audit. The level of integration of the different standards in one management system is at least the same as in the stage 1 audit determined:

neprimjenjivo/n/a da, razina integracije/yes, the level of integration is:%

5. Pronalasci zahtjeva standarda - pronalasci s audita / Evidences of the standard elements / audit findings

Auditor/i su proveli procesno orijentirani audit s naglaskom na bitne značajke, rizike i/ili ciljeve u skladu s priopćenim programom/planom audita. Metode audita bili su razgovori, zapažanja i pregled dokumenata i zapisa.

Revidirani procesi, postupci i funkcije detaljno su navedeni u programu/planu audita. Procesu su nasumično revidirani sa sljedećim rezultatima i pomoću dolje navedenih dokumenata.

Zaključci se temelje na uzorku i auditu temeljenom na riziku. Tijekom audita raspravljalo se o potencijalu poboljšanja ili je navedeno u poglavlju 4. Isključivo pozitivan zaključak (POTPUNO) u sljedećem dijelu izvještaja ne isključuje prostor za poboljšanje.

The auditor's performed a process-oriented audit with focus on significant features, risks and/or objectives. The audit methods were interviews, observations and review of documents and records.

The audited processes, procedures and functions are listed in detail in the audit program/planning.

The processes were audited in samples based on the following results documents checked.

The conclusions are based on the sample and risk-based audit. Possible potential for improvement was discussed during the audit or listed in chapter 4. An exclusively positive conclusion (COMPLETELY) in the following part of the report does not rule out room for improvement.

Kontekst organizacije / Context of the organization

Kontekst organizacije – zainteresirane strane / Context of the organization / interested parties

Evidences:

Priručnik upravljanja kvalitetom, 07.06.2022.

Quality management manual, 07.06.2022.

Opseg / sustav upravljanja procesi / Scope / management system and its processes

Evidences:

Statut Fakulteta 16.11.2021.

Statute of the Faculty 16.11.2021.

Isključenja / Exclusions:

7.1.5 Resursi za praćenje i mjerenje

7.1.5 Monitoring and measuring resources

Pronalasci s audita / Audit findings

Vodstvo kontinuirano razmatra vanjske i unutarnji čimbenike koji su bitni za rad Fakulteta i realizaciju strateških ciljeva i planova.

Opseg sustava upravljanja kvalitetom prema normi ISO 9001:2015 je "Upravljanje Agronomskim fakultetom, administrativno-stručne i pomoćne poslove nužne za redovito pružanje usluga korisnicima vezano uz akademsko obrazovanje i znanstveno-istraživački rad".

Sustav upravljanja kvalitetom se odnosi na poslove Dekana, svih Prodekana, Tajnika Fakulteta i Odsjeka u Tajništvu Fakulteta i Centralnu agronomsku knjižnicu.

Odsjeci u Tajništvu Fakulteta su: Odsjek za pravne, kadrovske i opće poslove, Odsjek za računovodstvo, Odsjek za nastavu, studente i informiranje i Odsjek ekonomata i održavanja.

Priručnik za upravljanje kvalitetom razrađuje osnovna područja upravljanja kvalitetom:

Politika upravljanja kvalitetom, Izrada i odobravanje programa, Kontinuirano praćenje i periodička revizija programa, Učenje, poučavanje i vrednovanje usmjereni na studenta, Upis i napredovanje studenata, priznavanje i certificiranje, Nastavno osoblje, Resursi za učenje i podrška studentima, Znanstveno-istraživačka djelatnost, Stručna djelatnost, Mobilnost i međunarodna suradnja, Upravljanje informacijama, Informiranje javnosti, Periodičko vanjsko osiguravanje kvalitete.

The leadership continuously considers external and internal factors that are essential for the work of the Faculty and the realization of the strategic objectives and plans.

The scope of the quality management system according to the ISO 9001:2015 standard is "Management of the Faculty of Agriculture, administrative-professional and auxiliary tasks necessary for the regular provision of services to users related to academic education and scientific-research work".

The quality management system refers to the work of the Dean, all Vice-Deans, the Secretaries of the Faculty and Departments in the Faculty Secretariat and the Central Agricultural Library.

The departments in the Faculty Secretariat are: Department for Legal, Personnel and General Affairs, Department for Accounting, Department for Teaching, Students and Information and Department of Finance and Maintenance.

The quality management manual elaborates the basic areas of quality management:

Quality management Policy, Development and approval of programs, Continuous monitoring and periodic revision of programs, Student-centered learning, teaching and evaluation, Enrollment and advancement of students, recognition and certification, Teaching staff, Resources for learning and student support, Scientific and research activities, Professional activity, Mobility and international cooperation, Information management, Informing the public, Periodic external quality assurance.

Zaključak / Conclusion

Organizacija može pokazati održivu provedbu sustava upravljanja, uzimajući u obzir kontekst, zainteresirane strane, obveze usklađenosti kao i procesno orijentirani pristup za vjerodostojno definiran opseg

The organization can demonstrate a sustainable implementation of the management system, taking due account of the context, the interested parties, compliance obligations as well as the process-oriented approach for a plausibly defined scope.

U CIJELOSTI / COMPLETELY

DA, vidi prilike za poboljšanja / YES see opportunities for improvement

DJELOMIČNO / PARTIAL:

NE / NO:

Vodstvo / Leadership

Vodstvo i opredijeljenost, Usmjerenost na kupca / Leadership and commitment, Customer focus

Evidences:

Statut Sveučilišta u Zagrebu Agronomskog fakulteta, 16.11.2021.

Godišnje izvješće za period 1.1.2021.- 31.12.2021., 18.1.2022.

Plan aktivnosti za osiguravanje kvalitete za ak.god. 2021/2022., 18.01.2022.

Prijedlog financijskog plana za 2022. i projekcija plana za 2023.i 2024., 16.09.2021.

Odluka o osnivanju Centra za cjeloživotno obrazovanje, 05.04.2022.

Odluka o imenovanju voditeljice Centra za cjeloživotno obrazovanje, 12.07.2022.

Novi program cjeloživotnog obrazovanja "Procjena šteta od divljači na poljoprivrednim kulturama", 03.05.2022.

Pravilnik o dodjeli sredstava za poticanje prijave međunarodnih projekata i nacionalnih projekata s međunarodnim partnerima, 07.06.2022.

Pravilnik o upravljanju odsjekom, 12.07.2022.

Memorandum o razumijevanju organizacije EDUPACKED:

1. EDUPACKED ugovor o suradnji, 10.05.2022.
2. MAGISTARSKI STUDIJ OKOLIŠA, Poljoprivreda i upravljanje resursima za studente EDUPACKED, 10.05.2022.

Suglasnost za sklapanje digitalnog Erasmus + međuinstitucionalnog sporazuma za novo programsko razdoblje sa Sveučilištem u Ljubljani za razdoblje 2021.-2027.

Statute of the University of Zagreb, Faculty of Agriculture, 16.11.2021.

Annual report for the period 01.01.2021 - 31.12.2021, 18.01.2022.

Plan of activities for quality assurance for the current year. 2021/2022, 18.01.2022.

Proposal of the financial plan for 2022 and projection of the plan for 2023 and 2024, 16.09.2021.

Decision on the establishment of the Center for Lifelong Education, 05.04.2022.

Decision on the appointment of the head of the Center for Lifelong Education, 12.07.2022.

New lifelong education program "Assessment of the venison damage on agricultural crops", 03.05.2022.

Rulebook on the allocation of funds to encourage the application of international projects and national projects with international partners, 07.06.2022.

Rulebook on department management, 12.07.2022.

Memorandum of understanding with EDUPACKED organization:

1. EDUPACKED cooperation agreement, 10.05.2022.
2. MASTER STUDY program ENVIRONMENT, Agriculture, and resource management for EDUPACKED students, 10.05.2022.

Consent to conclude a digital Erasmus + inter-institutional agreement for the new program period with the University of Ljubljana for the period 2021-2027.

Politika / Policy

Evidences:

Politika kvalitete, 03.10.2017.

Quality Policy, 03.10.2017.

Politika je ocijenjena u Upravinoj ocjeni 06.09.2022.

The policy was assessed in the Management review, 06.09.2022.

Uloge, odgovornosti i ovlaštenja / Roles, responsibilities, and authorities

Evidences:

Organizacijska shema 02.10.2018.

Odluka Fakultetskog vijeća od 5.10.2021.:

Imenovanje članova Odbora za upravljanje kvalitetom za mandatno razdoblje u akademskim godinama 2021./2022. - 2022./2023. - 2023./2024., 05.10.2021. (13 članova)

Imenovanje prodekana za mandatno razdoblje u ak.god.2021/2022-2022/2023-2023/2024.

Odluka Fakultetskog vijeća 26.10.2021.:

Imenovanje predstavnika studenata u tijela Fakulteta za ak.god. 2021/2022.

Odluka Fakultetskog vijeća 16.11.2021.:

Imenovanje članova Povjerenstva za strateško planiranje za mandatno razdoblje u ak.god. 2021/2022-2022/2023-2023/2024.

Organizational chart, 02.10.2018.

Decision of the Faculty Council from 05.10.2021:
Appointment of members of the Quality Management Committee for the mandate period in the academic years 2021/2022. - 2022/2023 - 2023/2024, 05.10.2021. (13 members)
Appointment of the vice dean for the mandate period in the academic year 2021/2022 - 2022/2023 - 2023/2024.

Decision of the Faculty Council on 26.10.2021:
Appointment of student representatives in the bodies of the Faculty for the academic year. 2021/2022.

Decision of the Faculty Council on 16.11.2021:
Appointment of members of the Committee for Strategic Planning for the mandate period in the current year. 2021/2022 - 2022/2023 - 2023/2024.

Pronalasci s audita / Audit findings

Iz razgovora s vodstvom Fakulteta jasno se vidi njihovo opredjeljenje ka kontinuiranom unapređenju sustava upravljanja kvalitetom i povećanju zadovoljstva zainteresiranih strana.
Vodstvo je izradilo Godišnje izvješće za 2021. godinu i Plan aktivnosti realizacije strateškog plana za sljedeće razdoblje.
Vodstvo analizira zadovoljstvo zainteresiranih strana i uvodi poboljšanja.
Vodstvo osigurava sve potrebne resurse za nesmetano odvijanje procesa.

Uloge, odgovornosti i ovlasti su za svako radno mjesto definirane u Pravilniku o ustroju radnih mjesta, ugovorima o radu i imenovanjima od strane Fakultetskog vijeća.

From the conversation with the management of the Faculty, it is clear that they are committed to continuously improving the quality management system and increasing the satisfaction of interested parties.

The management prepared the Annual Report for 2021 and the Action Plan for the implementation of the strategic plan for the next period.

Management analyzes the satisfaction of interested parties and introduces improvements.

The management provides all the necessary resources for the smooth running of the process.

Roles, responsibilities and authorizations are defined for each position in the Regulations on the Organization of Positions, Employment Contracts and Appointments by the Faculty Council.

Zaključak / Conclusion

Vodstvo ispunjava svoje obveze u pogledu: provedbe politike, definiranja odgovornosti, održive integracije sustava upravljanja u poslovne procese, sudjelovanja zaposlenika kao i razmišljanja o strateškom smjeru organizacije temeljenog na riziku.

The leadership fulfils its obligations regarding: the implementation of the policy, the definition of responsibilities, a sustainable integration of the management system into the business processes, the participation of the employees as well as a risk-based thinking about the strategic direction of the organization.

U CIJELOSTI / COMPLETELY

DA, vidi prilike za poboljšanja / YES see opportunities for improvement

DJELOMIČNO / PARTIAL:

NE / NO:

Planiranje / Planning

Mjere za poduzimanje koraka povezanih s rizicima i prilikama / Actions to address risks and opportunities not audited/reason:

Evidences:

Registar rizika, 06.09.2022.

Za svaki od strateških područja pripremljena je SWOT analiza na temelju koje su procijenjeni rizici.
Strateška područja su: Organizacija i kvaliteta, Nastava i studenti, Znanstveno-istraživačka djelatnost, Međunarodna suradnja i Upravljanje resursima.

Naznačajniji rizik je nemogućnost održavanja kvalitetne nastave zbog obnove paviljona oštećenih u potresu i Moguća neprikladnost i loša opremljenost zamjenskih prostora tijekom obnove paviljona oštećenih u potresu.

Risk register, 06.09.2022.

A SWOT analysis was prepared for each of the strategic areas, based on which the risks were assessed.
The strategic areas are: Organization and quality, Teaching and students, Scientific and research activity, International cooperation and Resource management.
A more significant risk is the impossibility of maintaining quality classes due to the reconstruction of the pavilions damaged in the earthquake and the possible inappropriateness and poor equipment of replacement spaces during the reconstruction of the pavilions damaged in the earthquake.

Zakonske obveze i obveze uslađenosti / Legal requirements, compliance obligations

Evidences:

Tajnica fakulteta ažurira listu zakonske regulative na web stranici.
Zakon o javnoj nabavi 120/16, 114/2022
Zakon o znanstvenoj djelatnosti i visokom obrazovanju NN 123/03, 198/03, 105/04, 174/04, 02/07- Odluka USRH, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15, 131/17
ESG standardni - Standardi i smjernice za osiguranje kvalitete 2015.
Zakon o osiguravanju kvalitete u znanosti i visokom obrazovanju NN 45/09
Načela Bolonjskog procesa – Europski prostor visokog obrazovanja Strategija obrazovanja, znanosti i tehnologije (2013)

The faculty secretary updates the list of legal regulations on the website.

Law on Public Procurement, NN 120/16, 114/2022
Law on Scientific Activity and Higher Education, NN 123/03, 198/03, 105/04, 174/04, 02/07 - Decision of the USRH, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, 60/15, 131/17
ESG standard - Standards and guidelines for quality assurance 2015.
Law on Quality Assurance in Science and Higher Education, NN 45/09
Principles of the Bologna Process - European Area of Higher Education Education, Science and Technology Strategy (2013)

Ciljevi i planiranje njihove realizacije; Planiranje promjena / Objectives and planning to achieve them / Planning of changes

Evidences:

Godišnje izvješće za 2021., realizacija ciljeva iz 2021.

Financijski plan za 2022., 16.09.2021.
Aktivni plan za unaprjeđenje kvalitete u postupku II. ciklusa reakreditacije za razdoblje od 2019. do 2023.
Izvešće o realizaciji Aktivnog plana 18.01.2022. (ak.god. 2020/2021)
Plan aktivnosti za osiguranje kvalitete sastavnice 2021/2022., 18.01.2022.
Izvešće o realizaciji Aktivnog plana za unaprjeđenje u postupku II ciklusa reakreditacije 2019 – 2022. 07.06.2022.

Annual report for 2021, objectives realization from 2021.

Financial plan for 2022, 16.09.2021.

Action plan for quality improvement in procedure II. of the reaccreditation cycle for the period from 2019 to 2023.
Report on the implementation of the Action Plan 18.01.2022. (2020/2021 academic year)
Activity plan for component quality assurance 2021/2022, 18.01.2022.
Report on the implementation of the Action Plan for improvement in the process of the II cycle of reaccreditation 2019 – 2022., 07.06.2022.

Pronalasci s audita / Audit findings:

Nova reakreditacija Fakulteta se očekuje 2023.

Ciljevi i aktivni planovi su vezani uz Strateški plan Fakulteta prema glavnim područjima: Upravljanje visokim učilištem i osiguranje kvalitete, Studijski programi, Znanstvena i stručna djelatnost, Mobilnost i međunarodna suradnja i Upravljanje Resursima.

Aktivni plan je iskomuniciran unutar Fakulteta, poznavanje ciljeva i programa je provjereno te se redovito prati njihova realizacija.

U srpnju 2022. je započela je obnova tri paviljona oštećena u potresu.

Korisnicima je omogućen pristup intranetu i izvan fakulteta. Intranetu se pristupa elektroničkim indentitetom.
Izrađen je Plan rodne ravnopravnosti 2022.-2026. (08.03.2022)

U tijeku je ocjenjivanje prilagođenosti studijskih program potrebama tržišta rada te kompletna reforma

studijskih programa.

U planu je otvaranje doktorskog studija na engleskom jeziku i međunarodnog studijskog programa. Jedan od značajnijih ciljeva je i modernizacija infrastrukture potrebne za izvođenje praktične nastave.

A new reaccreditation of the Faculty is expected in 2023.

The objectives and action plans are related to the Strategic Plan of the Faculty according to the main areas: University Management and Quality Assurance, Study Programs, Scientific and Professional Activities, Mobility and International Cooperation and Resource Management.

The action plan has been communicated within the Faculty, knowledge of the objectives and programs has been checked, and their implementation is regularly monitored.

In July 2022, the reconstruction of the three pavilions damaged in the earthquake began.

Users can access the intranet outside the college. The intranet is accessed with an electronic identity.

The 2022-2026 Gender Equality Plan was drawn up. (08.03.2022)

Evaluation of the adaptability of study programs to the needs of the labor market and a complete reform of study programs is underway.

The plan is to open a doctoral study program in English and an international study program.

One of the more important goals is the modernization of the infrastructure necessary for conducting practical classes.

Pronalasci s audita / Audit findings

Zaključak / Conclusion

Organizacija može dokazati planiranje temeljeno na zahtjevima s obzirom na: identifikaciju i analizu rizika i prilika, obveze usklađenosti, relevantne aspekte/karakteristike aktivnosti i proizvoda, definiciju ciljeva, definiciju ključnih pokazatelja uspješnosti i nadzor nad provedbom mjera proizašlih iz njih, uzimajući u obzir promjene.

The organization can demonstrate requirements-based planning with regard to: the identification and analysis of risks and opportunities, compliance obligations, essential aspects / characteristics of the activities and products, the definition of objectives, the definition of key performance indicators and the monitoring of the implementation of measures derived from them, taking into account changes.

U CIJELOSTI / COMPLETELY

DA, vidi prilike za poboljšanja / YES see opportunities for improvement

DJELOMIČNO / PARTIAL:

NE / NO:

Podrška/Support

Infrastruktura / Okruženje za odvijanje procesa Infrastructure / Environment for the operation of processes

not audited/reason:

Evidences:

Pronalasci s audita / Audit findings:

Not planned in FO-309 for 2022.

Resursi za mjerenje / Measuring resources

not applicable/reason:

Evidences:

Pronalasci s audita / Audit findings:

Isključenje točke 7.1.5 Sredstva za praćenje i mjerenje.

Exclusion of point 7.1.5 Means for monitoring and measuring.

Ljudi/Organizacijsko znanje/Kompetencije/Svjesnost / People/Organizational knowledge/Competence/Awareness not audited/reason:

Evidences:

Pronalasci s audita / Audit findings:

Not planned in FO-309 for 2022.

Komunikacija / Communication

not audited/reason:

Evidences:

Pronalasci s audita / Audit findings:

Not planned in FO-309 for 2022.

Dokumentirana informacija / Documented information

Evidences:

Pravilnik o zaštiti arhivskog i registraturnog gradiva (14.11.2012.)

Ordinance on the protection of archival and registry material (14.11.2012.)

Pronalasci s audita / Audit findings:

Dokumentacija sustava je u hard kopiji kod predstavnika uprave i elektronski na intranetu.

Temeljni dokumenti sustava (politika i poslovnik osiguranja kvalitete) su dostupni WEB stranici.

Dekanat fakulteta uspješno upravlja dokumentiranim informacijama.

Dokumenti se urudžbiraju te su sljedivi po urudžbenom broju.

Dokumentirane informacije se čuvaju sukladno Pravilnik o zaštiti arhivskog i registraturnog gradiva.

Lista dokumenata vanjskog porijekla je ažurna.

The system documentation is in hard copy with the management representatives and electronically on the intranet.

The basic system documents (Policy and Quality Manual) are available on the WEB site.

The Faculty Dean's Office successfully manages documented information.

The documents are registered and are traceable by registration number.

Documented information is kept in accordance with the Ordinance on the protection of archival and registry material.

The list of documents of external origin is up-to-date.

Dodatni pronalasci / Additional findings

Unaprijeđen je pristup korisnika intranetu.

User access to the intranet has been improved.

Zaključak / Conclusion

Organizacija može dokazati da pokazuje da se bavila zahtjevima u smislu: osiguravanja odgovarajućih resursa i odgovarajućeg procesnog okruženja za postizanje sukladnosti i sigurnosti za rad i kontrolu svojih procesa.

The organization can demonstrate that it has dealt with the requirements in terms of: Providing adequate resources and an adequate process environment to achieve conformity and safety for the operation and control of its processes.

U CIJELOSTI / COMPLETELY

DA, vidi prilike za poboljšanja / YES see opportunities for improvement

DJELOMIČNO / PARTIAL:

NE / NO:

Provedba / Operation

Operativni ključni pokazatelji uspješnosti / Operational key performance indicators

Evidences:

Priručnik za upravljanja kvalitetom, 07.06.2022.

Akcijski plan 2019 – 2023.

Quality Manual, 07.06.2022

Action plan 2019-2023.

Pronalasci s audita / Audit findings:

Uspješnost procesa i sustava se ocjenjuje realizacijom nastavnog plana, realizacijom financijskog plana, realizacijom akcijskog plana i vezanih ciljeva kvalitete i drugim definiranim kriterijima, zahtjevima studenata i ostalih zainteresiranih strana.

Uspješnost sustava upravljanja kvalitetom u Dekanatu pokazuje i ocjena zadovoljstva zaposlenika radom službi dekanata, kao i povećanje ocjene zadovoljstva studenata radom nastavnika.

The success of the process and system is assessed by the implementation of the curriculum, the implementation of the financial plan, the implementation of the action plan and related quality objectives and other defined criteria, requirements of students and other interested parties.

The success of the quality management system in the Dean's Office is also shown by the assessment of employee satisfaction with the work of dean's offices, as well as the increase in the assessment of student satisfaction with the work of teachers.

Zahtjevi za proizvode i usluge / Requirements for products and services

not applicable/reason:
 not audited/reason:

Evidences:

1. Zapisi vezani uz opis studenata na prvu godinu:
Matični list 303/2022; matični broj studenta K.A. na studij "biljne znanosti"
Potvrda o položenim ispitima državne mature, broj upisnika 388604.
Ugovor o studiranju 23.7.2022. preddiplomski

 2. Zapisi vezani uz opis studenata koji prelaze sa drugih fakulteta:
Matični upisni list studenta sa Šumarskog fakulteta Sveučilišta u Zagrebu na prvu godinu Agronomskog fakulteta, student V.I.G. 21.9.2022.
Ispisnica 21.9.2022. sa Šumarskog fakulteta
Upisnica 21.9.2022. na Agronomski fakultet, na studij ekološka poljoprivreda

 3. Zapisi vezani uz opis studenata koji prelaze sa drugih studija na Agronomskom fakultetu:
Molba studenta A.C. 14.9.2022. (prijelaznik sa studija agro ekologije na studij agrarna ekonomika)
Odluka o prijelazu koju potpisuje voditelj studija 26.9.2022.
Matični broj studenta A.C. 0178123872 od 2020/2021.
Studentu se ostavlja isti matični broj.

 4. Zapisi vezani uz opis studenata s preddiplomskog na diplomski:
Matični list/Ugovor o studiranju 19.7.2018. studenta G.N.
Na studiju agroekologija
Potvrda o sudjelovanju na ERASMUS u ljetnom semestru ak.god. 2020/2021.
Potvrda o stručnoj praksi 24.5.2022.
Potvrda iz knjižnice da je vratio sve knjige 7.9.2022.
Potvrda za obrani završnog rada 7.9.2022.
Zapisnik o završnom radu "Proljetna flora planine Svilaje" 15.9.2022.
Zahtjev za tiskanje diplome
Uvjerenje 15.9.2022. o završenom preddiplomskom studiju
Matični list studenta 0178117709 od 27.9.2022. na diplomski studij

 5. Pregledani su zapisi vezani uz realizaciju zahtjeva studenta za sudjelovanju u ERASMUS programu:
Ugovor između Sveučilišta u Zagrebu i studenta K.K. za studiranje na CZU sveučilište u Pragu u period od 4 mjeseca / 30ECTS bodova/ 20.1.2022.
1. Records related to the enrollment of students for the first year:
Registry number 303/2022; student identification number K.A. to study "plant science"
Certificate of passing the state matriculation exams, registration number 388604.
Study contract 23.07.2022. undergraduate

 2. Records related to the enrollment of students transferring from other faculties:
Registration certificate of a student from the Faculty of Forestry, University of Zagreb for the first year of the Faculty of Agriculture, student V.I.G., 21.09.2022.
Form 21.09.2022. from the Faculty of Forestry
Registration form 21.09.2022. to the Faculty of Agriculture, to study ecological agriculture

 3. Records related to the enrollment of students transferring from other studies at the Faculty of Agriculture:
The request of the student A.C., 14.09.2022. (transitioner from the study of agroecology to the study of agricultural economics)
The decision on the transition signed by the head of studies on 26.09.2022.
Student identification number A.C. 0178123872 from 2020/2021.
The student is left with the same ID number.

 4. Records related to the enrollment of students from undergraduate to graduate:
Identity card/Study contract 19.07.2018. of student G.N.
Studying agroecology
Certificate of participation in ERASMUS in the summer semester ac.year 2020/2021.
Certificate of professional practice, 24.05.2022.
Confirmation from the library that he returned all the books on 07.09.2022.

Certificate for the defense of the final thesis on 07.09.2022.
Record of the final paper "Spring flora of Mount Svilaja", 15.09.2022.
Request for diploma printing
Certificate 15.09.2022. about completed undergraduate studies
Student ID card 0178117709 dated 27.09.2022. to graduate studies

5. The records related to the implementation of the student's request for participation in the ERASMUS program were reviewed:
Agreement between the University of Zagreb and student K.K. to study at the CZU University in Prague for a period of 4 months / 30 ECTS points / 20.01.2022.

Pronalasci s audita / Audit findings:

Kriteriji za upise studenata su jasno definirani.

Matični upisni listovi studenata se čuvaju u mapama studenata sa svim ostalim potrebnim zapisima. Mape studenata se čuvaju u Studentskoj referadi i elektronski u ISVU sustavu.

U tijeku su prijave za stipendije unutar CEEPUS mreža za akademsku godinu 2022. /2023.

The criteria for student admissions are clearly defined.

Student registration forms are kept in student folders with all other necessary records. Student maps are stored in the Student Office and electronically in the ISVU system.

Applications for scholarships within the CEEPUS network for the academic year 2022/2023 are ongoing.

Projektiranje i razvoj proizvoda i usluga / Design and development of products and services

not applicable/reason:

not audited/reason:

Evidences:

Odluka o izmjenama i dopunama studijskih programa za ak.god. 2022/2023. (05.04.2022.)

Uvedeni su novi predmeti u program poslijediplomskog doktorskog studija Poljoprivredne znanosti za ak.god. 2022/2023 (12.07.2022.)

Otvoren novi program cjeloživotnog obrazovanja "Procjena šteta od divljači na poljoprivrednim kulturama" 03.05.2022.

Popis znanstvanih projekata

Popis razvojnih projekata

Popis stručnih projekata

Popis tehnoloških projekata

Popis nastavnih projekata

Decision on changes and additions to study programs for the academic year. 2022/2023. (05.04.2022)

New subjects were introduced in the program of postgraduate doctoral studies in Agricultural Trades for the academic year. 2022/2023 (12.07.2022)

New lifelong education program "Assessment of the venison damage on agricultural crops" opened 03.05.2022.

List of scientific projects

List of development projects

List of professional projects

List of technological projects

List of teaching projects

Pronalasci s audita / Audit findings:

Planiraju se značajne promjene svih studijskih programa.

Znanstvena djelatnost nastavnika i istraživača Agronomskog fakulteta temelji se na razvojnim i primijenjenim nacionalnim i međunarodnim istraživačkim projektima.

Significant changes are planned for all study programs.

The scientific activity of teachers and researchers of the Faculty of Agriculture is based on development and applied national and international research projects.

Nadzor vanjskih procesa, proizvoda i usluga / Nabava / Control of externally provided processes, products, and services / Procurement

not applicable/reason:

not audited/reason:

Evidences:

Pravilnik o provedbi jednostavne nabave 8.6.2021.

1. Predmet jednostavne nabave:

Predmet nabave: Usluga stručnog nadzora građenja, vezano uz cjelovitu obnovu zgrada oštećenih u potresu za potrebe Sveučilišta u Zagrebu Agronomskog fakulteta prema Pravilniku o provedbi postupaka nabave roba, usluga i radova za postupke obnove (NN126/21)

Evidencijski broj nabave: MV036

Odluka o imenovanju člana stručnog povjerenstva u postupku jednostavne nabave (KLASA: 406-09/22-01/39, URBROJ: 251-71-29-07/1-22-01 od 02.05.2022.)

Poziv na dostavu ponuda OB-EKO-25/2, troškovnik, za projekt sufinanciran od EU, Obnova infrastrukture i opreme u području obrazovanja oštećene potresom, Nabava usluge stručnog nadzora građenja, vezano uz cjelovitu obnovu zgrada oštećenih u potresu

Zapisnik o javnom otvaranju ponuda od 16.05.2022.

Ponuda odabranog ponuditelja CAPITAL ing d.o.o., OIB: 75926310092, Ksaverska cesta 6, 10000 Zagreb, oznake 2041/22 od 16.05.2022. s cijenom u iznosu 240.000,00 HRK bez PDV-a i ukupnom cijenom ponude 300.000,00 HRK uključivo PDV.

Zapisnik o pregledu i ocjeni ponuda (KLASA: 406-09/22-01/39, URBROJ: 251-71-29-07/1-22-18 od 08.06.2022.) 8 ponuditelja

Odluka o odabiru (KLASA: 406-09/22-01/39, URBROJ: 251-71-29-07/1-22-19 od 08.06.2022.)

Ugovor o nabavi usluga MV036 (KLASA: 406-09/22-01/39, URBROJ: 251-71-29-07/1-22-21 od 27.06.2022.)

Obavijest o sklopljenim ugovorima / narudžbenicama 30.06.2022. s CAPITAL ING d.o.o.

2. Predmet javne nabave male vrijednosti:

Predmet javne nabave: Krovopokrivački radovi na objektima AF, po grupama predmeta nabave:

Grupa A. Zgrada 1. na k.č.br. 2987, k.o. Maksimir, „N“,

Grupa B. Zgrada 2. na k.č.br. 2991, k.o. Maksimir, „P“, i

Grupa C. Zgrada 3. na k.č.br. 3002, k.o. Maksimir, „I“,

za potrebe Sveučilišta u Zagrebu Agronomskog fakulteta

Evidencijski broj iz plana nabave: MV029

Odluka o imenovanju člana stručnog povjerenstva u postupku javne nabave (KLASA: 406-09/22-01/36, URBROJ: 251-71-29-07/1-22-01 od 22.04.2022.)

Dokumentacija o nabavi, troškovnik

Zapisnik o javnom otvaranju ponuda od 23.05.2022.

Ponuda odabranog ponuditelja OKI-MONT d.o.o., OIB: 98039404134, Vjekoslava Heinzela 34, 10000 Zagreb, oznake 16-2022-AR od 20.05.2022. s cijenom od 577.500,00 HRK bez PDV-a, iznosom PDV-a 144.375,00 HRK, ukupnom cijenom ponude 721.875,00 HRK uključivo PDV.

Zapisnik o pregledu i ocjeni ponuda (KLASA: 406-09/22-01/36, URBROJ: 251-71-29-07/1-22-27 od 21.06.2022.)

Odluka o odabiru (KLASA: 406-09/22-01/36, URBROJ: 251-71-29-07/1-22-28 od 21.06.2022.)

Ugovor o javnim radovima MV029-2022/A (KLASA: 406-09/22-01/36, URBROJ: 251-71-29-07/1-22-32 od 15.07.2022.)

Zapisnik o primopredaji i konačnom obračunu (KLASA: 406-09/22-01/36, URBROJ: 251-71-29-07/1-22-52 od 29.09.2022.)

Rulebook on the implementation of simple procurement, 08.06.2021.

1. Subject of simple procurement:

Subject of procurement: Service of expert construction supervision, related to the complete reconstruction of buildings damaged in the earthquake for the needs of the University of Zagreb, Faculty of Agriculture, according to the Rulebook on the implementation of procedures for the procurement of goods, services and works for reconstruction procedures (NN 126/21)

Acquisition registration number: MV036

Decision on the appointment of a member of the expert commission in the simple procurement procedure (class: 406-09/22-01/39, reg.no.: 251-71-29-07/1-22-01 from 02.05.2022)

Call for tenders OB-EKO-25/2, cost sheet, for a project co-financed by the EU, Reconstruction of infrastructure and equipment in the field of education damaged by an earthquake, Procurement of expert construction supervision services, related to the complete

reconstruction of buildings damaged in an earthquake

Record on the public opening of offers from 16.05.2022.

The offer of the selected bidder CAPITAL ing d.o.o., OIB: 75926310092, Ksaverska cesta 6, 10000 Zagreb, tags 2041/22 dated 16.05.2022. with a price in the amount of HRK 240,000.00 without VAT and a total offer price of HRK 300,000.00 (VAT included).

Record on the review and evaluation of offers (class: 406-09/22-01/39, reg.no.: 251-71-29-07/1-22-18 from 08.06.2022), 8 bidders

Selection decision (class: 406-09/22-01/39, reg.no.: 251-71-29-07/1-22-19 from 08.06.2022)

Agreement on procurement of services MV036 (class: 406-09/22-01/39, reg.no.: 251-71-29-07/1-22-21 dated 27.06.2022)

Notice on concluded contracts / purchase orders 30.06.2022. with CAPITAL ING d.o.o.

2. Subject of public procurement of low value:

Subject of public procurement: Roofing works on AF facilities, by procurement subject groups:

Group A. Building 1. at lot no. 2987, registered office Maksimir, "N",

Group B. Building 2. at lot no. 2991, registered office Maksimir, "P", i

Group C. Building 3. at lot no. 3002, registered office Maksimir, "I",

for the needs of the University of Zagreb, Faculty of Agriculture

Registration number from the procurement plan: MV029

Decision on the appointment of a member of the expert commission in the public procurement procedure (class: 406-09/22-01/36, reg.no.: 251-71-29-07/1-22-01 from 22.04.2022)

Procurement documentation, cost sheet

Record on the public opening of bids from 23.05.2022.

The offer of the selected bidder OKI-MONT d.o.o., OIB: 98039404134, Vjekoslava Heinzela 34, 10000 Zagreb, mark 16-2022-AR dated 20.05.2022. with a price of HRK 577.500,00 without VAT, VAT: HRK 144,375.00, total offer price HRK 721.875,00 (including VAT).

Record on the review and evaluation of offers (class: 406-09/22-01/36, reg.no.: 251-71-29-07/1-22-27 from 21.06.2022)

Decision on selection (class: 406-09/22-01/36, reg.no.: 251-71-29-07/1-22-28 from 21.06.2022)

Contract on public works MV029-2022/A (class: 406-09/22-01/36, reg.no.: 251-71-29-07/1-22-32 from 15.07.2022)

Record of handover and final settlement (class: 406-09/22-01/36, reg.no.: 251-71-29-07/1-22-52 from 29.09.2022)

Pronalasci s audita / Audit findings:

Tijekom 2022. godine su bile dvije neosnovane žalbe ponuditelja na postupke javne nabave od ukupno 58 sklopljenih ugovora tijekom 2022.

Primjer jedne žalbe na postupak javne nabave:

Rješenje 20.1.2022. Ur. Broj 354-01/15-22-8, Odbija se žalba žalitelja Integer savjetovanje j.d.o.o. Zagreb kao neosnovana, Rješenje je izdala Državna komisija na kontrolu postupaka javne nabave. Žalba na objavu poziva na nadmetanje dana 10.12.2021. broj objave 2021/S 0F2-0044605, predmet nabave: nabava usluge vanjskog stručnjaka – administratora projekta i vanjskog stručnjaka za pripremu i provedbu postupaka javne nabave.

During 2022, there were two unfounded appeals from bidders on public procurement procedures out of a total of 58 contracts concluded during 2022.

An example of an appeal to the public procurement procedure:

Decision 20.01.2022. reg.number: 354-01/15-22-8, the appeal of the appellant Integer savjetovanje j.d.o.o. from Zagreb is rejected as unfounded, the Decision was issued by the State Commission for Control of Public Procurement Procedures.

Complaint about the publication of the invitation to tender on 10.12.2021. publication number 2021/S 0F2-0044605, procurement

subject: procurement of the services of an external expert - project administrator and external expert for the preparation and implementation of public procurement procedures.

Proizvodnja i pružanje usluga / Production and service provision

not applicable/reason:
 not audited/reason:

Evidences:

Pronalasci s audita / Audit findings:
Not planned in FO -309 for 2022.

Označavanje i sljedivost / Identification and traceability

not applicable/reason:
 not audited/reason:

Evidences:

Pronalasci s audita / Audit findings:
Not planned in FO -309 for 2022.

Imovina koja pripada kupcima i vanjskim pružateljima / Čuvanje / Property belonging to customers or external providers / Preservation

not applicable/reason:
 not audited/reason:

Evidences:

Pronalasci s audita / Audit findings:
Not planned in FO -309 for 2022.

Radnje nakon isporuke / Kontrola promjena / Post-delivery activities/Control of changes

not applicable/reason:
 not audited/reason:

Evidences:

Akcijski plan za akademsku godinu 2022/2023
An action plan for the academic year 2022/2023

Pronalasci s audita / Audit findings:

Fakultet sve promjene provodi planski i nadzire aktivnosti za njihovu provedbu.

Nakon odlaska studenta s Fakulteta, fakultet čuva definiranu dokumentaciju o studentu u Studentskoj referadi. Na zahtjev (završenog) studenta, nakon diplomiranja, može mu se izdati kopija diplome.

The Faculty implements all changes according to plan and supervises the activities for their implementation.

After the student leaves the Faculty, the Faculty keeps defined documentation about the student in the Student Office. At the request of the (graduated) student, after graduation, a copy of the diploma can be issued to him.

Puštanje proizvoda i usluga u promet / Nadzor nad nesukladnim izlazima / Release of products and services / Control of nonconforming outputs

not applicable/reason:
 not audited/reason:

Evidences:

Pronalasci s audita / Audit findings:

Fakultet čuva dokumentirane informacije o žalbama studenata; poduzetim mjerama; odgovornim osobama za provedbu popravni radnji.

Nije bilo pisanih žalbi studenata tijekom 2022. Godine.

U trenutku završetka studiranja Student dobiva Diplomom /potvrdu o zavšetku studiranja.

The faculty keeps documented information about student complaints; measures taken; persons responsible for the implementation of remedial actions.

There were no written complaints from students during 2022.

At the moment of completion of studies, the Student receives a Diploma/certificate of completion of studies.

Dodatni pronalasci / Additional findings

Zaključak / Conclusion

Kako bi osigurala sukladnost i, ako je potrebno, sigurnost, organizacija može pokazati da se svi relevantni procesi za implementaciju proizvoda/usluga izvode u kontroliranim uvjetima, uzimajući u obzir mjerljivost kao ulaz za kontinuirano poboljšanje.
To ensure conformity and, if necessary, safety, the organization can demonstrate that all relevant processes for the implementation of products/services are performed under controlled conditions, considering the measurability as input for continuous improvement.

U CIJELOSTI / COMPLETELY

DA, vidi prilike za poboljšanja / YES see opportunities for improvement

DJELOMIČNO / PARTIAL:

NE / NO:

Procjena provedbe / Performance evaluation

Praćenje, mjerenje, analiza i vrednovanje / Zadovoljstvo kupaca / Monitoring, measurement, analysis, and evaluation / Customer satisfaction

Evidences:

Upravina ocjena, 29.08.2022.

Godišnje izvješće za 2021., 01.01.2021. - 31.12.2021.

Anketa zadovoljstva studenata poslijediplomskih studija ožujak 2022.

Ankete o procjeni rada nastavnika, srpanj 2022. (30 nastavnika)

Analiza ankete o procjeni kvalitete rada nastavnika s ciljem vrednovanja rada nastavnika od strane studenata za ak.godinu 2021/2022. (23 nastavnika na 35 predmeta).

U ljetnom semestru ak.god. 2021/2022. anketa je provedena online putem ISVU-a (obrada je u tijeku).

Provedena je anketa o zadovoljstvu studenata poslijediplomskim doktorskim studijem Poljoprivredne znanosti. Anketirano je 73 ispitanika, a na sva pitanja su većinom odgovorili s ocjenom 5.

U svibnju 2022. provedena je anketa o znanju studenata o ECTS sustavu bodovanja. Anketiranju je pristupilo 241 student.

Nastava je tijekom cijele godine 2021/2022. održavana prema rasporedu.

Upisi na daljinu za prvu godinu preddiplomskog studija započeli su 21.07.2022.

Godišnje izvješće o osiguravanju kvalitete za ak.god. 2020/2021 (18.01.2022.)

Izvešće o realizaciji Akcijskog plana za unapređenje kvalitete u postupku II. ciklusa reakreditacije Sveučilišta u Zagrebu Agronomskog fakulteta za razdoblje 2019 – 2022. (07.06.2022)

Management review, 29.08.2022.

Annual report for 2021, 01.01.2021. - 31.12.2021.

Satisfaction survey of postgraduate students March/2022.

Teacher evaluation surveys, July/2022 (30 teachers)

Analysis of the survey on the assessment of the quality of the work of teachers with the aim of evaluating the work of teachers by students for the academic year 2021/2022. (23 teachers on 35 subjects).

In the summer semester ac.year 2021/2022. the survey was conducted online through ISVU (processing is in progress).

A survey was conducted on student satisfaction with postgraduate doctoral studies in Agricultural Sciences.

73 respondents were surveyed, and most answered all questions with a score of 5.

In May 2022, a survey was conducted on students' knowledge of the ECTS scoring system.

241 students participated in the survey.

Classes are held throughout the year 2021/2022. maintained according to schedule.

Distance enrollments for the first year of undergraduate studies began on 21.07.2022.

Annual report on quality assurance for the current year. 2020/2021 (18.01.2022)

Report on the implementation of the Action Plan for quality improvement in procedure II. reaccreditation cycle of the University of Zagreb Faculty of Agriculture for the period 2019 – 2022 (07.06.2022)

Pronalasci s audita / Audit findings:

Rezultati praćenja i mjerenja vidljivi su u Godišnjem izvješću za 2021.

Svi procesi su ostvarili željene rezultate.
Uspješno je ispunjena kvota prediplomskog studija.
Najvažniji pokazatelji kvalitete koji Fakultet mjeri je zadovoljstvo studenata, popunjenost kvote i rangiranje Fakulteta na međunarodnim listama fakulteta, kao dolazna mobilnost studenata preko ERASMUS programa.
Pripremljena je anketa za strane studente na kraju siječnja 2023.

The results of monitoring and measurement are visible in the Annual Report for 2021.
All processes achieved the desired results.
The undergraduate study quota was successfully fulfilled.
The most important indicators of quality measured by the Faculty are student satisfaction, quota occupancy and ranking of the Faculty on international lists of faculties, such as incoming mobility of students through the ERASMUS program.
A survey was prepared for foreign students at the end of January 2023.

Interni audit / Internal audit

Evidences:
Izveštaj s internog audita, 13.07.2022.
Internal audit report, 13.07.2022

Pronalasci s audita / Audit findings:
Interni audit 06.09.2022. / u lipnju proveden (06.06.-09.06.2022. i 28.06.-07.07.2022.), izvještaj 13.07.2022.
Jedan od prijedloga za poboljšanje je kadrovsko osnaživanje pravne službe i službe za upravljanje kvalitetom.
Nesukladnosti nisu pronađene.
Interni audit su provele educirane auditorice (Stalne predstavnice uprave za kvalitetu).

Internal audit 06.09.2022. / conducted in June (06.06.-09.06.2022 and 28.06.-07.07.2022), report 13.07.2022.
One of the proposals for improvement is the personnel strengthening of the legal and quality management services.
No non-conformities were found.
The internal audit was conducted by trained auditors (Permanent representatives of the quality management).

Upravina ocjena / Management review

Evidences:
Upravina ocjena, 29.08.2022.
Management review, 29.08.2022

Pronalasci s audita / Audit findings:
Uprava je dokumentirana ocjenu sustava upravljanja kvalitetom.
Preporuka je u Upravinoj ocjeni detaljnije objasniti djelotvornost mjera poduzetih u odnosu rizike i prilike.

Management has a documented evaluation of the quality management system.
The recommendation in the management review is to explain in more detail the effectiveness of the measures taken in relation to risks and opportunities.

Dodatni pronalasci / Additional findings

Fakultet kontinuirano poboljšava svoj sustav upravljanja realizacijom ciljeva i provedbom akcijskih planova.
Organization continually improves its management system by objectives realization and implementation of action plans.

Zaključak / Conclusion

Odgovornost se zadovoljava na temelju odgovarajućih dokaza o rezultatima. Dokazana je održiva učinkovitost sustava upravljanja: kroz sustavno praćenje, mjerenje, analizu, unutarnje revizije, ocjenjivanje na temelju prikladnih metoda i pokazatelja uspješnosti.
Accountability is met based on adequate evidences in regard the results. The sustainable effectiveness of the management system is demonstrated: through systematic monitoring, measurement, analysis, internal audits, evaluation based on suitable methods and performance indicators.

U CIJELOSTI / COMPLETELY

DA, vidi prilike za poboljšanja / YES see opportunities for improvement

DJELOMIČNO / PARTIAL:

NE / NO:

Poboljšanja / Improvement

Nesukladnosti i popravne radnje / Stalno poboljšanje / Nonconformity and corrective action / Continual improvement

Evidences:

Upravina ocjena 29.08.2022.
Management review, 29.08.2022.

Pronalasci s audita / Audit findings

Tijekom 2022. nije bilo nesukladnosti u procesima.

Provedena su poboljšanja:

Informirani studenti o sustavu ECTS bodovanja u cilju povećanja kvalitete studiranja.

Izrađen je Pravilnik o postupku unutarnjeg prijavljivanja nepravilnosti i postuku imenovanja povjerljive osobe i njezina zamjenika 12.7.2022.

Novi Intranet izrađen je u sklopu nove mrežne stranice, a zaposlenicima je dostupan od 15. 3. 2021. prijavom putem AAI-a. Omogućena je prijava svim zaposlenicima bez obzira nalaze li se na lokaciji Fakulteta ili drugdje te mu se također, može pristupiti i putem mobilnih uređaja
Od rujna 2021. na mrežnoj stranici dostupna je virtualna šetnja Agronomskim fakultetom.

During 2022, there were no non-conformities in the processes.

Improvements have been made:

Informed students about the ECTS scoring system in order to increase the quality of studies.

The Rulebook on the procedure for internal reporting of irregularities and the procedure for appointing a confidential person and his deputy was drawn up on 12.07.2022.

The new Intranet was created as part of the new website, and is available to employees from 15.03.2021 by logging in through AAI. Registration is possible for all employees, regardless of whether they are at the Faculty's location or elsewhere, and it can also be accessed via mobile devices.

From September 2021, a virtual walk through the Faculty of Agriculture is available on the website.

Zaključak / Conclusion

Odabir i pokretanje potrebnih korektivnih mjera i kontinuirano poboljšanje, otvaranje mogućnosti, povećanje učinkovitosti i minimiziranje rizika kako bi se moglo udovoljiti budućim zahtjevima i očekivanjima, provodi se u odgovarajućoj mjeri.

The selection and initiation of necessary measures to correct and continuously improve them, to open up opportunities, to increase efficiency and to minimize risks in order to be able to meet future requirements and expectations is carried out to an appropriate extent.

U CIJELOSTI / COMPLETELY

DA, vidi prilike za poboljšanja / YES see opportunities for improvement

DJELOMIČNO / PARTIAL:

NE / NO:

5. Nesukladnosti / Nonconformities

Komentar o zatvaranju nesukladnosti s prijašnjeg audita / Comments for completion of the nonconformities from the previous audit

Manja nesukladnost / Minor NC	Zahtjev norme / Normative basis	Datum / Date	Datum izvršenja / Execution date
Opis / Description		--	
Korektivne radnje / Corrective action			
Pronalazak s audita za zatvaranje nesukladnosti / Audit finding for closing the NC:		--	

Ovaj audit obuhvatio je postupke, aktivnosti i zapise na temelju uzoraka. Tijekom audita naveli smo manje dolje navedene nesukladnosti i raspravljali o njima tijekom audita i završnog sastanka. Mogu postojati i druga odstupanja koja nisu otkrivena zbog svojstvenog karaktera audita.

This audit covered procedures, activities and records based on samples. During this assessment, we stated the minor nonconformities listed below and discussed during the audit and the closing meeting. There may be other deviations that have not been detected due to the inherent character of an audit.

Velike nesukladnosti (MNC) s trenutnog audita / Major nonconformities (MNC) from the current audit

Velika nesukladnost / Major NC	Zahtjev norme / Normative basis	Datum / Date	Datum izvršenja / Execution date
Opis / Description		--	
Sljedeći korak / Next step		--	
Datum dodatnog audita / Addendum dated: Pronalazak s audita za zatvaranje nesukladnosti / Audit finding for closing the NC:		--	

Manja nesukladnost (mNC) s trenutnog audita / Minor nonconformities (mNC) from the current audit

Manja nesukladnost / Minor NC	Zahtjev norme / Normative basis	Datum / Date	Datum izvršenja / Execution date
Opis / Description		--	
Sljedeći korak / Next step		--	

6. Prilozi izvještaju / Report relevant attachments

- FO 338-e AGRONOMSKI FAKULTET_V05_2022
- FO 309-01-e AGRONOMSKI FAKULTET_Vers02_22

7. Terminologija / Terminology

Terminologija u poglavlju 5 / Terminology in section 5:

Dokazi: popis svih objektivnih dokaza, čije se postojanje može dokazati podacima, evidencijama, informacijama ili činjenicama (jednoznačno, s datumom).

Nalaz: ocjena, ocjena sukladnosti, kvalitativna klasifikacija (pozitivna, negativna) objektivnih dokaza u odnosu na određene zahtjeve standardnog elementa.

Zaključak: Zbirna procjena svih nalaza u ovom standardnom odjeljku s obzirom na stupanj ispunjenja navedenih zahtjeva.

Evidence: list of all objective evidences, the existence of which can be proven from data, records, information or facts (unambiguous, with date).

Finding: assessment, evaluative statement, qualitative classification (positive, negative) of the objective evidence in relation to the specified requirements of the standard element.

Conclusion: Summary assessment of all findings in this standard section with regard to the degree of fulfillment of the specified requirements.

Velika nesukladnost (MNC): Zahtjevi cijelih odjeljaka standarda nisu uspostavljeni ili se sustavno ne provode za aktivnosti unutar organizacije.

- Odsutnost postupka potrebnog kao dio sustava upravljanja revidirane organizacije
- U dokumentaciji nedostaju obvezni kriteriji
- Česta formalna odstupanja od poglavlja norme
- Nema koncepta za korektivne mjere
- Niz manjih nesukladnosti (nesukladnosti sustava) povezanih s istom klauzulom
- Nedostaci koji će vjerojatno rezultirati neposrednom opasnošću
- Neispunjavanje jednog ili više zahtjeva standarda sustava upravljanja ili situacija koja dovodi do značajne sumnje u sposobnost klijentovog sustava upravljanja da postigne predviđeni rezultat

U slučaju većih nesukladnosti nije moguća verifikacija; prvo se moraju riješiti sve ispravke. Dopustit će se najviše 90 kalendarskih dana za ispravak, inače će biti potrebno odraditi novi ili ponovni audit / ispitivanje na licu mjesta.

Veće nesukladnosti utvrđene tijekom nadzornog audita rezultat će suspenzijom certifikata. Velike nesukladnosti potrebno je ispraviti u roku od tri mjeseca. Ako se ne isprave u roku od tri mjeseca, certifikat će biti povučen.

Major nonconformities (MNC): Requirements of whole sections of the standard are not established or are systematically not implemented for activities within the organisation.

- Absence or total breakdown of a procedure required as part of the audited organization's management system
- Mandatory criteria are missing in the documentation
- Frequent formal deviations from a chapter of the norm
- No concept for corrective measures
- A number of minor nonconformities (systematic nonconformities) related to the same clause
- Deficiencies that are likely to result in an immediate hazard
- Failure to fulfil one or more requirements of the management system standard or a situation that raises significant doubt about the ability of the client's management system to achieve its intended output

In case of major nonconformities, no certification is possible; all corrections have to be dealt with first. A maximum of 90 calendar days' time will be granted for correction, otherwise a new audit or re-audit/examination on site will be necessary.

Major nonconformities found during the surveillance audit will lead to suspension of the certificate. Major nonconformities need to be corrected within three months. If these major nonconformities are not corrected within three months, the certificate will be retracted.

Manje neusklađenosti (mNC): Zahtjevi norme nisu u potpunosti implementirani, ali na temelju objektivnih dokaza, sukladnost sustava upravljanja nije ugrožena.

- Ne slijede se formalna odstupanja, izričiti interni zahtjevi.

- Pojedinačni uočeni propust ili izolirani incident u skladu s jednom klauzulom sustava upravljanja.

Manje neusklađenosti utvrđene tijekom certifikacijske revizije moraju biti dokumentirane u planu djelovanja. Utvrđuje se postupak njihovog dovršenja. Revizor mora zajedno s izvještajem pregledati i plan aktivnosti. Odluka o certifikatu temelji se na prirodi izvršenja mjera, koje se moraju izvršiti najkasnije u roku od najviše 90 kalendarskih dana nakon audita.

Manje nesukladnosti utvrđene tijekom nadzornog audita moraju se ispraviti do sljedećeg nadzora. Ako se te manje nesukladnosti ne isprave do nadzornog audita, smatrat će se velikom nesukladnosti i certifikat će biti suspendiran. Ako se te velike nesukladnosti ne isprave u roku od tri mjeseca, certifikat će biti povučen.

Minor nonconformities (mNC): Sections of the standard are not completely implemented but based on objective proofs the conformity of the management system is not compromised.

- Formal deviation, explicit internal requirements are not followed.
- A single observed lapse or isolated incident in following one clause of the management system.

Minor nonconformities found during the certification audit need to be documented in a plan of action. The procedure for their completion shall be laid down. The plan of action must be reviewed by the final reviewer together with the audit report. The certificate decision is based on the nature of the execution of the measures, which must be completed no later than a maximum of 90 calendar days' time after the audit.

Minor nonconformities found during the surveillance audit need to be corrected until the next surveillance audit. If these minor nonconformities are not corrected until the surveillance audit, they will be regarded as major nonconformities and the certificate will be suspended. If these major nonconformities are not corrected within three months, the certificate will be retracted.