

# ***Mapping the academic education of journalists in Europe***

## **MANUAL TO DIGITAL INTERACTIVE APPLICATION**

**for collaborators of the  
international scientific institutional project  
Higher Education of Journalists in a Digital  
Environment (HEJDE)**



United Nations  
Educational, Scientific and  
Cultural Organization

Organisation  
des Nations Unies  
pour l'éducation,  
la science et la culture

Hrvatsko povjerenstvo za UNESCO  
Croatian Commission for UNESCO  
Commission croate pour l'UNESCO

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## Introduction

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## Introduction

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Dear associate,

The **HEJDE** project team members welcome all collaborators thanking in advance for the precious time and effort they will invest in gathering and entering data making thus possible for the first time to present higher education institutions that educate journalists in Europe in one place.

This is one of the activities of the international institutional scientific project **Higher Education of Journalists in a Digital Environment (HEJDE)**<sup>1</sup> aimed at creating a publicly accessible interactive map for the presentation of data with regard to geographical, institutional and programme characteristics.

It will be useful for various groups like researchers, scientists, future students, professionals, and the wider public.

We are very proud that the project activity of mapping study programmes that educate journalists in Europe is, among other institutions, supported by the:

- ✚ Communication and Information Sector of UNESCO (Paris)
- ✚ Croatian Commission for UNESCO of the Croatian Ministry of Culture, and
- ✚ Journalism and Communication Education Temporary Working Group of ECREA (European Communication Research and Education Association).

It started with the creation of the interactive digital tool and application which will enable simple and controlled entering of data, followed by a testing process.

The app will be publicly available during the whole process of entering data while the map will be available even after the completion of the project.

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## Introduction

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Having in mind the importance of having the whole picture of study programmes that educate journalists in Europe and the flexibility of the educational reality, there will be a possibility to enter new data at any time, even after the completion of the **HEJDE** project. Even though the map has its own platform within the **HEJDE** project website, it will be strongly promoted by our partners and their digital platforms during and after the end of the project.

Since the **HEJDE** project collaborators come from European countries where different education systems and practices are implemented, in order to insure the scientific validation of data that will be entered via the application, we produced this Manual to explain the data-entering procedures step-by-step, to unambiguously define analytical categories, and to describe and limit the nature of data we expect to be entered.

Before the commencement of data-entering, the following procedure is recommended:

-  read the Manual
-  if there is something unclear, please contact the project leader
-  write down the main analytical categories and subcategories that need to be found or collected
-  do the research and/or collect the data (set the categories into the context of the country one is entering data for)
-  write down the collected data
-  check/control all the data, and
-  enter data into application.

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 Introduction

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In case something remains unclear, or there are doubts about what to enter, please save the already entered data and address the administrator before entering doubtful data into application.

Please be aware that, for data security reasons, the application does not give the opportunity to enter just a few data and then continue entering the rest later, which is why we appeal for data to be collected before. It will at the same time shorten the procedure.

The Manual is available in the Dashboard and it can be accessed any time.

With the hope that our work will serve the scientific, professional, academic and general public across Europe and wider, I use this opportunity to thank you all once again for collaborating on this important initiative in creating the central informative virtual place of the European academic system that educates journalists.

*Pula, February 2022.*

*Tijana Vukić, PhD - project leader*



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*Research postulates*

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### *Definitions of central terms*

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There are two key terms - *higher education of journalists* and *European* - that ought to be unambiguously defined in order to ensure that all HEJDE project associates have a common context when researching, collecting and entering data.

Specific research variables are defined in the second part of this Manual *Step-by-step guide to application* where there is a detailed explanation of how to use the application and enter data.

#### *Higher education of journalists.*

##### *Synonyms describing studying journalism*

There are different synonyms in the English language used in the discussion about the higher education of journalists with an emphasis on the higher education system. Those are, for instance, *academic education*, *higher education*, *tertiary education*, and much more, including those particular for languages of different European countries. Within the HEJDE project, regardless of its linguistic expression or terminological possibilities, *higher education of journalists is a term describing the highest degree(s) of formal education of journalists within a particular higher education institution.*

##### *Journalism study programmes*

In journalism studies and related body of knowledge there are different terms referring to the education of journalists, such as journalism education, journalistic education, J-education, education for journalists, education of journalists, etc. That way, there are different expressions describing study programs offering journalistic qualifications.

For the purpose of this research, the term used is *study programmes that educate journalists* primarily because that phrase directly refers to all *study programmes which offer journalistic qualifications* including not only those titled by the term journalism, but every other one providing a higher education diploma for future journalists.

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## Definitions of central terms

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### *Journalism as a scientific domain, field, branch*

Around the globe, *journalism* is a part of different classifications. It can be described as a profession, craft and/or scientific/artistic field.

If it is defined as a scientific field, in principle, directly or indirectly, it is connected to *communication science/communication studies*. In Croatia, for example, *journalism* is a scientific branch of the *Information and Communication* field of science, in particular of the Communication part of that field, which belongs to the domain of *Social Sciences*.<sup>2</sup>

### *Contexts of the higher education of journalists*

Professionals, scientists, researchers and other public usually discuss about *journalism education and J-schools* in a wide range of different contexts.

In the frame of the **HEJDE** project, the *higher education of journalists* is understood as an overall academic education, regardless of the type (e.g. university, professional, etc.) or the scientific/academic context (it can be a part of the Faculty of Political Sciences, Faculty of Arts, Faculty of Technical Sciences, Faculty of Social Sciences and Humanities, etc.). Its primary goal is to educate future journalists on the tertiary level.

That type of education is organized by different types of academic institutions (universities, polytechnics, colleges, etc.) offering a thematic range of study programmes on several levels (e.g. undergraduate, graduate, postgraduate) which educate those who are, after their completion, qualified to work as a journalist.

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## Definitions of central terms

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### Study programme titles

Study programmes that educate journalists are usually differently named, not just *Journalism* or using the term *journalism* in a combination with other terms. Institutions offering the journalistic qualification usually name their study programmes very differently, according to different scopes and the ideology behind them.

In Croatia, for example, besides study programmes named *Journalism* there are those named *Media and Culture of Society*, *Communication Studies*, *Communication Science*, *Media and Journalism*, *Media and Public Relations*, *Journalism and Public Relations*, *Media and Journalism* and all of them educate future journalists.

### Double degrees

There can be study programmes that qualify graduates for more than one occupation (e.g. PR and journalism) and all of them should be a part of this study. The important thing to note is that all those programmes that qualify journalists with their diplomas should be included in the HEJDE project. This means that if the study programme qualifies (post)graduates for any other appertaining occupation(s) besides journalism, it is also a valid entry.

### Official permissions

Only those study programmes that are somehow verified by relevant governmental institutions, and were given an official permission to issue a journalistic qualification in a specific country, such as the Ministry of Science and Education of the Republic of Croatia, are part of this study.

### Different types of journalism

Study programmes that reflect different types of journalism such as *Journalism and Sports* and *Political Journalism* have to be included in this research as well.

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### *Definitions of central terms*

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#### *Differences in European higher education systems on the national level*

There are significant differences between education systems across European countries even within those which adopted the Bologna educational guidelines at a tertiary level.

Those differences in general, and by countries, were investigated prior to the creation of the application for gathering data which offer a list of possibilities regarding the higher education level, type of institutions and other variables. Even though, there can be specificities that were unintentionally missed and thereby left out. In that case, please contact immediately the **HEJDE** project administrator or/and the project leader with a concrete request that a particular item be included in the list.

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## Definitions of central terms

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### European.

#### Backbone of understanding

The research sample of this scientific project is defined by the following *geographical-political term European* which follows the *traditional understanding* of the European continent.

#### The list of countries

It refers to the area of all European countries that are official *members of the European Union* (The Republic of Austria, The Kingdom of Belgium, The Republic of Bulgaria, The Republic of Cyprus, The Czech Republic, The Kingdom of Denmark, The Republic of Estonia, The Republic of Finland, The Hellenic Republic, The Republic of Croatia, Ireland, The Republic of Italy, The Republic of Latvia, The Republic of Lithuania, The Grand Duchy of Luxemburg, Hungary, The Republic of Malta, Kingdom of the Netherlands, The Federal Republic of Germany, The Republic of Poland, The Portuguese Republic, Romania, The Slovak Republic, The Republic of Slovenia, The Kingdom of Spain and The Kingdom of Sweden).

It also refers to *countries close to the EU* (The Republic of Iceland, The Kingdom of Norway, The Swiss Confederation, and The United Kingdom of Great Britain and Northern Ireland).

Furthermore, the research includes higher education of journalists across *Eastern European countries* (The Republic of Belarus, The Republic of Moldova, The Russian Federation and Ukraine), *countries from the Caucasia region* (The Republic of Armenia, The Republic of Azerbaijan and Georgia), *small European countries* (The Principality of Andorra, The Principality of Liechtenstein, The Principality of Monaco, The Republic of San Marino and The Vatican City State), *South-Eastern European countries* (The Republic of Albania, Bosnia and Herzegovina, Montenegro, The Republic of Kosovo, Northern Makedonia and The Republic of Serbia), and *Turkey*.<sup>3</sup>

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### *HEJDE project associates*

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It is presumed that all the **HEJDE** project associates are somehow involved either in researching the topic of higher education of journalists, teaching in academic or other institutions that offer study programmes for the education of journalists, or have, from another angle, an insight into that subject.

Associates of the first European map of higher journalism education are not limited by their occupation which is why those who work in academic, research, media and other organizations are welcome.

Even though we welcome all motivated collaborators to contribute to this **HEJDE** project activity and to apply as researches for gathering and entering data, we strongly recommend having the following competencies:

#### **# knowledge**

interpreting the specificities of the national higher education system

classifying the science domains, fields and branches

explaining the specificities of the national higher education of journalists

classifying features of study programmes that educate journalists

understanding key terminology regarding higher education of journalists

understanding the national media system

understanding the national media and educational policies

understanding the media and journalism theory, models and structures

#### **# skills**

organizing skills

skills of collecting information

research skills

skills of comparing and contrasting

analytical-synthetic skills

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### *HEJDE project associates*

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#### # autonomy

gathering information from different sources

whole research process

use of data entry techniques and methods

argumentation skills

verification skills

exemplification skills

#### # responsibility

choosing adequate data sources

entering data

data accuracy

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### Information sources

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Fulfilling the demands described in the former chapter, collaborators within this **HEJDE** project activity already have the necessary knowledge about where to find particular information, and how to use them.

Regardless the European country, higher education institutions are obliged, according to governmental laws and regulations, to have official documents regarding their mission, vision and the justification of their study programmes and they all have to provide public access to that information. Usually, those documents are *elaborate studies, curricula, descriptions of study programmes*, etc. Those are, in most cases, documents which are available at a particular institution's official websites.

This is why it would be advisable for each **HEJDE** associate to find, research and interpret data within their own national higher education system for the education of journalists which they know best, in particular because the most relevant information due in internet sources in this context are those original ones, written by a particular higher education institution in its national language.

Further, this **HEJDE** project activity aims at delivering information about the current state of higher education of journalists in Europe which is why collaborators on this project are requested to use actual and verified information.

It is not always obvious that a certain study programme educates journalists, especially if its title does not refer to it. Therefore, all collaborators are obliged to, prior to entering the data in the application, and as a part of their research process, analyse all study programmes that belong to the specific scientific domain, field and/or branches, or/and inspect any other context of journalistic qualification in their own country that can, in any way, be connected to journalism, and to extract only those which are clearly related to the education of future journalists.

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### Information sources

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The next step is to verify the information by finding the confirmation of collected information in the appertaining documentation.

There are cases when study programmes that educate journalists do not directly have such a title, or qualification. The necessary control procedure is to thoroughly study the documentation and determine if the journalistic qualification is described by job description which, after the completion of the study programme, graduates are educated to do/can do (e.g. one can work as a journalist / in media organizations on the journalistic jobs / is qualified to work on activities intended for journalists).

It should be kept in mind that, according to the **HEJDE** project context, it is not enough to find documented an item on the list of graduates' specific competencies (e.g. research journalistic skills / journalistic competencies) because lots of today's media and similar occupations presume such competencies even though study programmes which cite them are not directed to the overall journalistic qualification.

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*Step-by-step guide to the application*

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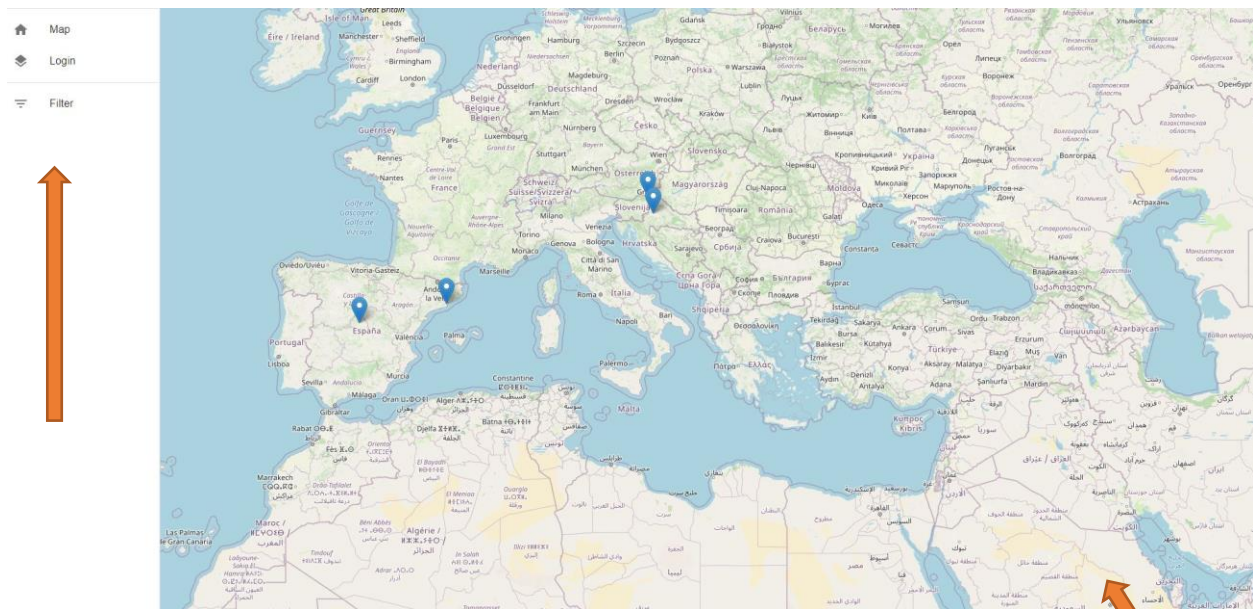
## Home page

The official link of the Home page of the **HEJDE** project map application is <https://hejde.um.si/>.

The **Home page** is the starting place of this **HEJDE** project activity interactive digital application.

It consists of the map on the right and the **Menu** on the left which consists of the **Map** which is already displayed and the one which can always be returned to from any other field of working within the application, of the **Filter** which sorts collected data presented by the map and can be used by anyone who is exploring data within the map, and the **Login** option directed for collaborators.

Picture 1. Home page of the **HEJDE** project map application display

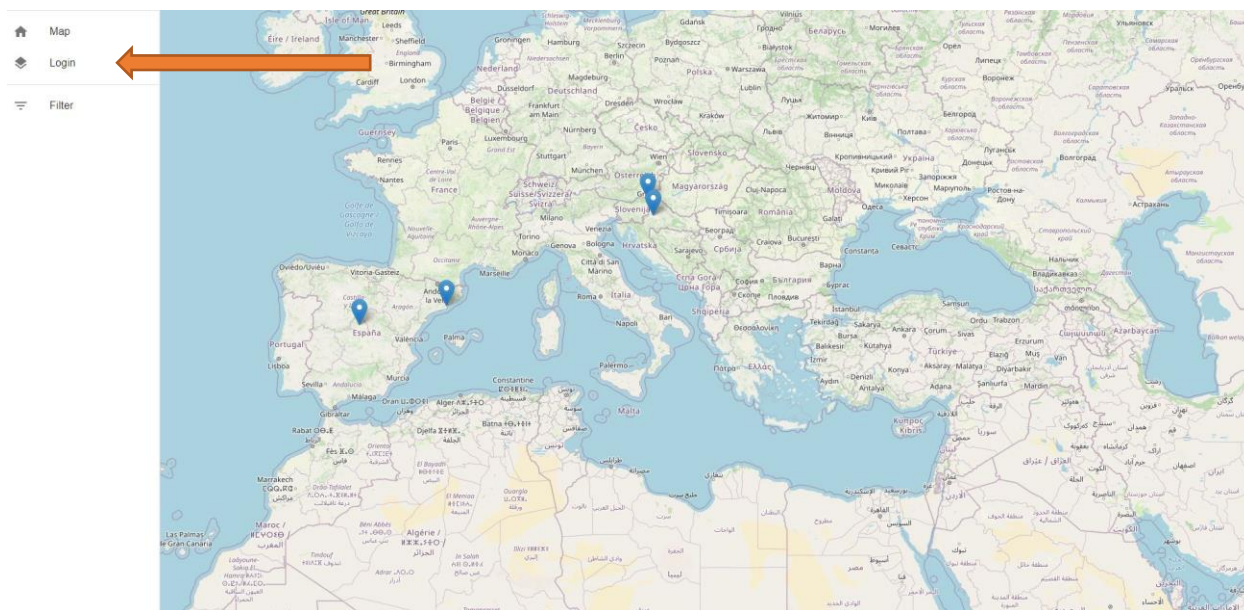


Source: The interactive digital application

## Login button

If someone is already a **HEJDE** project collaborator or is becoming one, they should click the **Login** button at the **home page** of the map [hejde.um.si](http://hejde.um.si).

Picture 2. The Login button

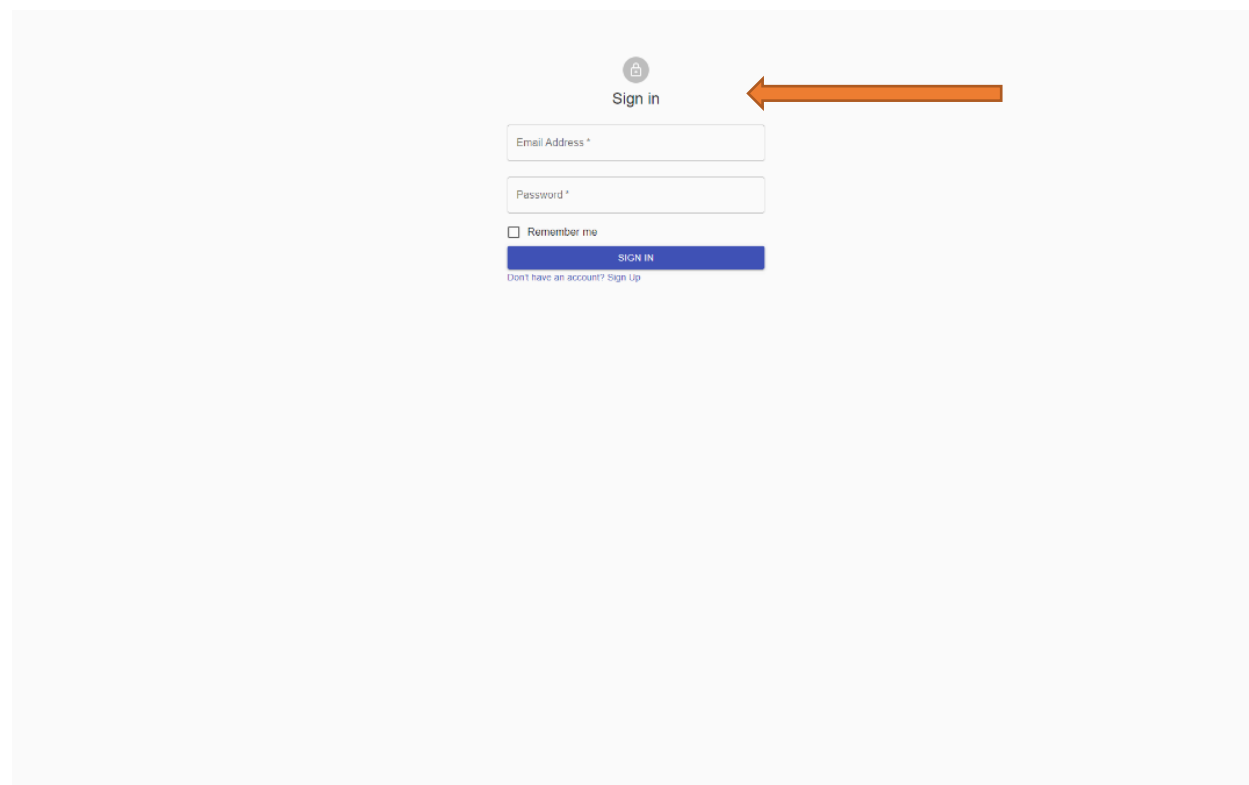


Source: The interactive digital application

*Sign in*

The *Sign in* display is for those who already registered the account and have the password.

Picture 3. Sign in / register in the account display



The image shows a sign-in form with the following elements:

- A lock icon and the text "Sign in" at the top.
- An input field labeled "Email Address \*".
- An input field labeled "Password \*".
- A checkbox labeled "Remember me".
- A blue button labeled "SIGN IN".
- A link below the button: "Don't have an account? Sign Up".
- A large orange arrow pointing from the right towards the "Sign in" text.

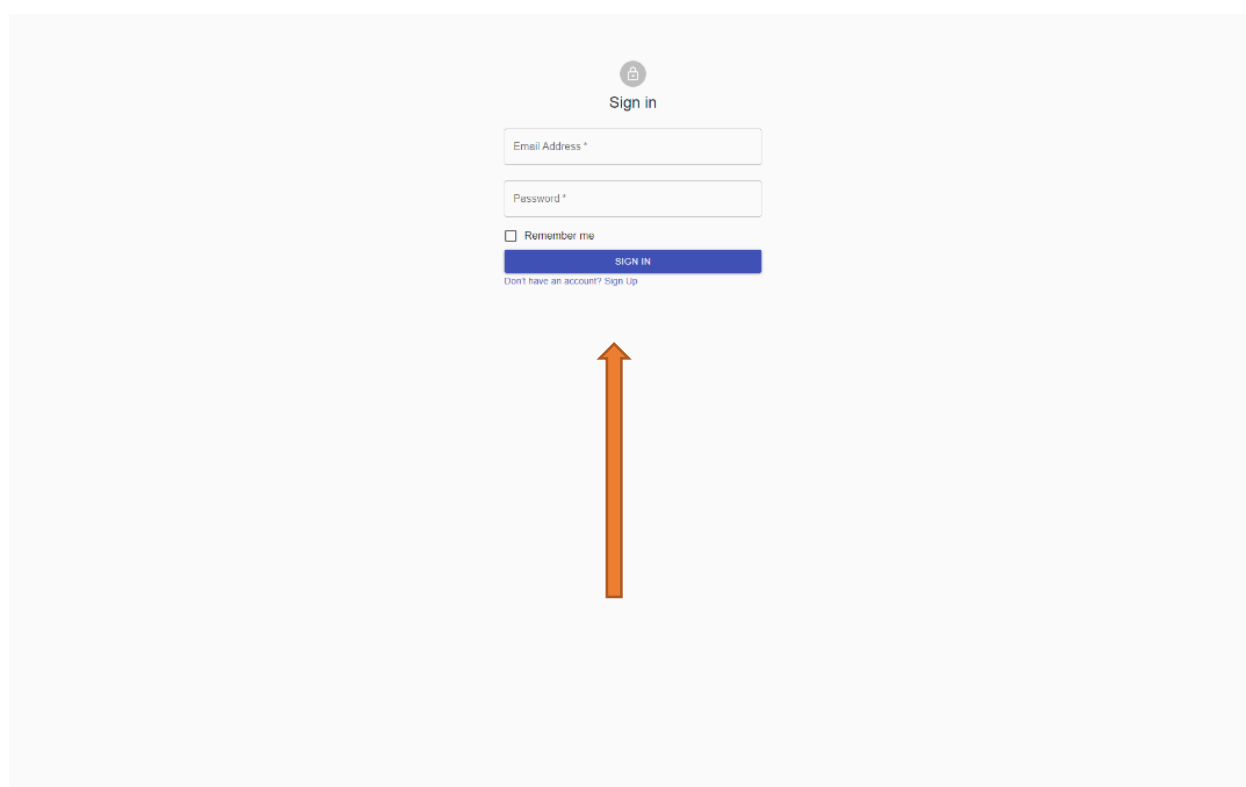
*Source: The interactive digital application*

As usual, entering an e-mail address and a password and confirming it by clicking the *Sign in* button leads to the interior of the application.

## Register the account

If one is a new collaborator on the **HEJDE** project, and doesn't have an account the first step is to join us by **Sign up** in order to create one's own account. Then, one should enter an e-mail address and a unique password. Please, remember the password and don't share it with anyone.

Picture 4. Sign in / Sign up display



The image shows a 'Sign in' form with the following elements:

- A lock icon above the 'Sign in' text.
- Two input fields: 'Email Address \*' and 'Password \*'.
- A checkbox labeled 'Remember me'.
- A blue button labeled 'SIGN IN'.
- A link below the button: 'Don't have an account? Sign Up'.

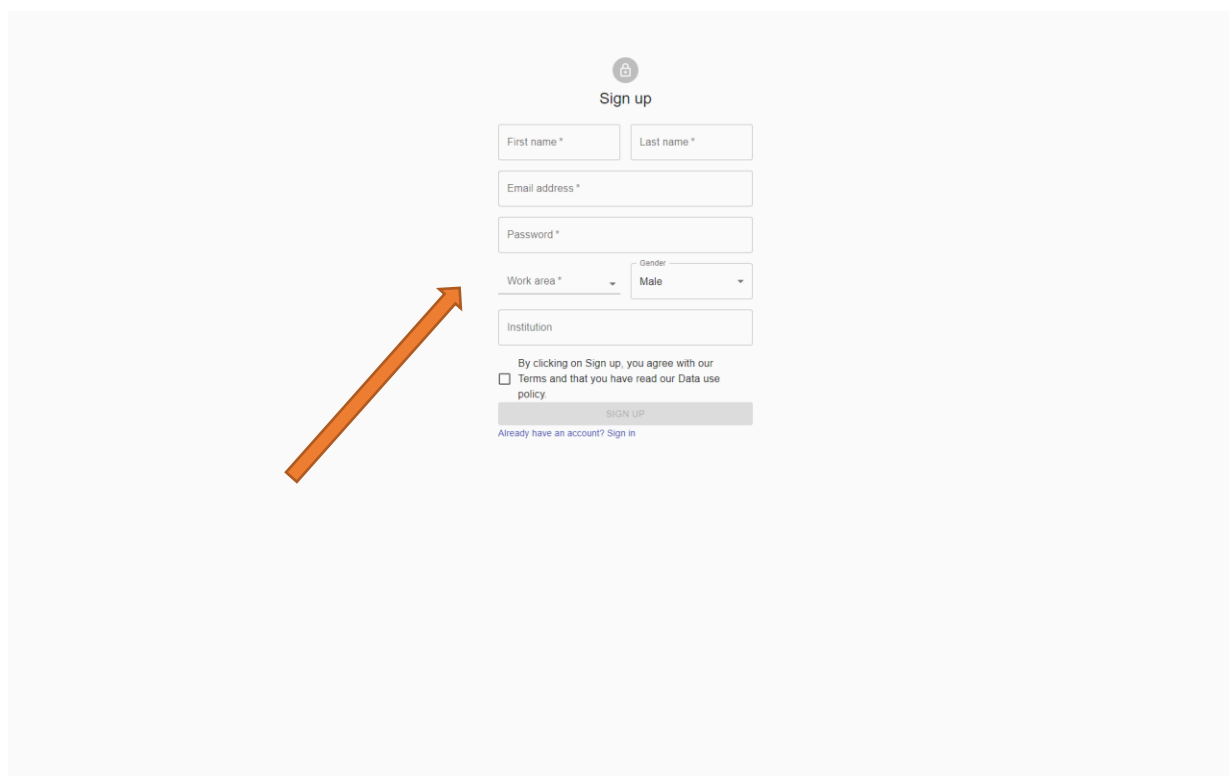
An orange arrow points upwards from the bottom center towards the 'SIGN IN' button.

Source: *The interactive digital application*

## HEJDE project collaborators' credentials

While registering the account, we are collecting some information about the **HEJDE** project collaborators which we will use exclusively for the purpose of demographic description of the researchers participating in this **HEJDE** activity. Those are the name and surname, gender and affiliation of the collaborator. The fields marked by an asterisk (\*) should be filled in.

Picture 5. Sign up display



Sign up

First name \* Last name \*

Email address \*

Password \*

Work area \* Gender

Male

Institution

By clicking on Sign up, you agree with our  
☐ Terms and that you have read our Data use policy

SIGN UP

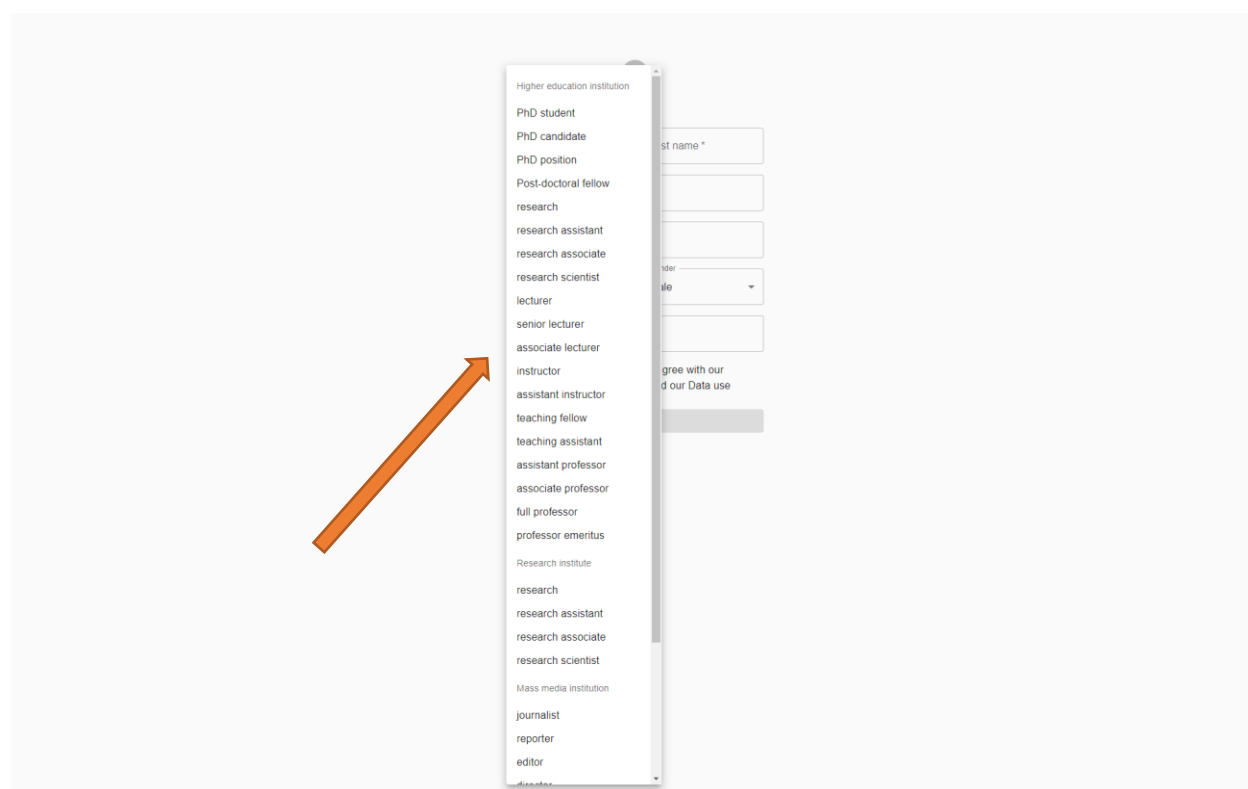
Already have an account? Sign in

Source: The interactive digital application

## Collaborators' credentials

Regarding their affiliation, we are asking collaborators to state the institution they are working in (e.g. Juraj Dobrila University of Pula/Poynter Institute/RTL Television Croatia), and current *work position* within that institution. Positions are categorized by the institution type (higher education/research institute/mass media/other). In order to avoid differences in academic titles across Europe, please find out the equivalent of your academic title with UK academic titles.<sup>4</sup>

Picture 6. Display of the work positions of the HEJDE project collaborators



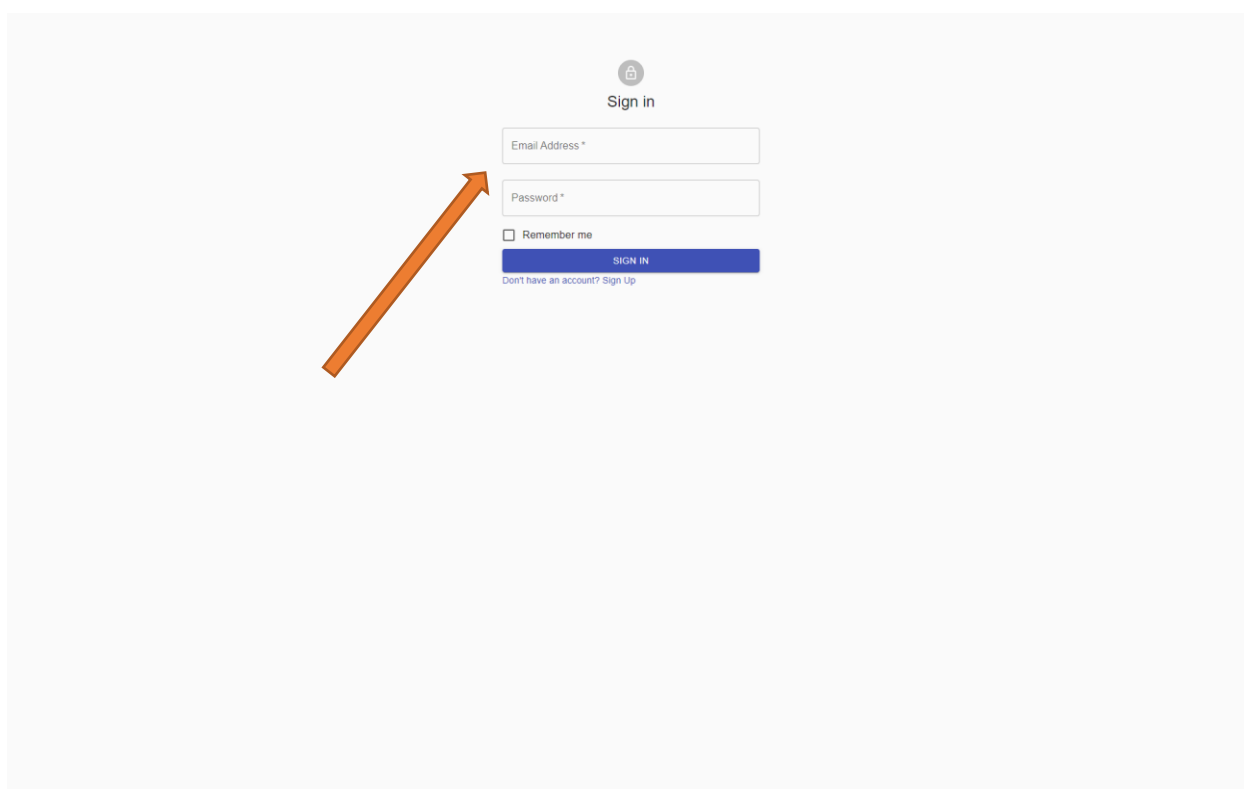
Source: The interactive digital application

After the registration is complete, the administrator will receive a request and regarding the credentials, collaborators will be assigned the role of the editor, meaning they will be allowed to use the interactive digital application from within and enter collected data.

## Sign up / credentials

Once collaborators receive a confirmation e-mail about the successful creation of an account and the project administrator appoints them as editors, they will have the possibility to officially start working as a researcher and enter the data while using the map. They will automatically receive the confirmation e-mail and an invitation to *Sign in* to the application by entering an *e-mail address* and *password*:

Picture 7. Sign in display



The image shows a 'Sign in' form with the following elements:

- A lock icon and the text 'Sign in' at the top.
- An input field labeled 'Email Address \*'.
- An input field labeled 'Password \*'.
- A checkbox labeled 'Remember me'.
- A blue button labeled 'SIGN IN'.
- A link below the button: 'Don't have an account? Sign Up'.

A large orange arrow points from the bottom left towards the 'Email Address' and 'Password' input fields.

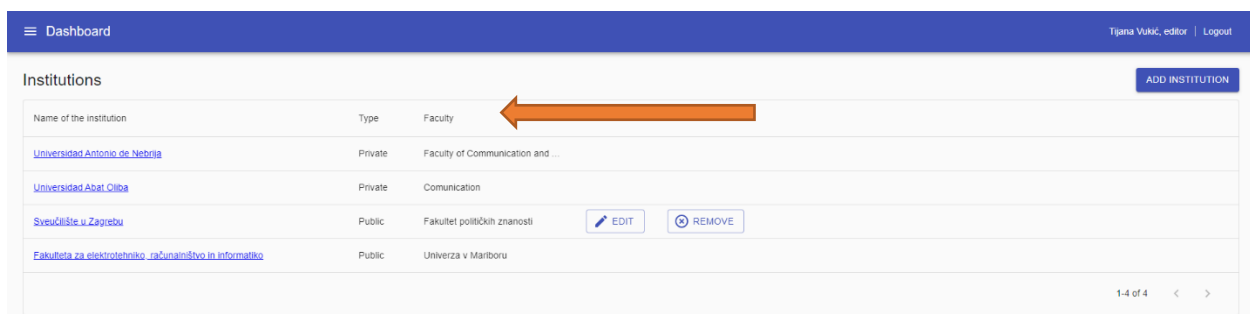
Source: The interactive digital application

Collaborators can bookmark this tab as this is the entrance place for the map application which one can return to during the whole period of working on the **HEJDE** project.

## Institution display

After they are successfully signed in, collaborators are directed to an *Institution display* where there is the list of all so far entered higher *Institutions* that educate journalists on the left side, *Type* of the higher education institution in the middle and the name of the *Faculty* of that specific higher education institution on the national language of the country of the institution.

Picture 8. Institutions display – A

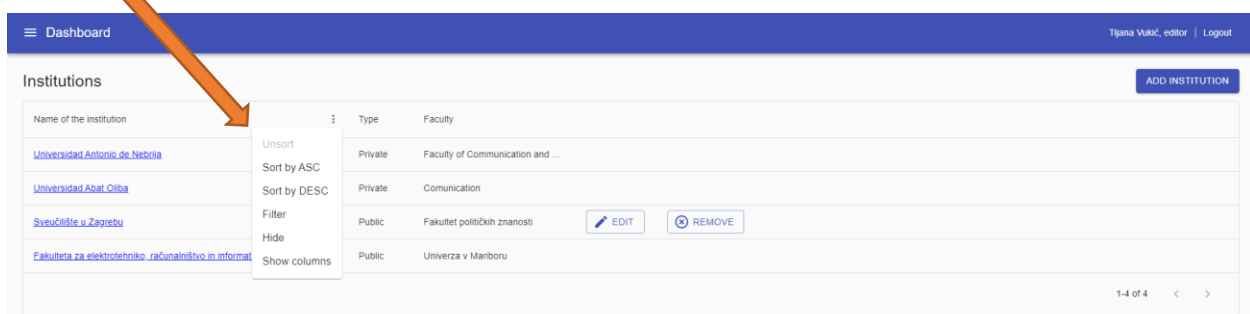


| Name of the institution                                                 | Type    | Faculty                          |
|-------------------------------------------------------------------------|---------|----------------------------------|
| <a href="#">Universidad Antonio de Nebrija</a>                          | Private | Faculty of Communication and ... |
| <a href="#">Universidad Abat Cebal</a>                                  | Private | Communication                    |
| <a href="#">Sveučilište u Zagrebu</a>                                   | Public  | Fakultet političkih znanosti     |
| <a href="#">Fakulteta za elektrotehniko, računarstvo in informatiko</a> | Public  | Univerza v Mariboru              |

Source: The interactive digital application

There is an option to sort all the institutions' categories in the *Dashboard* either by ascending or descending order – *Sort by ASC/Sort by DESC* to *Filter* data, *Hide* or *Show columns* of interest.

Picture 9. Institutions display - B



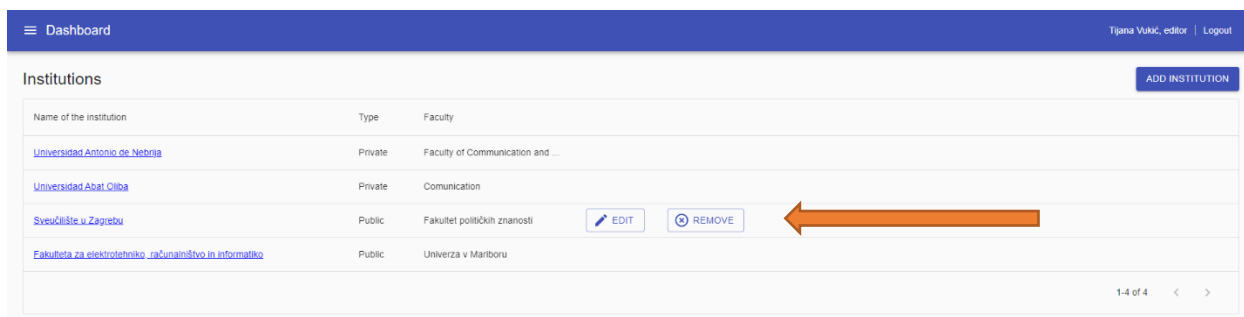
| Name of the institution                                                 | Type    | Faculty                          |
|-------------------------------------------------------------------------|---------|----------------------------------|
| <a href="#">Universidad Antonio de Nebrija</a>                          | Private | Faculty of Communication and ... |
| <a href="#">Universidad Abat Cebal</a>                                  | Private | Communication                    |
| <a href="#">Sveučilište u Zagrebu</a>                                   | Public  | Fakultet političkih znanosti     |
| <a href="#">Fakulteta za elektrotehniko, računarstvo in informatiko</a> | Public  | Univerza v Mariboru              |

Source: The interactive digital application

## Institutions display

In the centre of the screen, on the right there is an option to either *Edit* data about a particular institution already entered or, if necessary, to *Remove* the entire entry.

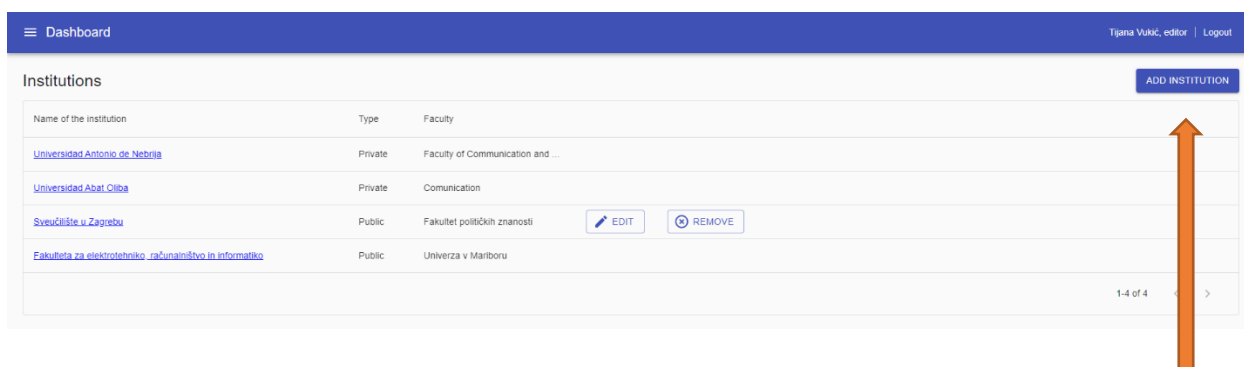
Picture 10. Institutions display - C



| Name of the institution                                                 | Type    | Faculty                          |                                             |
|-------------------------------------------------------------------------|---------|----------------------------------|---------------------------------------------|
| <a href="#">Universidad Antonio de Nebrija</a>                          | Private | Faculty of Communication and ... |                                             |
| <a href="#">Universidad Abat Ciliba</a>                                 | Private | Communication                    |                                             |
| <a href="#">Sveučilište u Zagrebu</a>                                   | Public  | Fakultet političkih znanosti     | <a href="#">EDIT</a> <a href="#">REMOVE</a> |
| <a href="#">Fakulteta za elektrotehničko računarstvo in informatiko</a> | Public  | Univerza v Mariboru              |                                             |

If there is a need to add a new institution to the map the *Add institution* button in the top right corner of this display needs to be clicked.

Picture 11. Institutions display - D



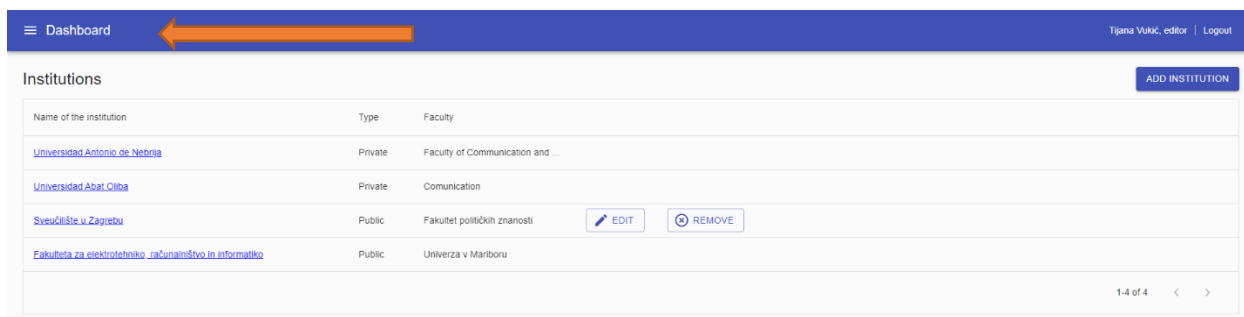
| Name of the institution                                                 | Type    | Faculty                          |                                             |
|-------------------------------------------------------------------------|---------|----------------------------------|---------------------------------------------|
| <a href="#">Universidad Antonio de Nebrija</a>                          | Private | Faculty of Communication and ... |                                             |
| <a href="#">Universidad Abat Ciliba</a>                                 | Private | Communication                    |                                             |
| <a href="#">Sveučilište u Zagrebu</a>                                   | Public  | Fakultet političkih znanosti     | <a href="#">EDIT</a> <a href="#">REMOVE</a> |
| <a href="#">Fakulteta za elektrotehničko računarstvo in informatiko</a> | Public  | Univerza v Mariboru              |                                             |

Source: The interactive digital application

## Dashboard

If collaborators want to go to the **Dashboard menu** they have to click the **Dashboard** button which is in the upper left corner of the **Institutions** display.

Picture 12. Dashboard button



Source: The interactive digital application

Within the **Dashboard menu** in the upper left corner of the **Institutions** display, there is an opportunity to go to the **homepage**, the **Map**, read the **Instructions**, enter the **Institution** with appertaining data, or to **Logout** from the interactive digital application.

Picture 13. Dashboard menu display

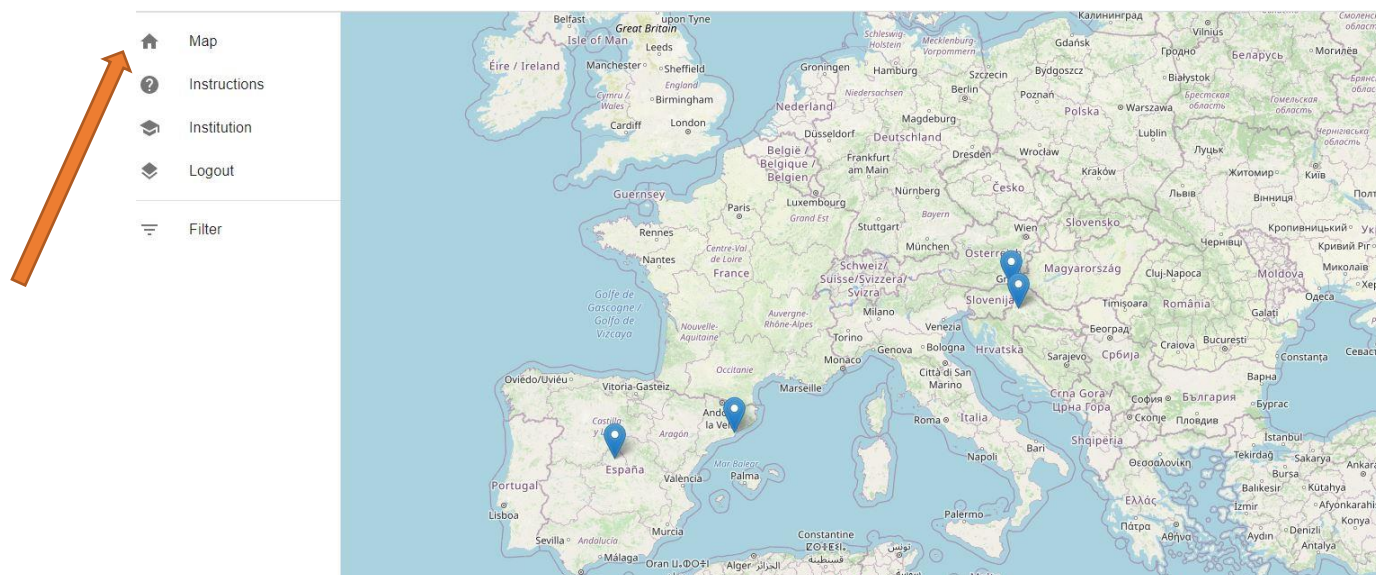


Source: The interactive digital application

## The map

By clicking the **Map** from within the application which will be available to the collaborators of the **HEJDE** project during the whole period of the project's duration, collaborators will be presented with all currently entered institutions by countries and their appertaining study programme(s). It will also be available to all of the interested parties which means it will be possible to monitor its development.

Picture 14. The map

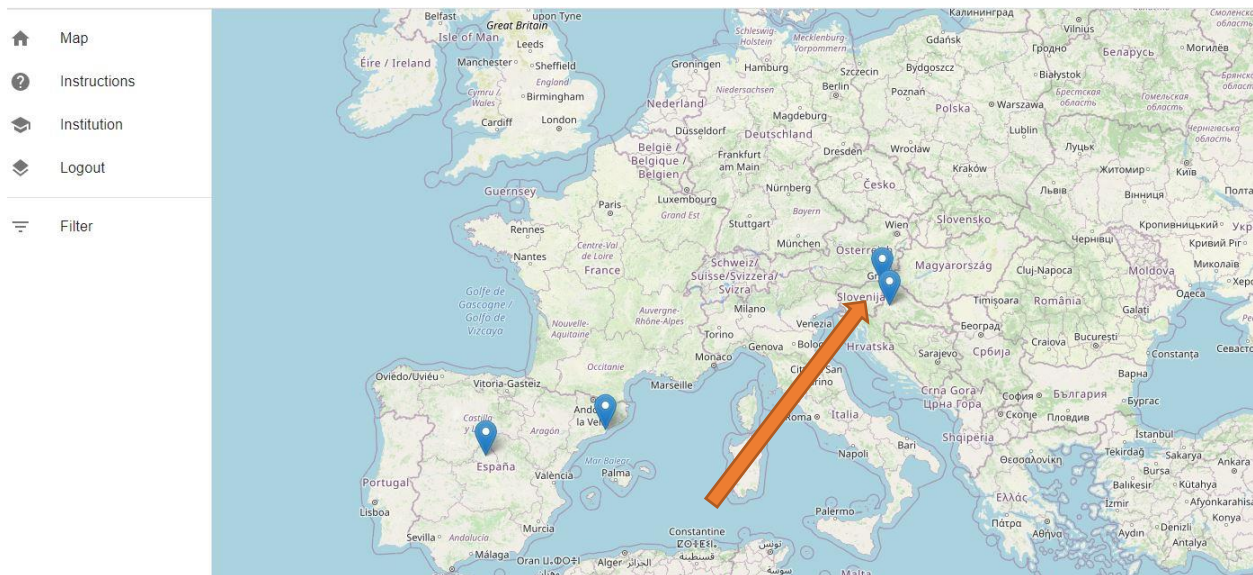


Source: The interactive digital application

## The map

Mapped institutions are signed by blue balloons with white dots inside.

Picture 15. Institutions as blue balloons

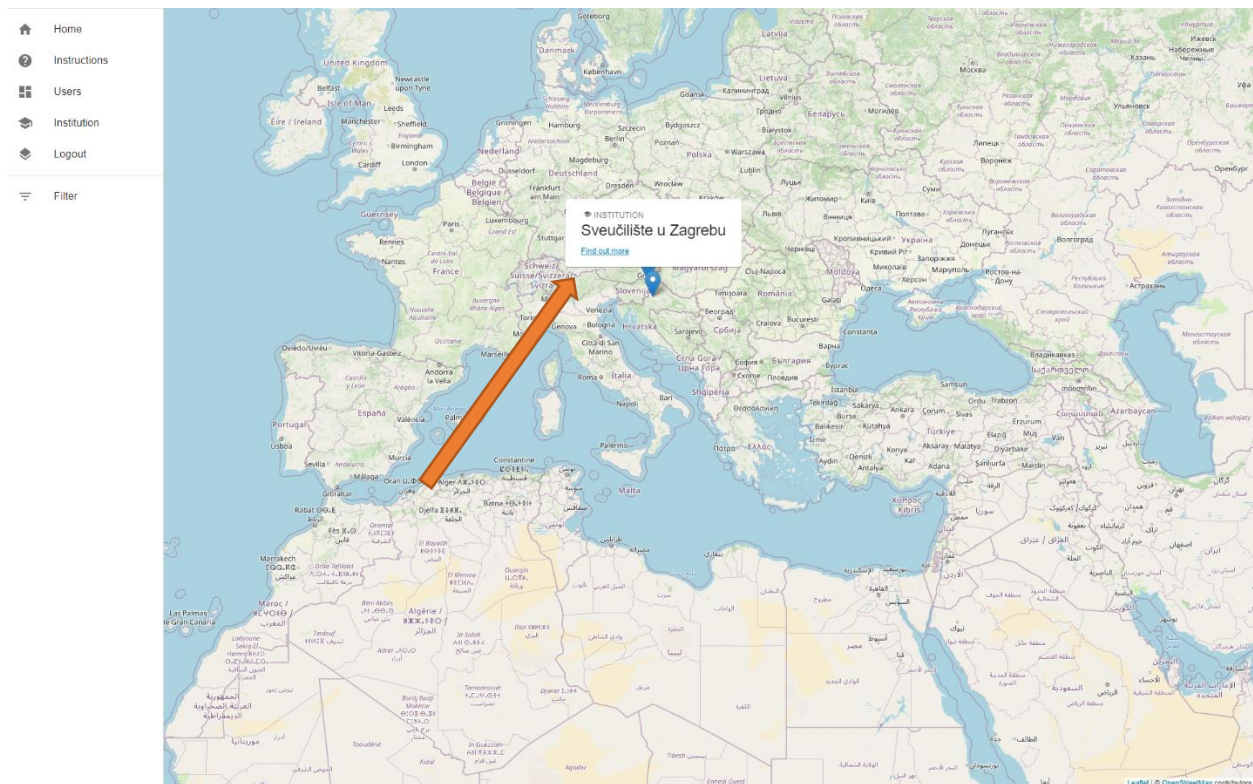


Source: The interactive digital application

## The map

By clicking on one of the institutions marked by blue balloons with white dots inside, the window with the name of the institution pops-up inviting the researcher to *Find more* data about it.

Picture 16. The window with the name of the institution



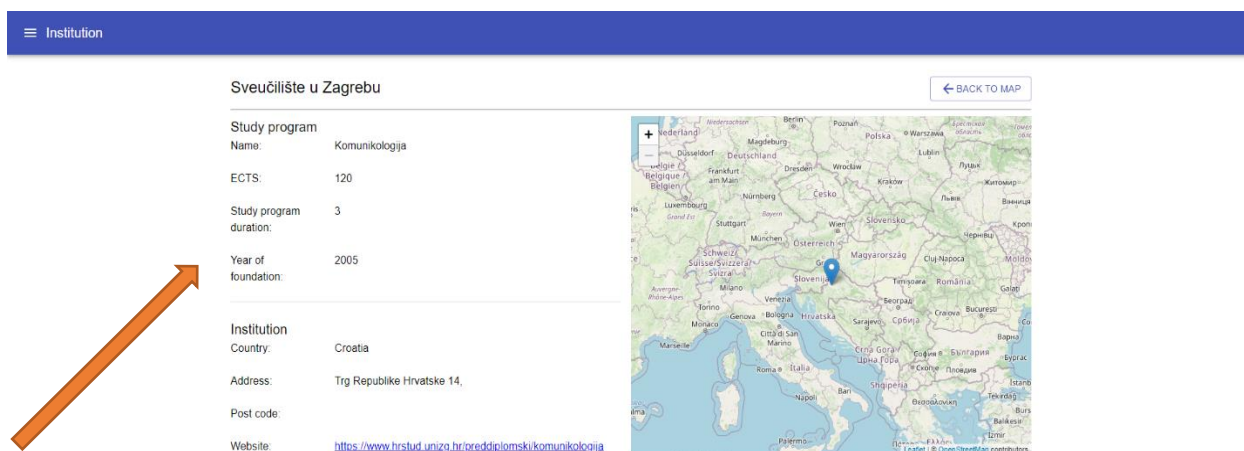
Source: The interactive digital application

## The map

This newly opened window provides the most important information about the particular institution offering education for journalists (city, country, name of the educational institution and address) as well as the specificities of its study programme(s) such as: ECTS credits, duration of the study programme and the year of its foundation.

Those are main information which collaborators entered in the application.

Picture 17. Additional data of the institution and study programme that educate journalists in Europe



≡ Institution

Sveučilište u Zagrebu

Study program  
Name: Komunikologija

ECTS: 120

Study program  
duration: 3

Year of  
foundation: 2005

Institution  
Country: Croatia

Address: Trg Republike Hrvatske 14,

Post code:

Website: <https://www.hrstud.unizg.hr/urednicijski/komunikologija>

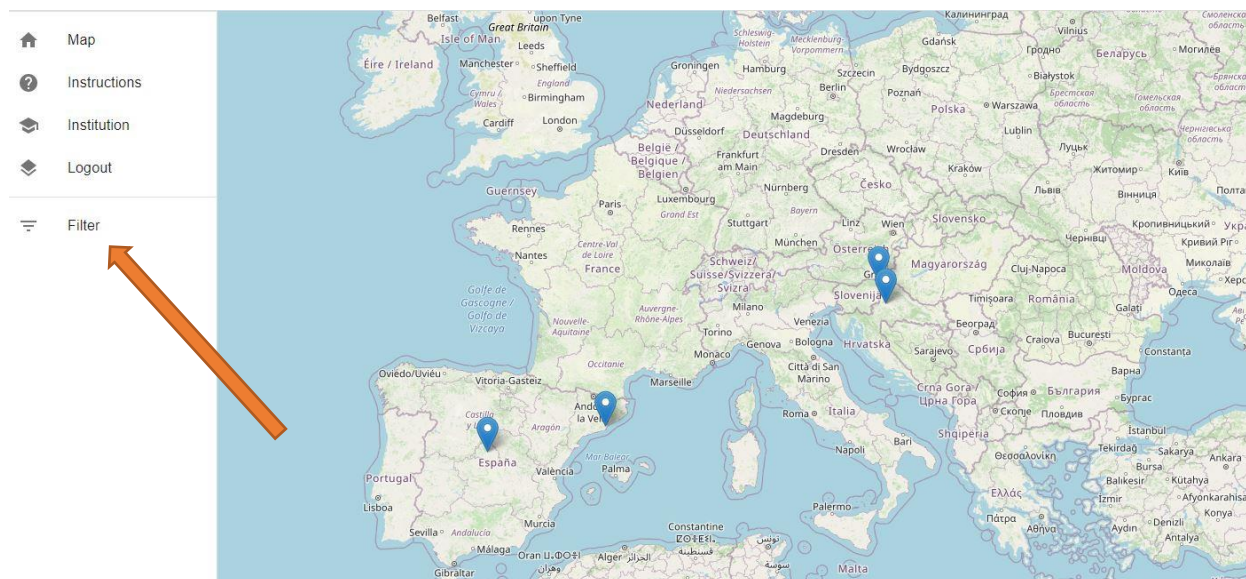
← BACK TO MAP

Source: The interactive digital application

## Filter

The **Filter** separates particular data by different categories of the available entered data of the Map and it will be adjusted for public use along with the project. For example, it will be possible to sort out the type of the study programme, duration of study and other similar information when a significant number of data is entered.

Picture 18. The Filter button

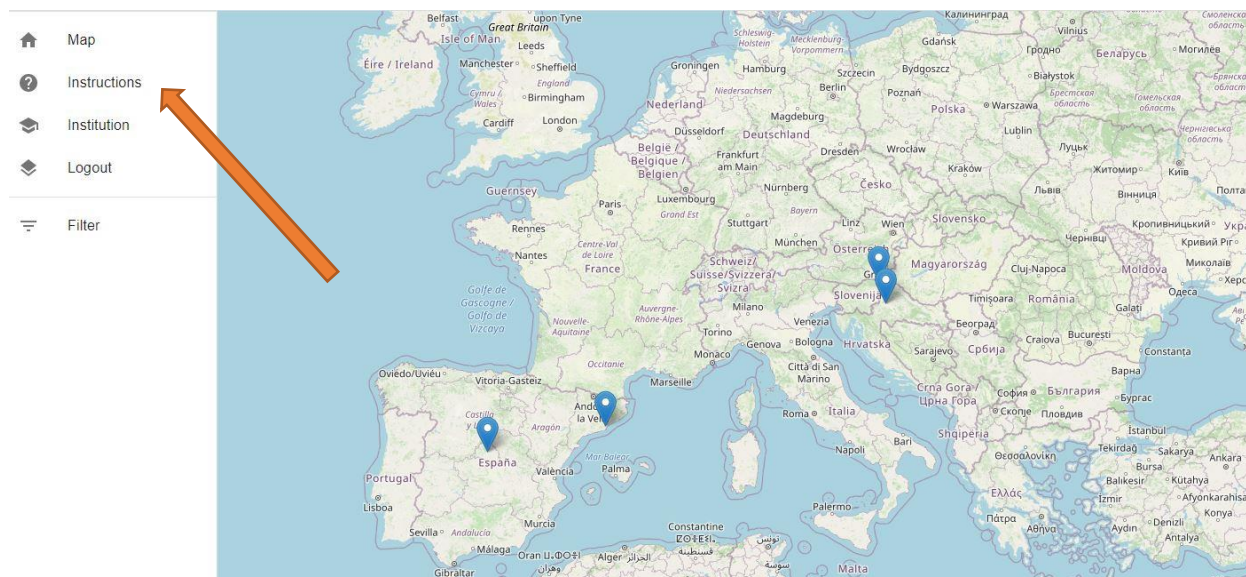


Source: The interactive digital application

## Instructions

*Instructions* for collaborators of the **HEJDE** project are in fact a *Manual to digital interactive application*. It is a document written by the project team members aiming to help researchers and **HEJDE** collaborators in creating the digital interactive map of institutions and study programmes that educate journalists in Europe.

Picture 19. The Instructions button



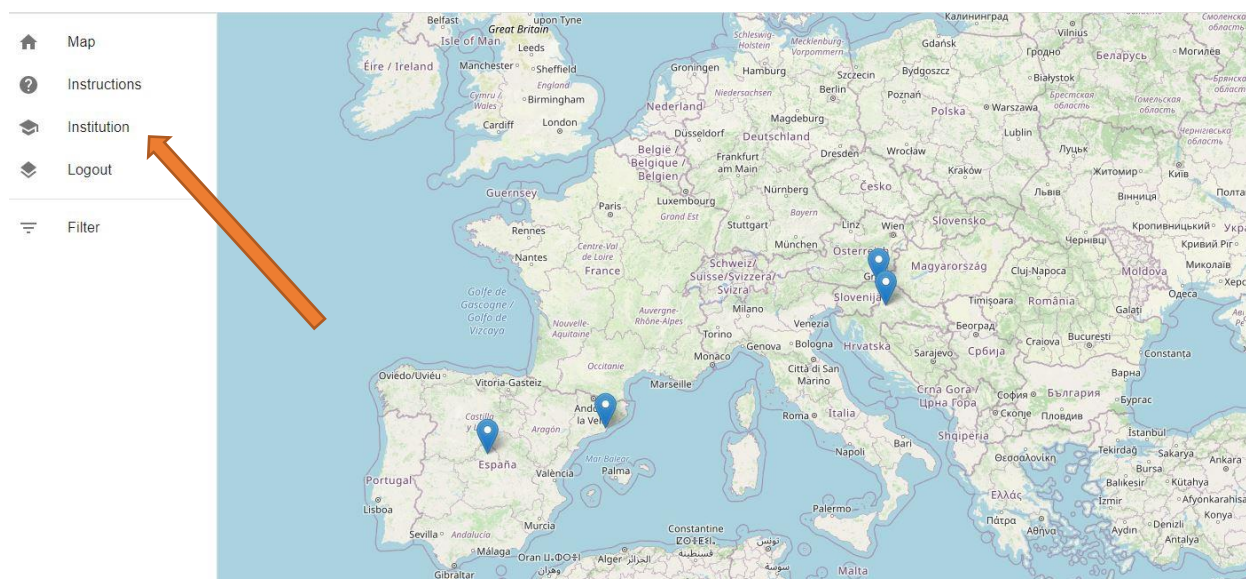
*Source: The interactive digital application*

It is advisable to return to the manual whenever one is doubtful or needs a certain clarification. If there is no answer to a specific question in the manual, please contact the project leader at [tijana.vukic@unipu.hr](mailto:tijana.vukic@unipu.hr).

## Institution

The *Institution* button leads to the core of the interactive digital application for collecting data regarding higher education institutions and their study programmes that educate journalists in Europe. Entered data can always be saved, returned to and revised if needed. Only the collaborator who started to enter data for a specific institution can make changes or administrator if needed.

Picture 20. The Institution button



Source: The interactive digital application

The application is easy to work with, and consists of four basic steps:

STEP 1 - Institution data entry

STEP 2 - Mapping the institution

STEP 3 - Study programme data entry

STEP 4 - Confirming data.

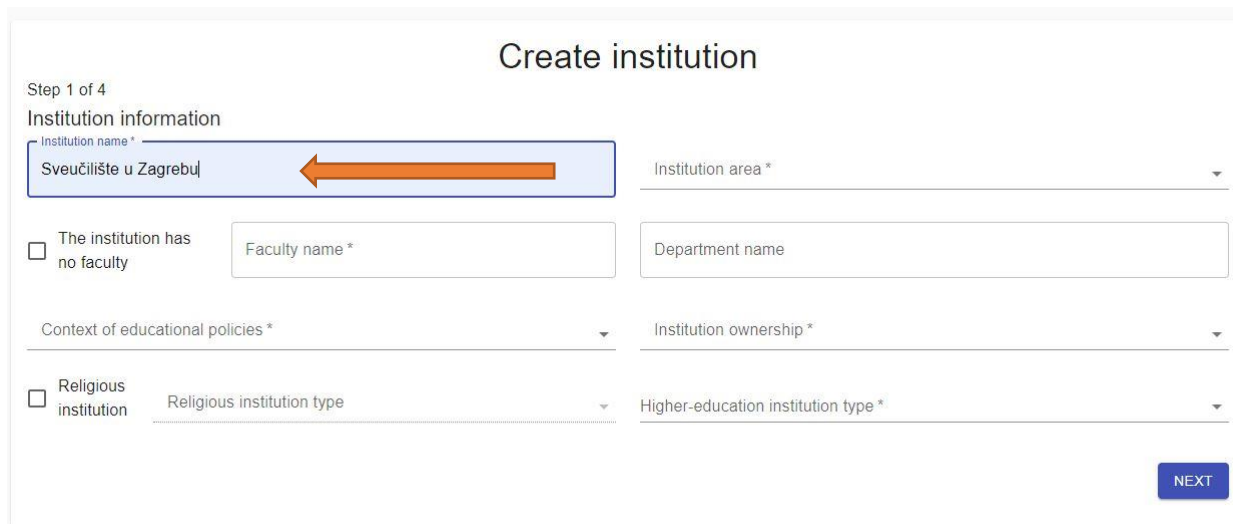
## STEP 1 – Institution data entry

*Institution information*, as STEP 1, is the place either in the window *Creating institution* or *Editing institution* where collaborators give data solely connected to the institution such as in STEP 3, *Study programme information*. There is a definite number of fields that need to be filled in in order to proceed to the next step. Those are marked with the asterisk sign (\*).

*The name of the institution* is the first requested data about the institution. The collaborator enters the name of the institution not in English, but in the national language that is official in the country where the study programme is offered (e.g. Spanish, Croatian, German, Polish, etc.).

The main reason for that is the need to successfully detect the particular institution's geographical position in order to set it on the map knowing that the address is connected with the local titles. The other leans on the fact that not every institution/study programme has its website both in the national (official) language and in English.

Picture 21. Institution name in the Create institution window



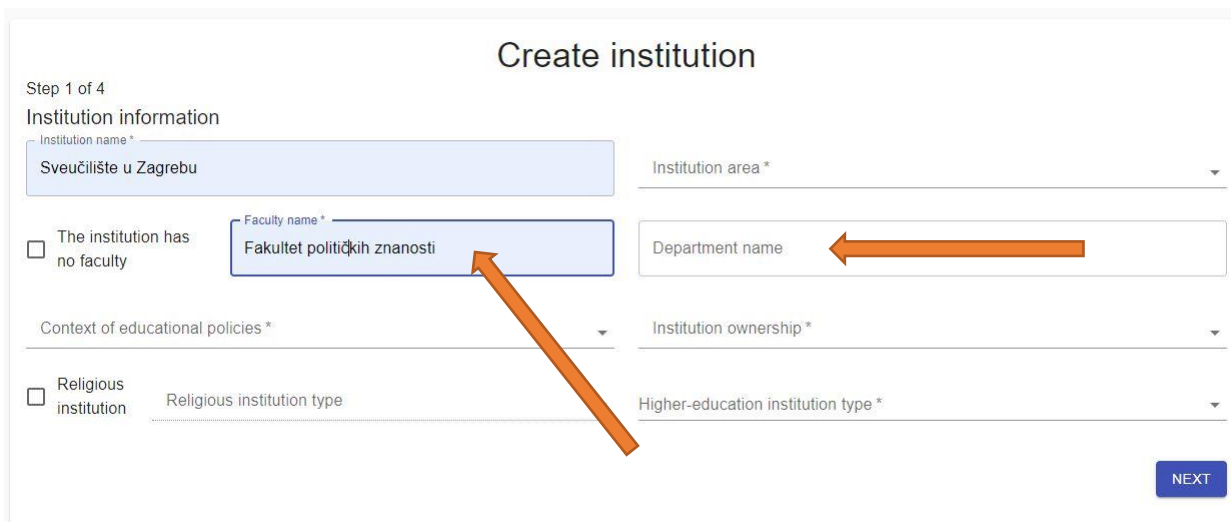
Source: The interactive digital application

## STEP 1 – Institution data entry

**Faculty name** requests the name of the faculty and/or **Department name** or similar lower instances of the appertaining higher education institution providing the study programme that educate journalists.

Equally as in the case of the *Institution name*, the collaborator enters the **Faculty name** and the **Department name** not in English, but in the national language that is official in the country where the study programme is offered (e.g. Spanish, Croatian, German, Polish, etc.).

Picture 22. *Faculty name* in the Edit institution window



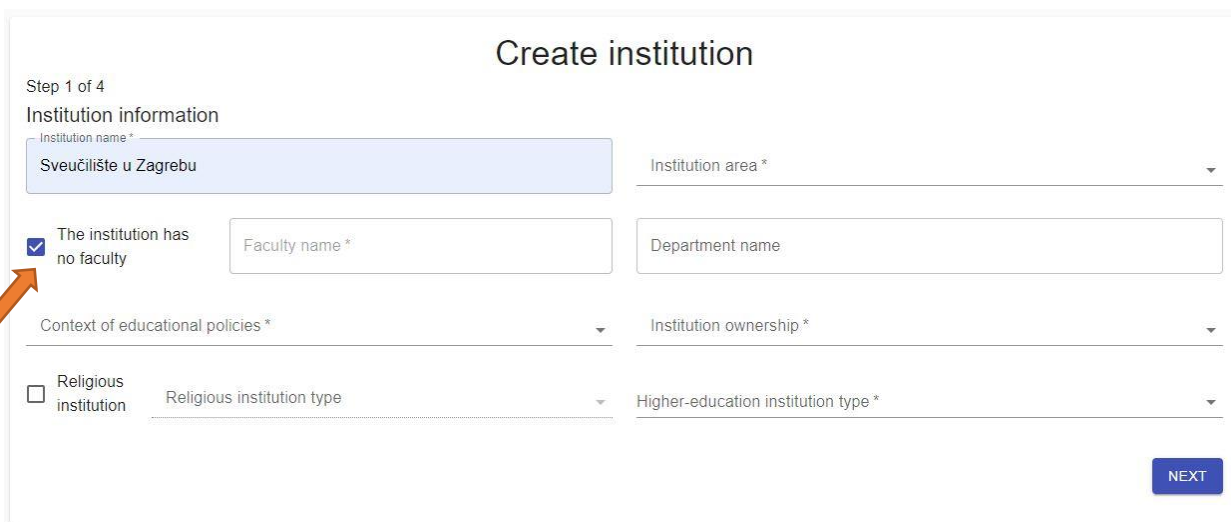
Source: *The interactive digital application*

## STEP 1 – Institution data entry

Sometimes there is no such entity, and the study programme is officially under the management of the institution such as, for example, the university.

Then, the action of marking the statement – *The institution has no faculty* - is needed.

Picture 23. *No faculty* box in the Create institution window



Source: *The interactive digital application*

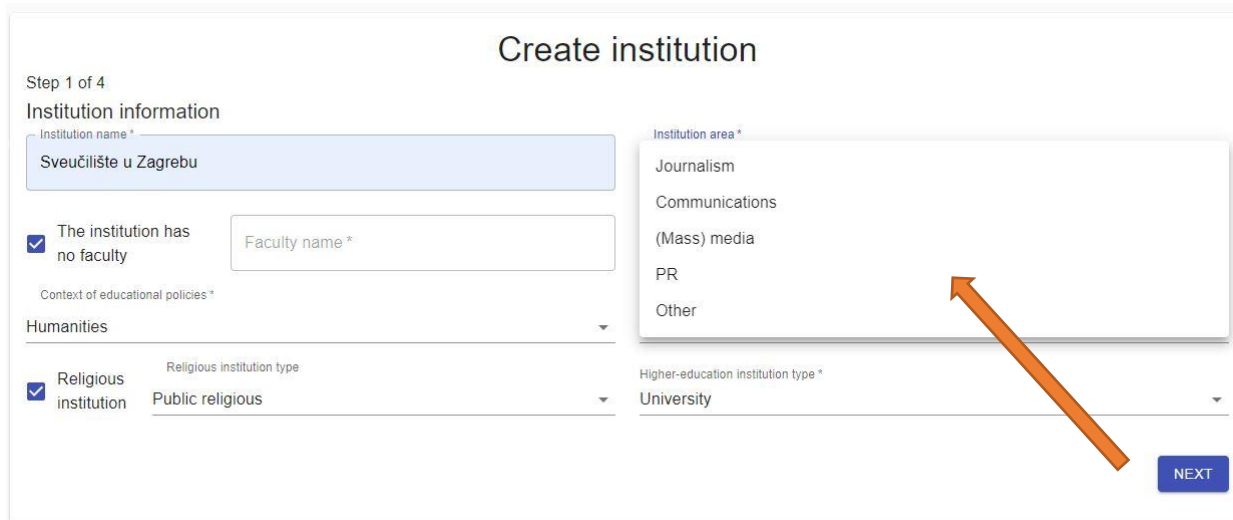
## STEP 1 – Institution data entry

**Institution area** refers to the area in which the institution/faculty states its affiliation in the scientific context of the education of journalists such as in journalism, communications, mass media, PR or other.

It is usually closely connected to the name of a particular study programme.

It is recommended to choose the area to which the institution leans most on or has in its official description.

Picture 24. Institution area in the Create institution window



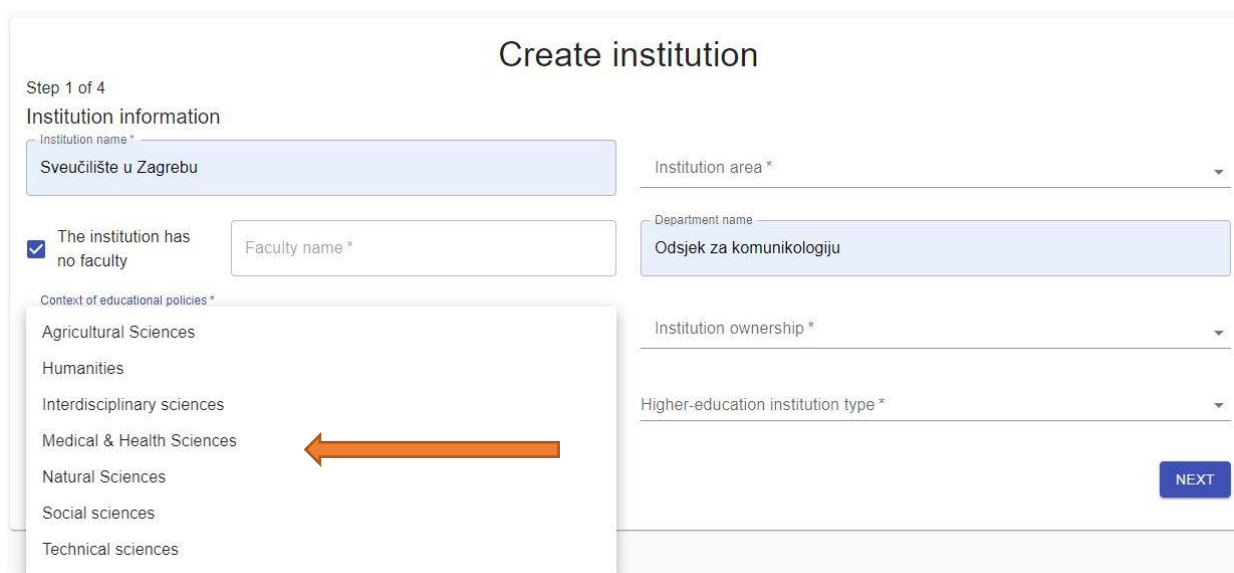
Source: *The interactive digital application*

## STEP 1 – Institution data entry

*Context of educational policies* – in the academic sense, journalism is an interdisciplinary /multidisciplinary field which is perceived through different educational lenses. That is why it can be offered in the contexts of Agricultural sciences, Humanities, Interdisciplinary sciences, Medical & Health sciences, Natural sciences, Social sciences or Technical sciences.

The collaborator is to choose the option which in the best way describes the context of educational policies within the institution for which the data are entered in.

Picture 25. Context of educational policies in the Create institution window

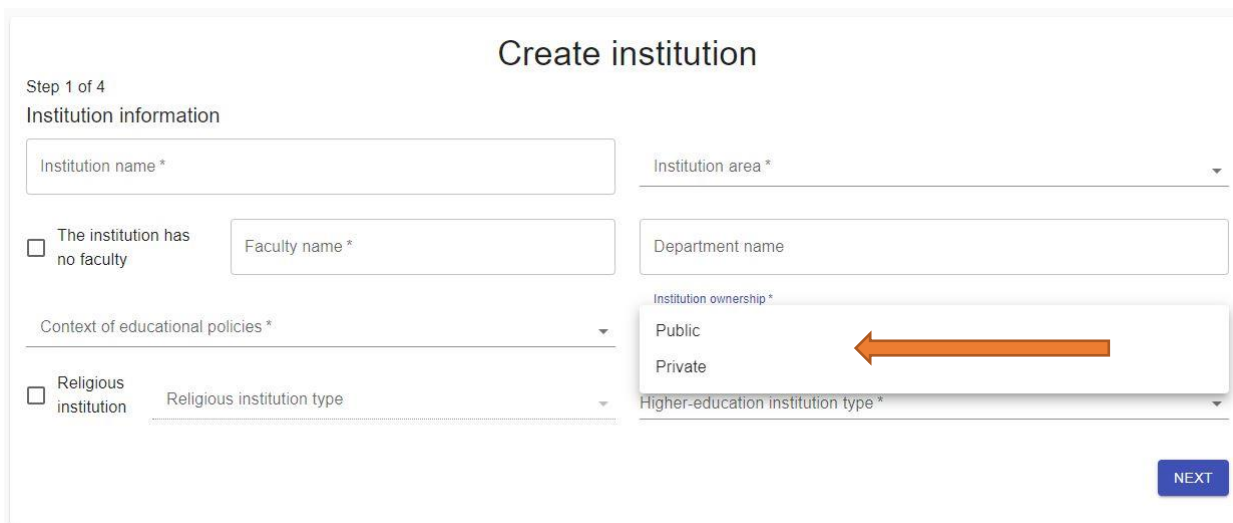


Source: The interactive digital application

## STEP 1 – Institution data entry

*Institution ownership* refers to the higher education institution regarding its economic aspect of ownership, defining it as public or private.

Picture 26. Institution ownership in the Create institution window



**Create institution**

Step 1 of 4

**Institution information**

Institution name \*

Institution area \*

☐ The institution has no faculty

Faculty name \*

Department name

Context of educational policies \*

☐ Religious institution

Religious institution type

Institution ownership \*

Public

Private

Higher-education institution type \*

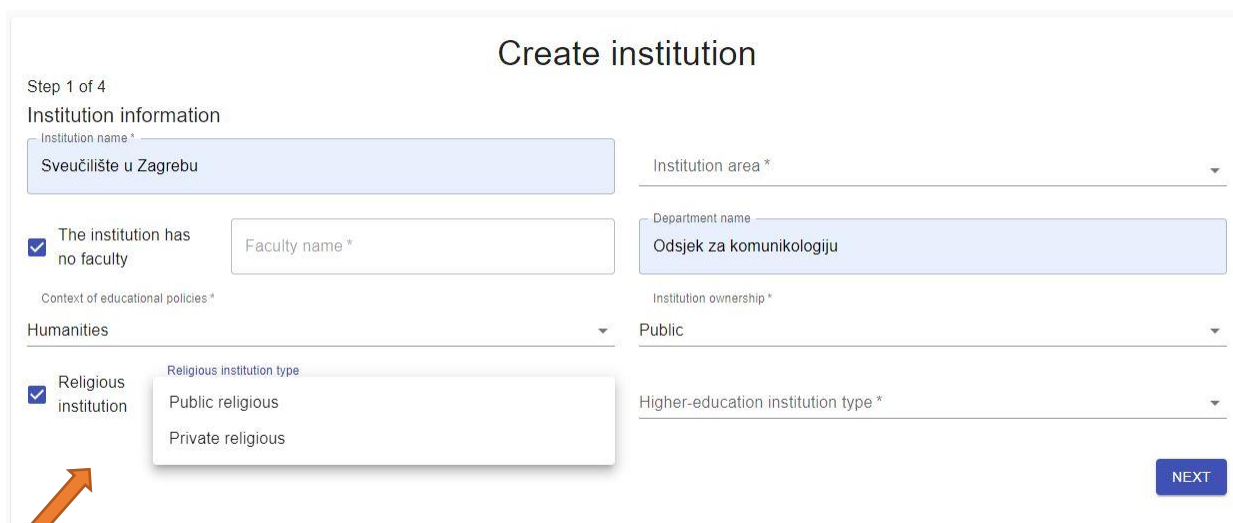
NEXT

Source: The interactive digital application

## STEP 1 – Institution data entry

If the institution is religious, the action of marking the box with the statement – *Religious institution* is needed. Then the possibility of choosing its economic aspect like for other institutions opens up.

Picture 27. Religious institution area in the Create institution window



Step 1 of 4

### Create institution

Institution information

Institution name \*  
Sveučilište u Zagrebu

Institution area \*  
Public

The institution has no faculty ☒ Faculty name \*  
Odsjek za komunikologiju

Context of educational policies \*  
Humanities

Religious institution ☒ Religious institution type  
Public religious  
Private religious

Institution ownership \*  
Public

Higher-education institution type \*  
Public

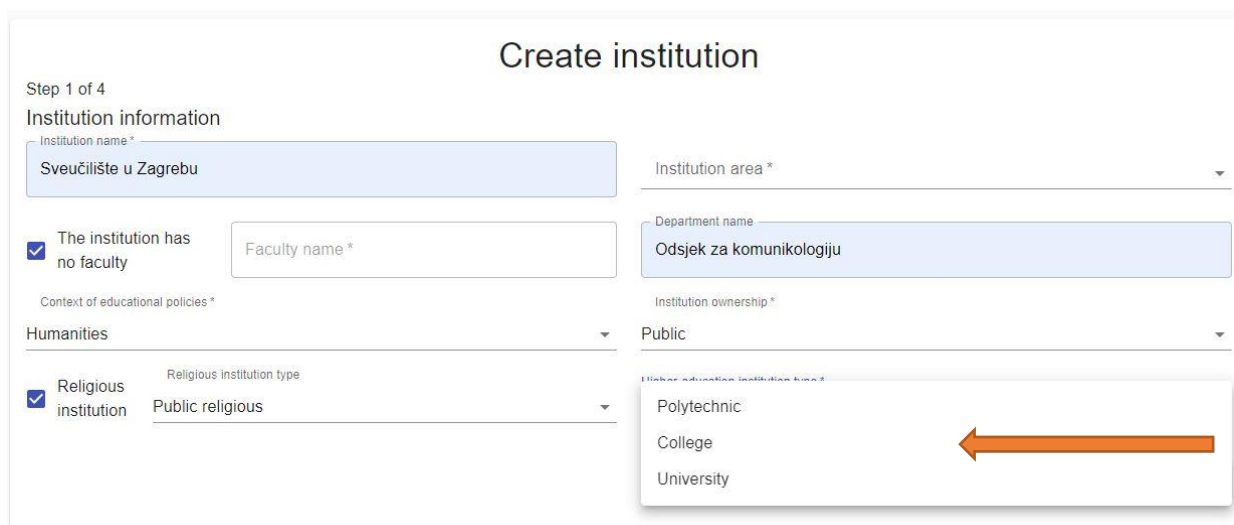
NEXT

Source: The interactive digital application

## STEP 1 – Institution data entry

The type of the institution, whether college, university or polytechnic is marked as a *Higher-education institution type*.

Picture 28. Higher-education institution type in the Create institution window



The screenshot shows the 'Create institution' form, Step 1 of 4. The form is titled 'Create institution' and 'Step 1 of 4'. The main section is 'Institution information'. It contains several fields and checkboxes:

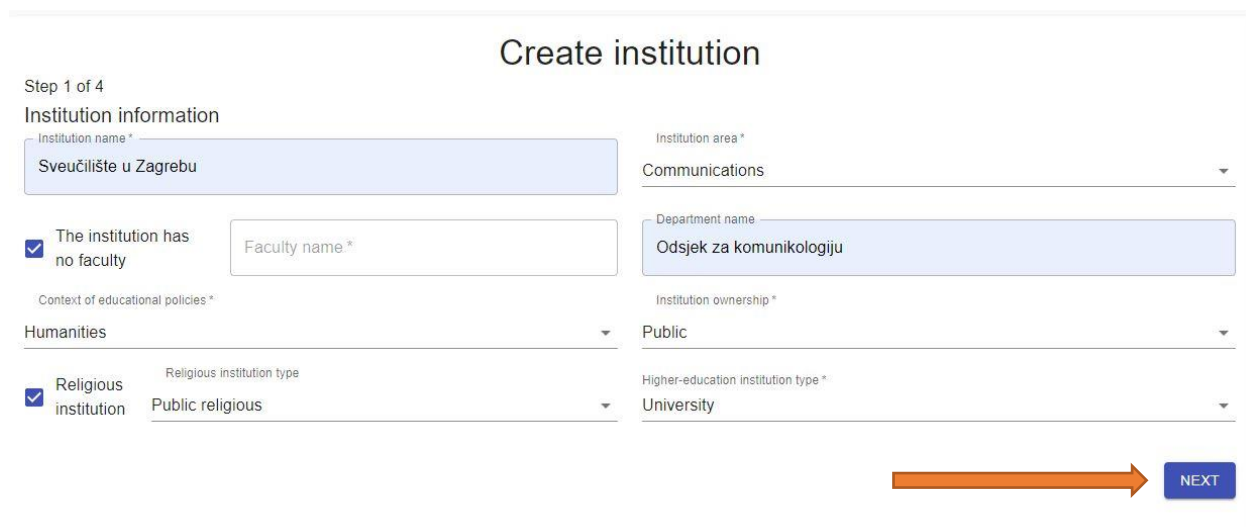
- Institution name \***: A text input field containing 'Sveučilište u Zagrebu'.
- Institution area \***: A dropdown menu.
- The institution has no faculty**: A checked checkbox.
- Faculty name \***: A text input field.
- Department name**: A text input field containing 'Odsjek za komunikologiju'.
- Context of educational policies \***: A dropdown menu with 'Humanities' selected.
- Religious institution**: A checked checkbox.
- Religious institution type**: A dropdown menu with 'Public religious' selected.
- Institution ownership \***: A dropdown menu with 'Public' selected.
- Higher education institution type**: A dropdown menu with 'Polytechnic', 'College', and 'University' options. An orange arrow points to the 'Polytechnic' option.

Source: The interactive digital application

## STEP 1 – Institution data entry

When the process of entering data in all required fields regarding the particular higher education institution that educates journalists is finished, it is necessary to move to STEP 2 – *Mapping the institution* by clicking the blue button **NEXT** in the right bottom corner of the page.

Picture 29. Next to STEP 2 in the Create institution window



**Create institution**

Step 1 of 4

**Institution information**

Institution name \*  
Sveučilište u Zagrebu

Institution area \*  
Communications

☒ The institution has no faculty  
Faculty name \*

Department name  
Odsjek za komunikologiju

Context of educational policies \*  
Humanities

☒ Religious institution  
Religious institution type  
Public religious

Institution ownership \*  
Public

Higher-education institution type \*  
University

**NEXT**

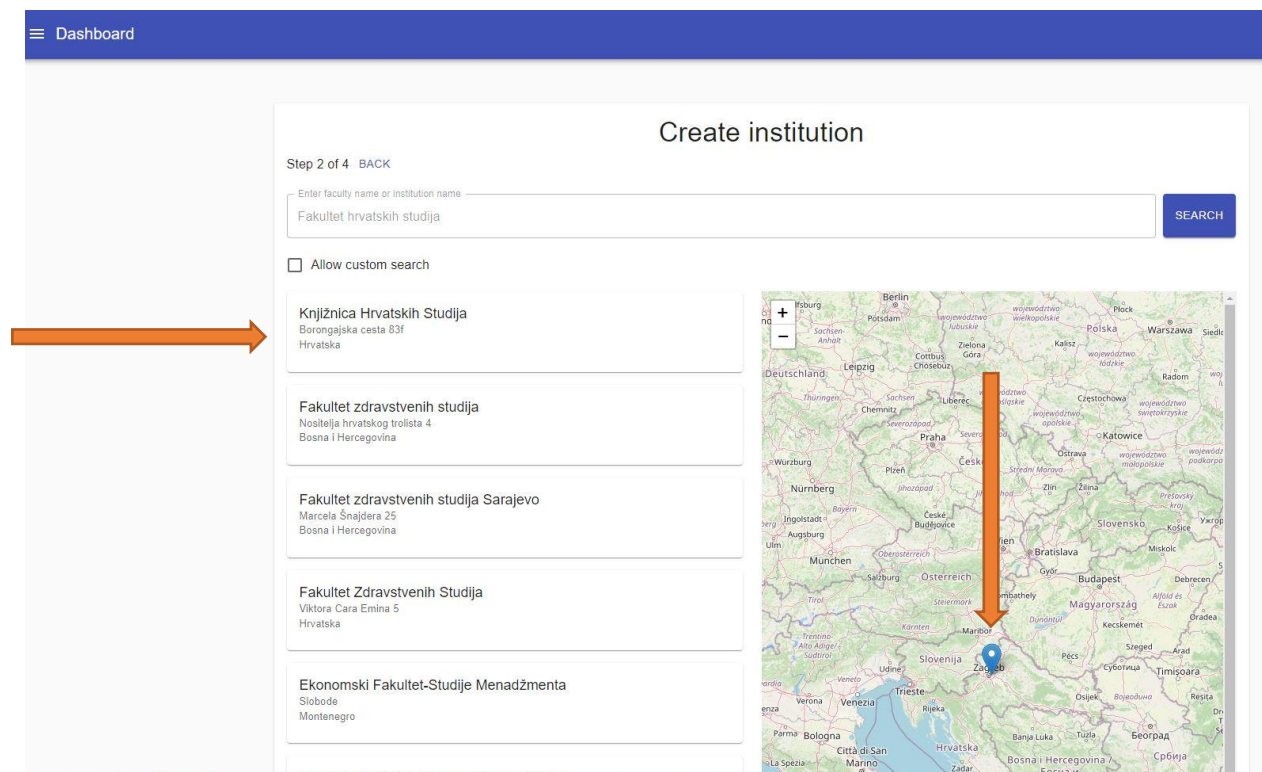
Source: The interactive digital application

## STEP2 - Mapping the institution

At this point, the application automatically recognizes possible addresses of the institution filled out in the previous step based on its name and that way provides the list of possible matches on the left side of the window and their geographical positions on the map on the right side of the window.

Collaborators have to choose the exact match between the offered options.

Picture 30. Create institution window – automatized mapping of the institution

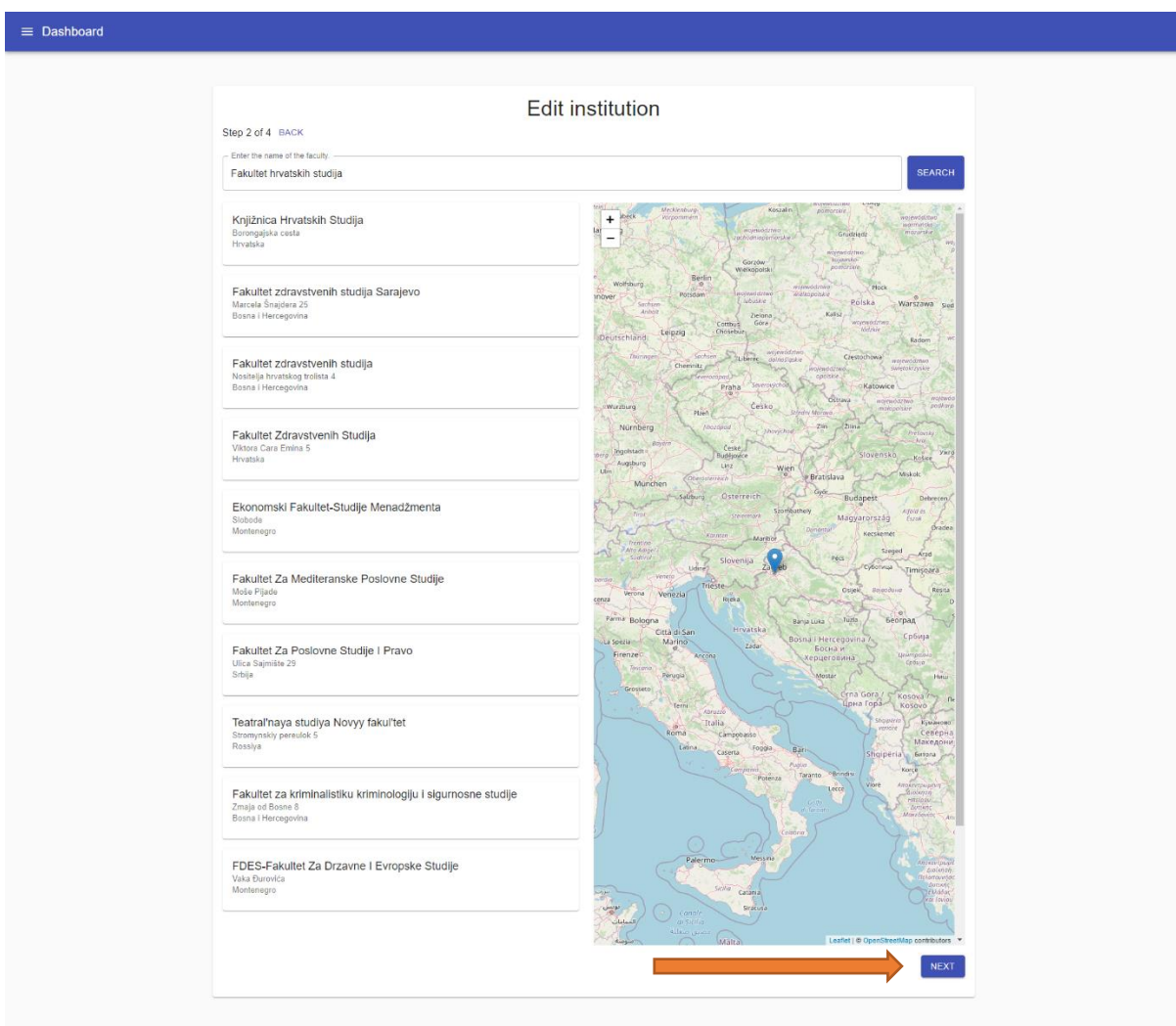


Source: The interactive digital application

## STEP2 - Mapping the institution

When the exact institution is found on the map, the procedure is to choose the big blue button **Next** in the right bottom corner of the page and keep going to the next step - filling the data about the study programme(s).

Picture 31. Edit institution window – going to the next step



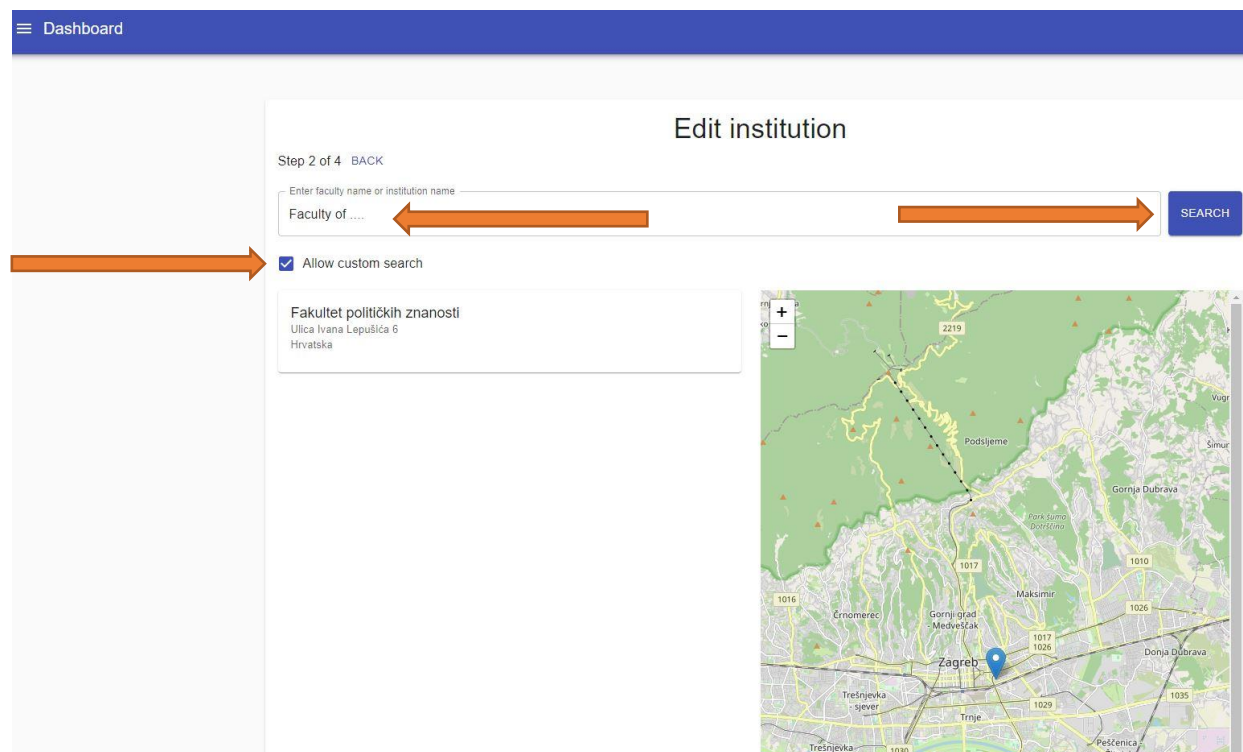
Source: The interactive digital application

## STEP2 - Mapping the institution

If the specific institution is not listed, there is a possibility to manually enter the name of the institution and change the information retrieved by the application in the previous step.

First, the box *Allow custom search* is needed to be marked which enables the option of filling the text in the box *Enter faculty name or institution name*. There, the next step is to manually enter an additional name of the institution/faculty and then, to find it, to click the blue button *Search*.

Picture 32. Edit institution window – manually labelling the institution

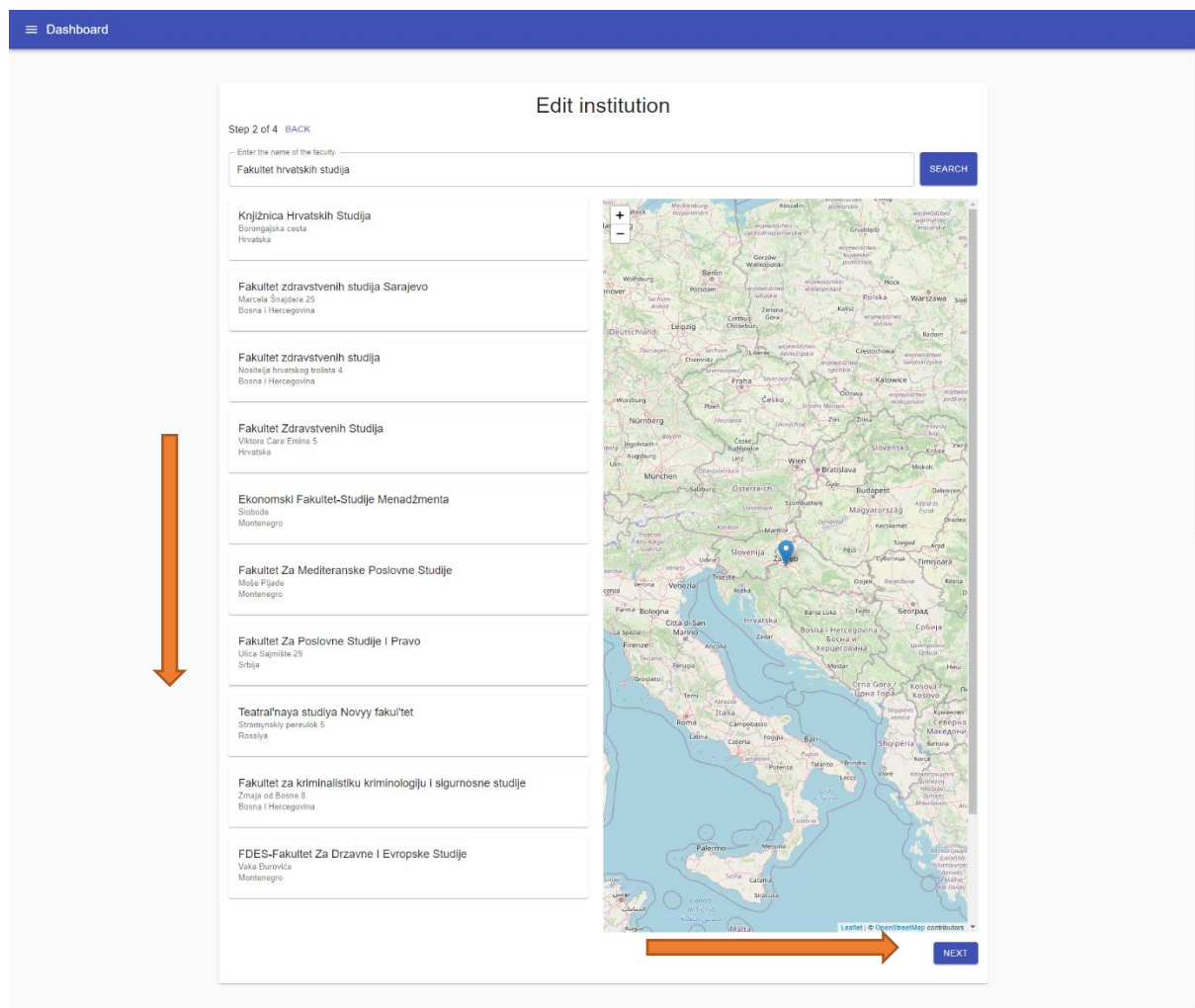


Source: The interactive digital application

## STEP2 - Mapping the institution

Then the application automatically generates a new list of institutions and their addresses from which the right institution/faculty should be used for further work. After manually entering the name of the institution/faculty and when the exact institution is found on the map, the procedure is to choose the big blue button *Next* in the right bottom corner of the window and keep going to the next step – *Study programme data entry*.

Picture 33. Edit institution window manually – go to the next step

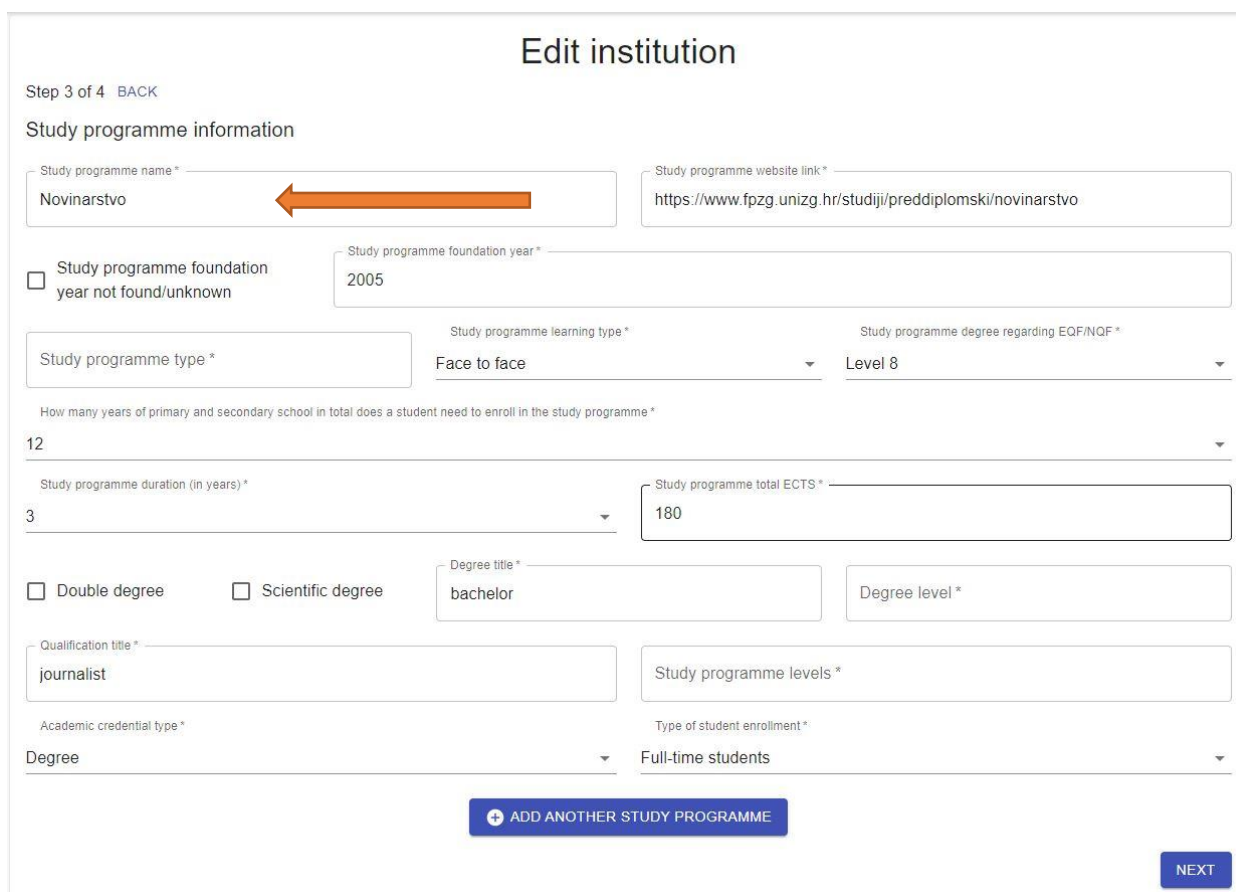


Source: The interactive digital application

### STEP3 – Study programme data entry

Either in the window *Creating institution* or *Editing institution*, **STEP 3** considers gathering/editing particular study programme(s) data. It consists of a dozen requests, some of which are offered, while some need to be filled in manually, similarly to **STEP 1 Institution information**. There is a definite number of fields that are requested to be filled in in order to proceed to the next step. Those are marked with the asterisk sign (\*). First, the **HEJDE** project collaborator is asked to fill in the *Study programme name* not in English, but in the national language that is official in the country where the study programme is offered (e.g. Spanish, Croatian, German, Polish, etc.).

Picture 34. Edit institution window – *Study programme information/name*



**Edit institution**

Step 3 of 4 [BACK](#)

**Study programme information**

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Face to face

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*  
180

☐ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Degree level \*

Qualification title \*  
journalist

Study programme levels \*  
Study programme levels \*

Academic credential type \*  
Degree

Type of student enrollment \*  
Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

[NEXT](#)

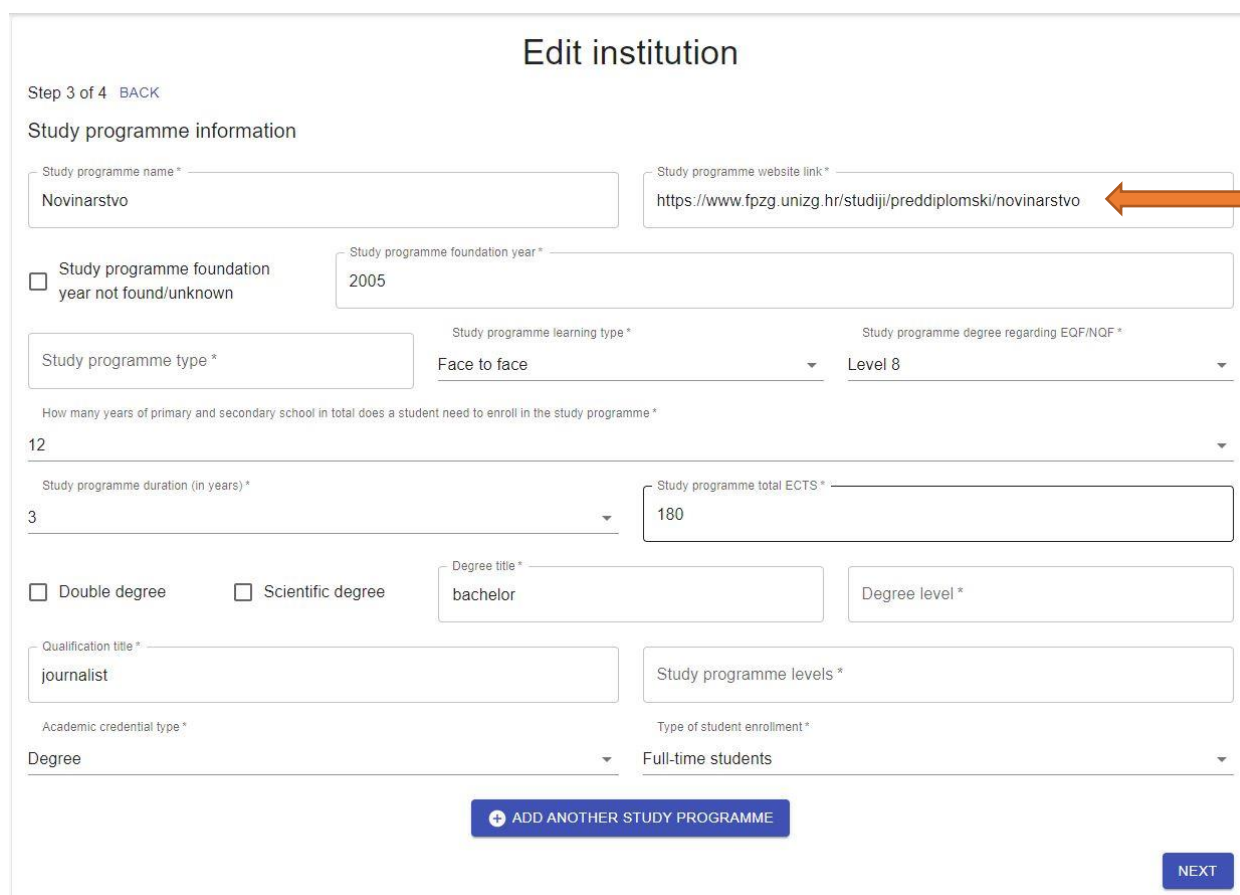
Source: *The interactive digital application*

### STEP3 – Study programme data entry

Next, an active study programme *Website link* is necessary to enter. If the website link is copy-pasted from some document, prior to entering it into the application it is important to check manually if the entered website link is active and represents the marked study programme.

The recommendation is to enter a website link presenting the website of the study programme in English intended for international use. Only if there is no English option on the website, the **HEJDE** project collaborator enters the one that exists.

Picture 35. Edit institution window – Study programme information/website link



**Edit institution**

Step 3 of 4 [BACK](#)

**Study programme information**

Study programme name \*  
Novinarstvo

Study programme website link \*  
https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Face to face

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*  
180

☐ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Degree level \*

Qualification title \*  
journalist

Study programme levels \*  
Study programme levels \*

Academic credential type \*  
Degree

Type of student enrollment \*  
Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

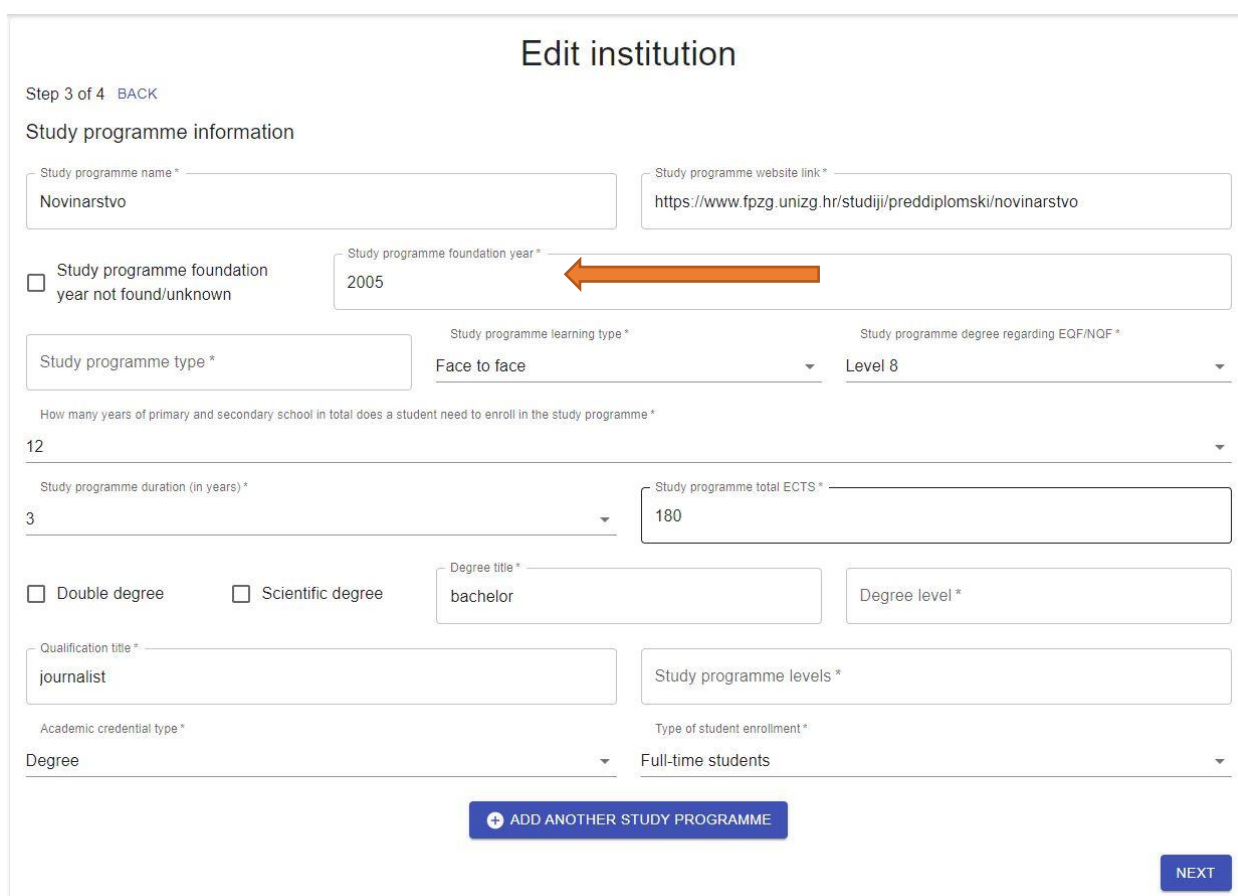
[NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

The application further requires entering the *Study programme foundation year*. It refers to the first year from when the students have been able to enrol the specific study programme. Collaborators should enter the particular year in numbers, e.g. 2005.

Picture 36. Edit institution window – Study programme information/year of foundation



**Edit institution**

Step 3 of 4 [BACK](#)

**Study programme information**

Study programme name \*  Study programme website link \*

☐ Study programme foundation year not found/unknown Study programme foundation year \*  

Study programme type \*  Study programme learning type \*  Study programme degree regarding EQF/NQF \*

How many years of primary and secondary school in total does a student need to enroll in the study programme \*

Study programme duration (in years) \*  Study programme total ECTS \*

☐ Double degree ☐ Scientific degree Degree title \*  Degree level \*

Qualification title \*  Study programme levels \*

Academic credential type \*  Type of student enrollment \*

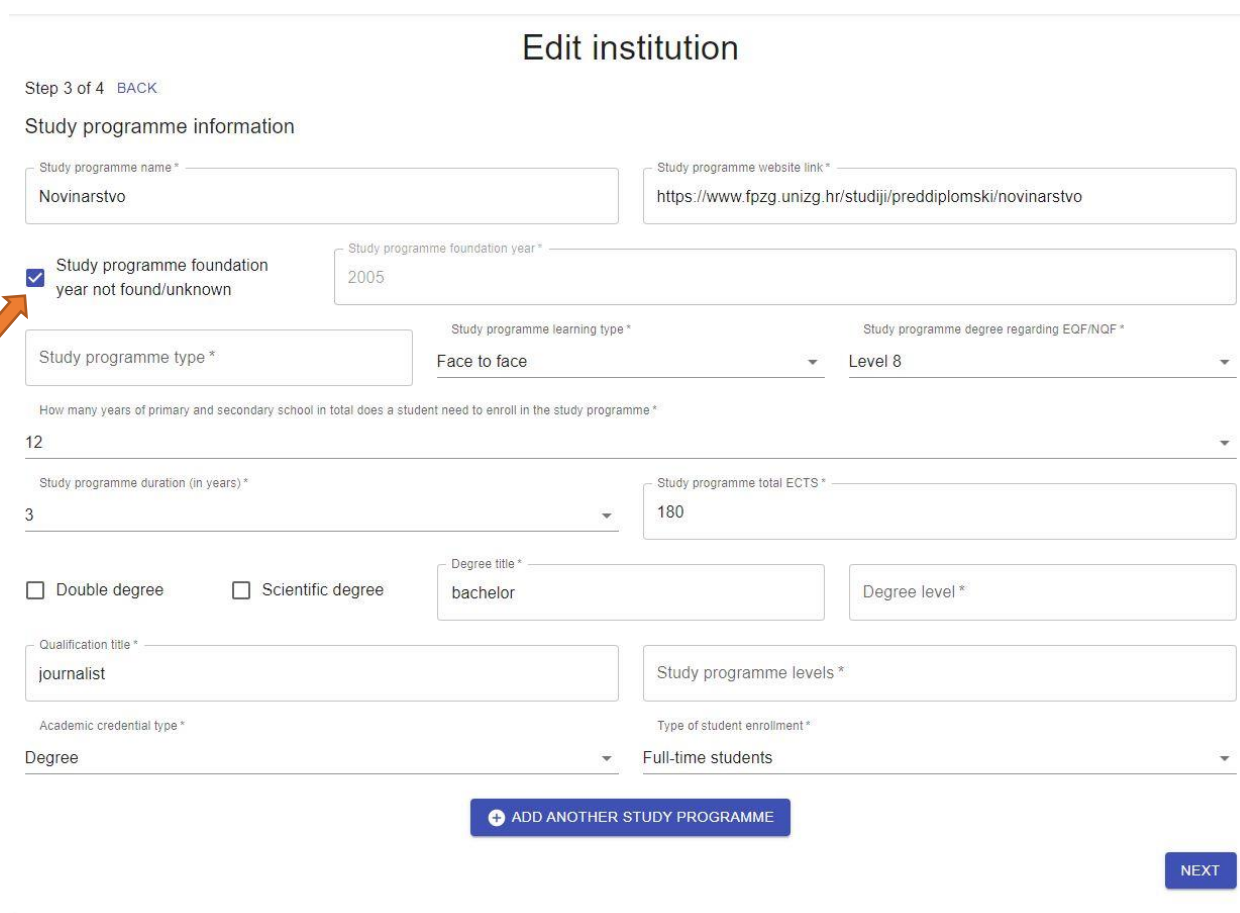
[+ ADD ANOTHER STUDY PROGRAMME](#) [NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

Only in rare exceptional cases when the **HEJDE** project collaborator cannot find the data of the study programme foundation year, the box *Study programme foundation year not found/unknown* is about to be marked.

Picture 37. Edit institution window – Study programme information/year of foundation



**Edit institution**

Step 3 of 4 [BACK](#)

**Study programme information**

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☒ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Face to face

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*  
180

☐ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Degree level \*

Qualification title \*  
journalist

Study programme levels \*  
Study programme levels \*

Academic credential type \*  
Degree

Type of student enrollment \*  
Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

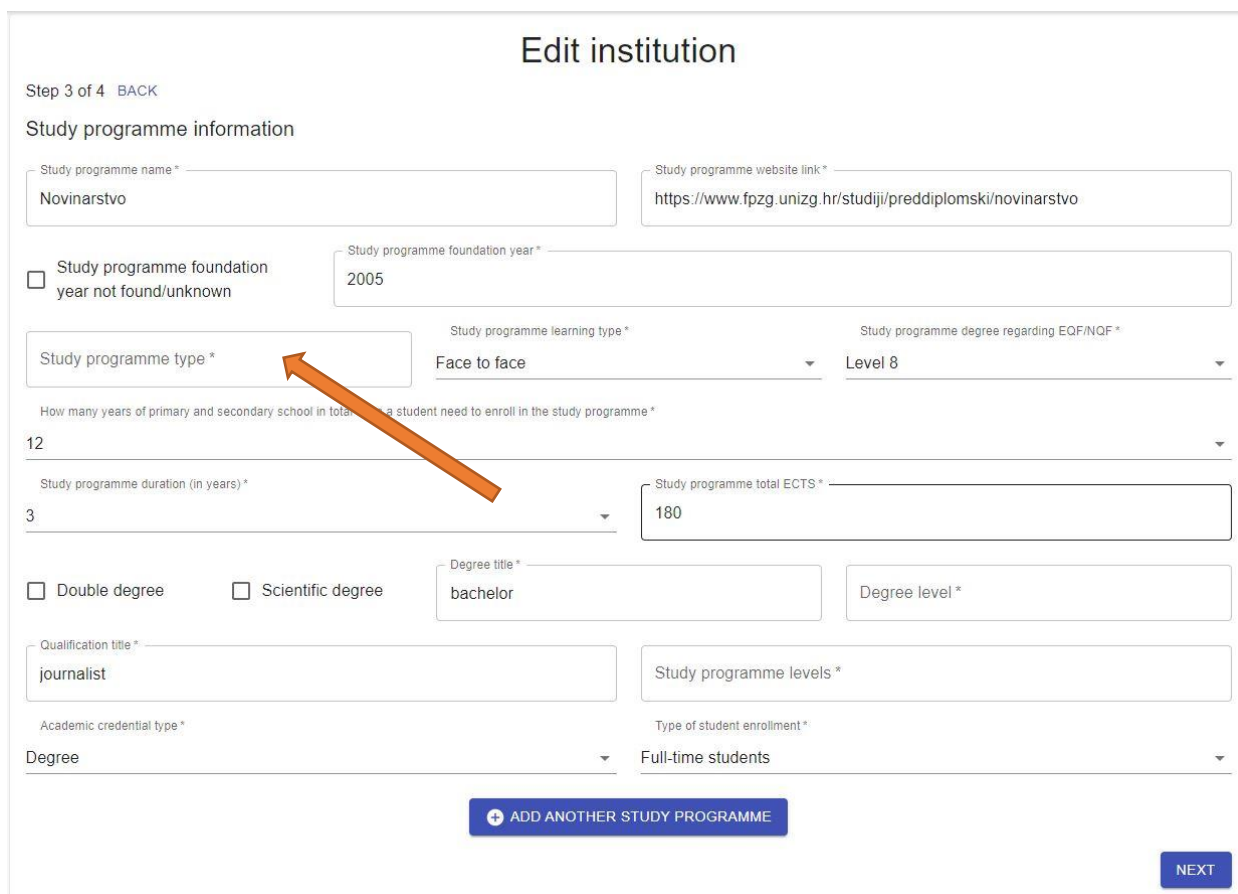
[NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

Further, it is necessary to enter the **Study programme type**<sup>5</sup>. In the drop-down list, there are a few predetermined options, and collaborators can choose between professional study programmes, academic study programmes, specialist study programmes, vocational study programmes.

Picture 38. STEP 3 - Edit institution window – Study programme information/type



**Edit institution**

Step 3 of 4 [BACK](#)

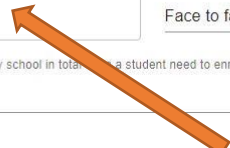
**Study programme information**

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \* 

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*  
180

☐ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*

Qualification title \*  
journalist

Study programme levels \*

Academic credential type \*  
Degree

Type of student enrollment \*  
Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

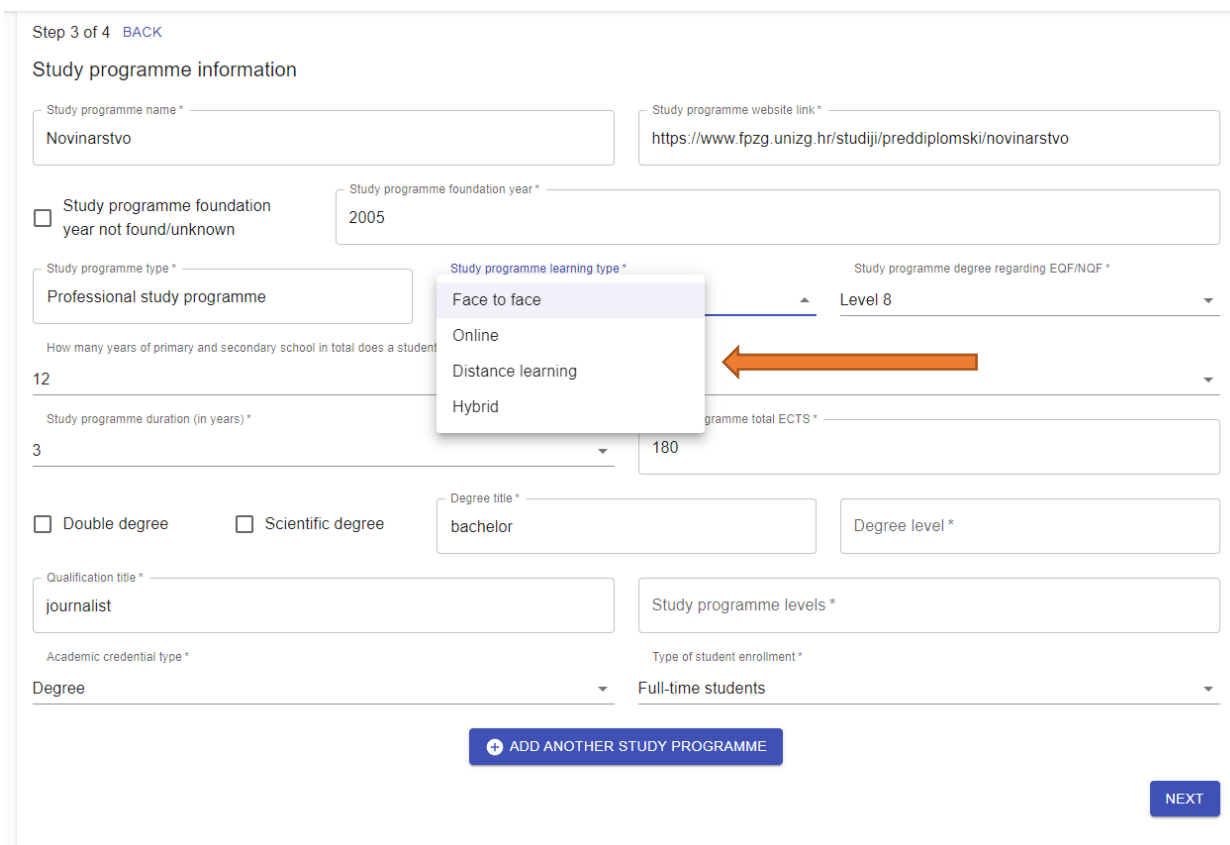
[NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

Aiming to collect as much comparative data about the higher education of journalists as possible, the *Study programme learning type* is about to be filled in. Again, a drop-down list offers different learning types such as – in person, online, distance learning and/or hybrid as an additional option to select.

Picture 39. Edit institution window – Study programme information/learning type

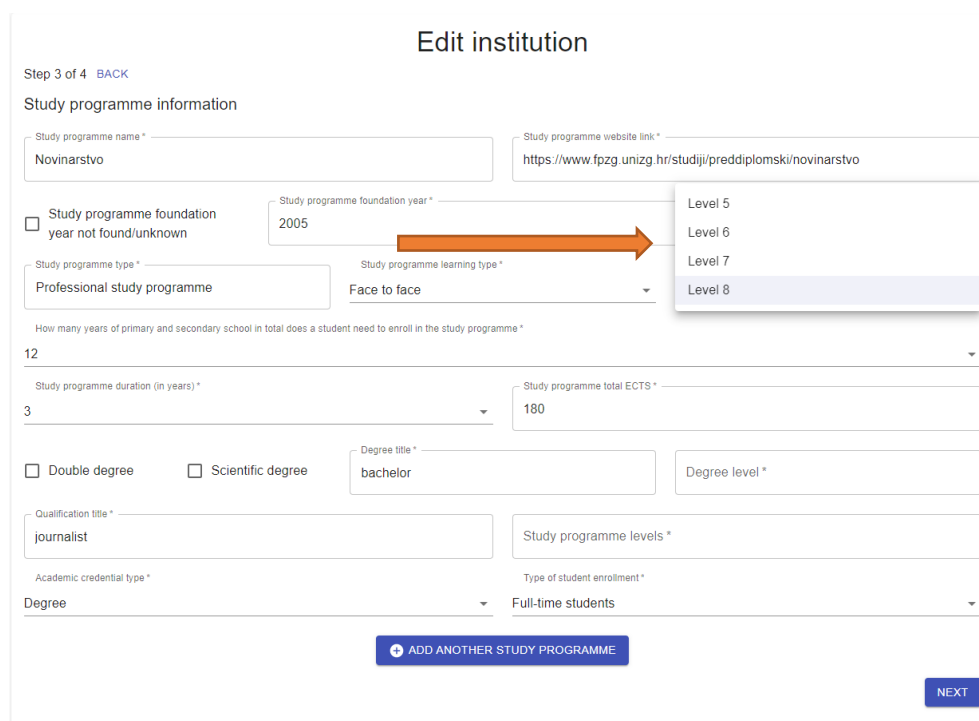


Source: The interactive digital application

### STEP3 – Study programme data entry

Given the fact that each study programme across Europe has its own specificities, not all European countries are at the same level of applying the Bologna system, nor have they the National Qualifications Framework, so there is a need for data unification. For the purpose of the research, there is a need to structure and systematize similarities between data in order to compare them. That is why collaborators are asked to label the *Study programme degree regarding the European Qualifications Framework*<sup>6</sup> or regarding a certain *National Qualifications Framework*<sup>7</sup> if it exists as they have to be unison. Respecting the given differences, there is an option in the drop-down list to choose from Level 5 to Level 8.

Picture 40. Edit institution window – Study programme information/Study programme degree regarding EQF/NQF



**Edit institution**

Step 3 of 4 [BACK](#)

**Study programme information**

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Professional study programme

Study programme learning type \*  
Face to face

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*  
180

☐ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Level 5  
Level 6  
Level 7  
Level 8

Qualification title \*  
journalist

Study programme levels \*

Academic credential type \*  
Degree

Type of student enrolment \*  
Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

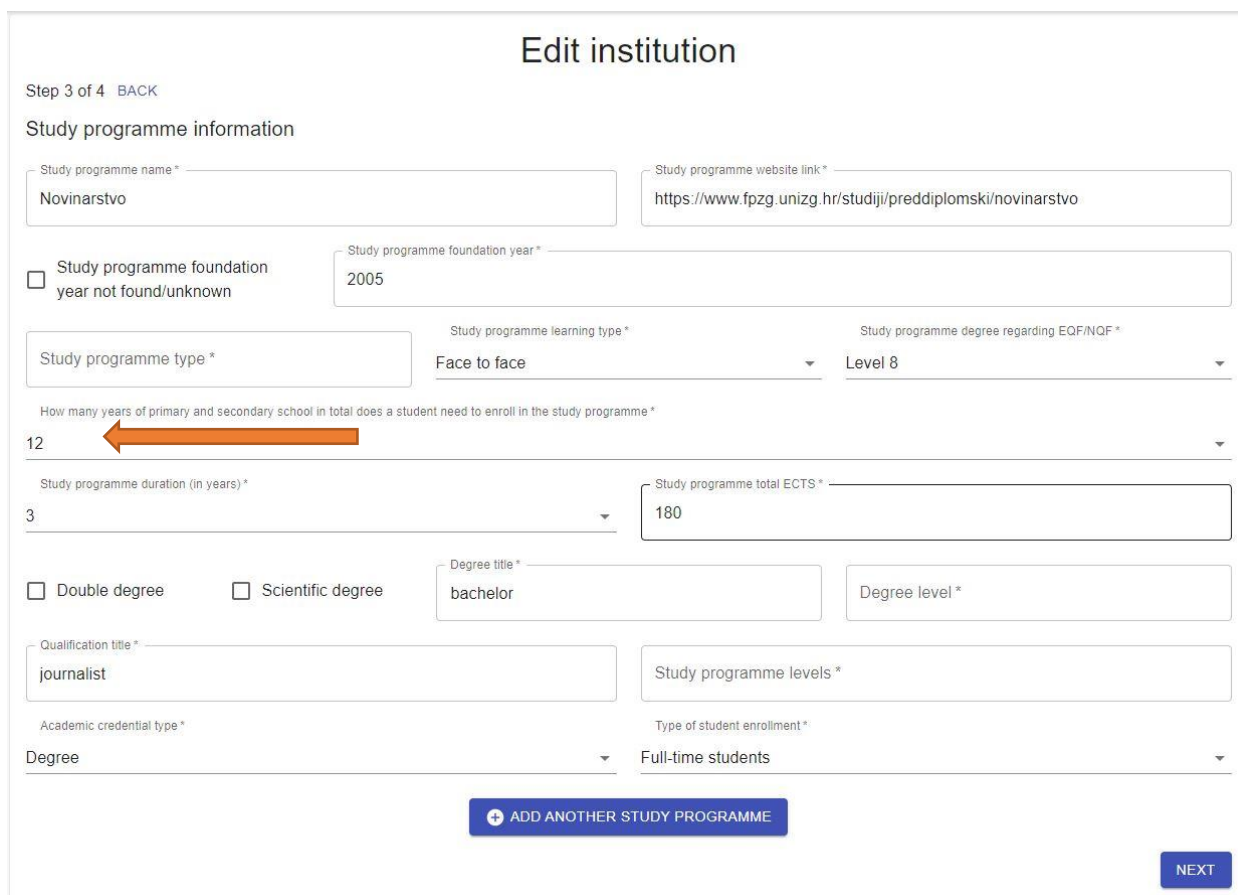
[NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

According to the above described differences regarding the levels of the European Qualifications Framework/National Qualifications Framework, a control variable titled *How many years of primary and secondary school in total does a student need to enrol in the study programme* is built in the application. That way, the possibility of mistake regarding study programmes degrees from different educational systems has been reduced to a minimum. The HEJDE project collaborator is asked to sum up all the years (from 6 to 14) the future student has spent in an education institution before the particular national system enables him/her to enrol the specific study programme.

Picture 41. Edit institution window – Study programme information/control variable



**Edit institution**

Step 3 of 4 [BACK](#)

Study programme information

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*  
180

☐ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Degree level \*

Qualification title \*  
journalist

Study programme levels \*

Academic credential type \*  
Degree

Type of student enrollment \*  
Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

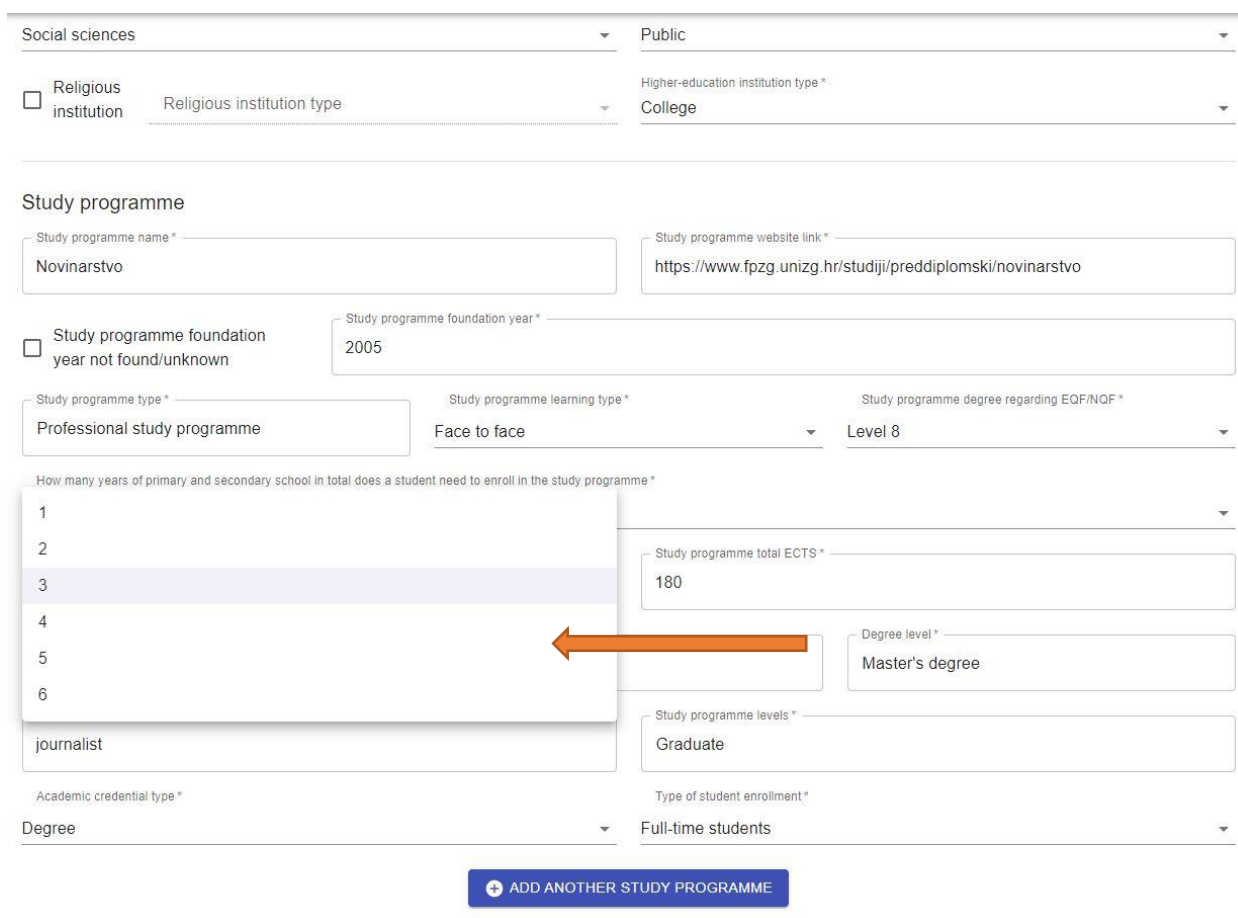
[NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

Further, the HEJDE project collects data about the *Study programme duration – in years*. This variable refers to the amount of time spent from the first until the last study year, including both of them. That can vary from minimum 1 to maximum 6 years.

Picture 42. Edit institution window – Study programme information/study programme duration



Social sciences Public

☐ Religious institution Religious institution type Higher-education institution type \* College

Study programme

Study programme name \* Novinarstvo Study programme website link \* https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo

☐ Study programme foundation year not found/unknown 2005

Study programme type \* Professional study programme Study programme learning type \* Face to face Study programme degree regarding EQF/NQF \* Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*

1  
2  
3  
4  
5  
6

journalist

Study programme total ECTS \* 180

Degree level \* Master's degree

Study programme levels \* Graduate

Academic credential type \* Degree Type of student enrollment \* Full-time students

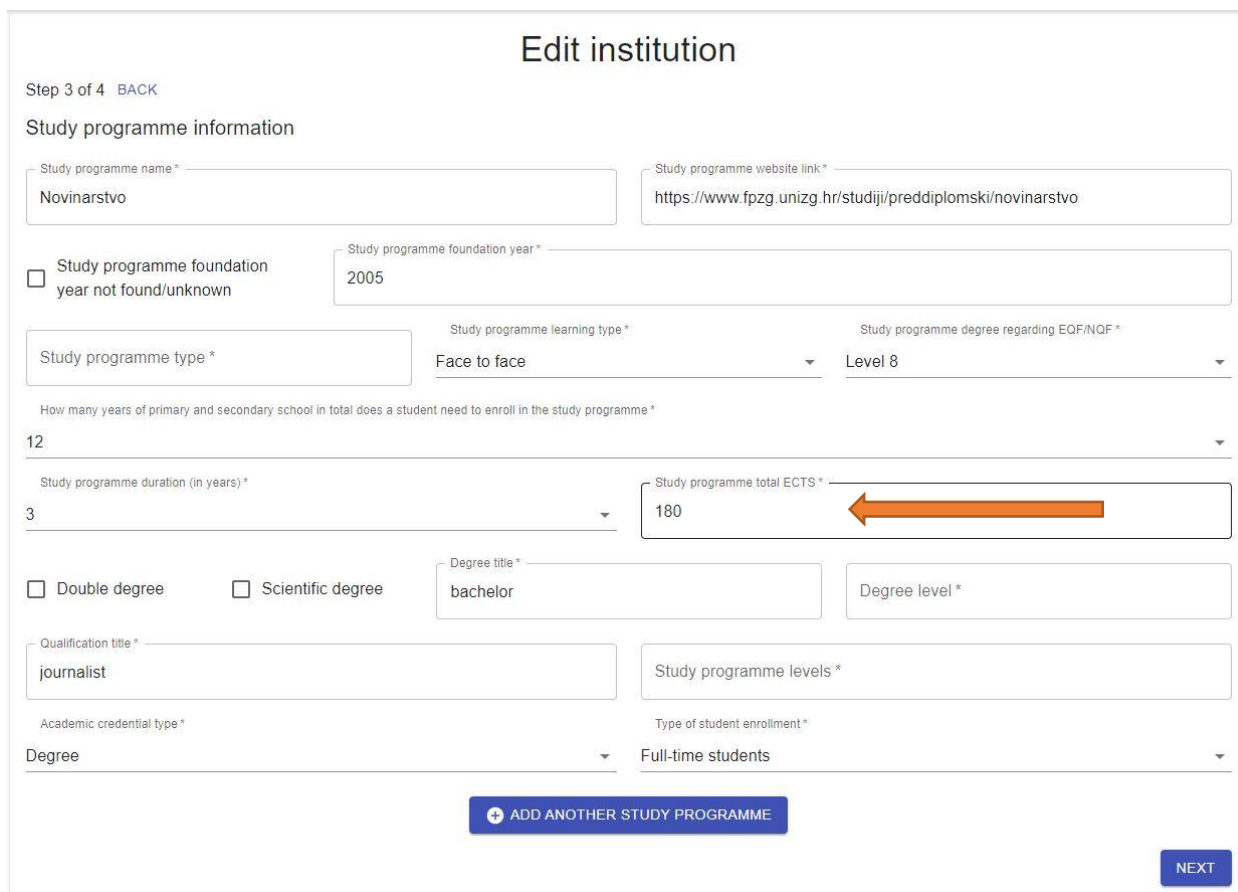
+ ADD ANOTHER STUDY PROGRAMME

Source: The interactive digital application

### STEP3 – Study programme data entry

Regarding other requested data, the **HEJDE** project collaborators have to enter the **Study programme total ECTS points**. This number is equivalent of the sum of all ECTS points per subject in each semester during all study years including mandatory and elective courses as well as other study obligations that are sometimes denoted by ECTS points. The field is open to be freely entered with a number divided by 30.

Picture 43. Edit institution window – Study programme information/ECTS points



**Edit institution**

Step 3 of 4 [BACK](#)

Study programme information

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Face to face

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*  
180

☐ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Degree level \*

Qualification title \*  
journalist

Study programme levels \*

Academic credential type \*  
Degree

Type of student enrollment \*  
Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

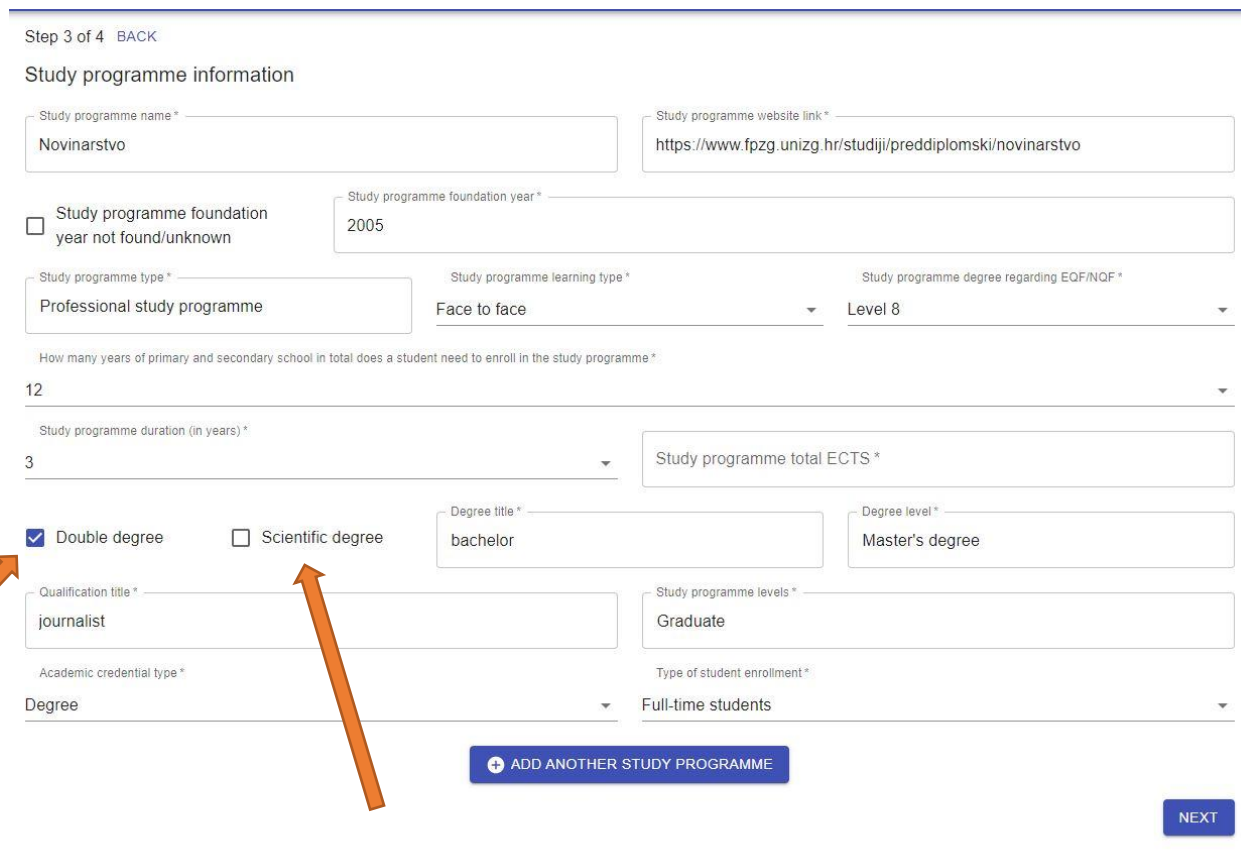
[NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

Study programmes specificities can be also compared according to the *Study degree type*: such as *single major* or *double major* which can be performed as *teaching stream*, or *scientific stream*.<sup>8</sup> *Double major* means studying two different study programmes in a shorter time than usual, whether on the same, or different institution. It is also known as a dual/combined/(con)joint degree. If that is the case with a particular study programme, the box named the same has to be marked. *Scientific stream* is not reserved just for postgraduate/doctorate studies. It can also be a case on the lower study programme degrees such as certain levels of graduate degrees. If that is the case, the box named the same has to be marked.

Picture 44. Edit institution window – Study programme information/degrees



Step 3 of 4 [BACK](#)

Study programme information

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Professional study programme

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*

☒ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Master's degree

Qualification title \*  
journalist

Study programme levels \*  
Graduate

Academic credential type \*  
Degree

Type of student enrollment \*  
Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

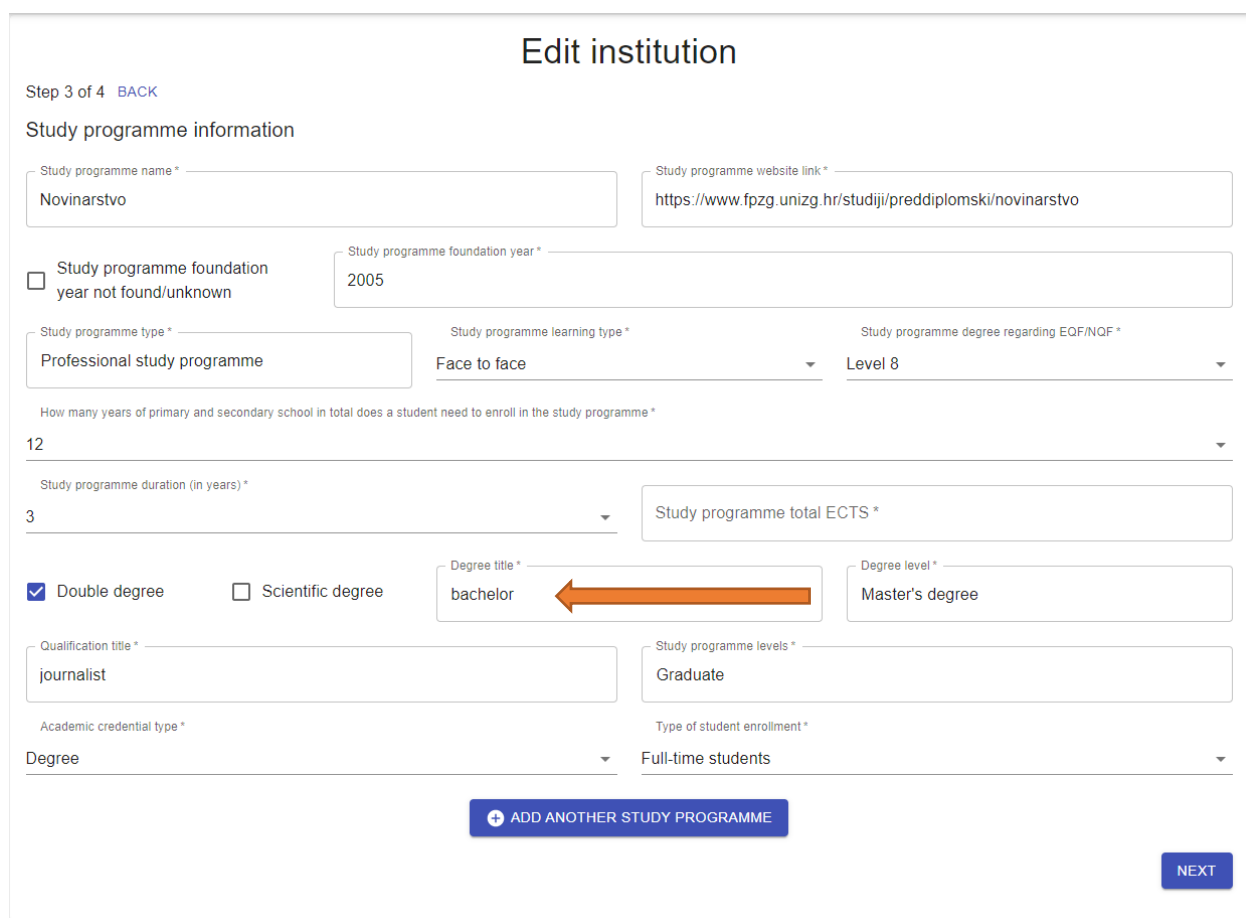
[NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

Regarding study programme degrees, one of the most important data is a *Degree title*. The options listed in the drop-down menu are as follows: bachelor, master and PhD degree title. This variable is in direct relationship with the *Study programme total ECTS*, the *Study programme degree regarding EQF/NQF*, and the *Degree level*.

Picture 45. Edit institution window – Study programme information/degrees



**Edit institution**

Step 3 of 4 [BACK](#)

**Study programme information**

Study programme name \*  
Novinarstvo

Study programme website link \*  
https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Professional study programme

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*

☒ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Master's degree

Qualification title \*  
journalist

Study programme levels \*  
Graduate

Academic credential type \*  
Degree

Type of student enrollment \*  
Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

[NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

Further and in accordance with the *Degree type* and the *Degree title* is the *Degree level*. That refers to the level of a study programme degree. Respecting European differences in the higher education landscape, a drop-down list offers several options: pre-bachelor, bachelor, associate, specialist, integrated, master's, postgraduate and doctoral degree.

Picture 46. Create institution window – Study programme information/degrees

Create institution

Step 3 of 4 [BACK](#)

Study programme information

Study programme name \*

Study programme website link \*

☒ Study programme foundation year not found/unknown
 

Study programme foundation year \*

Study programme type \*

Study programme learning type \*

Study programme degree regarding EQF/NQF \*

How many years of primary and secondary school in total does a student need to enroll in the study programme \*

12

Study programme duration (in years) \*

3

Study programme total ECTS \*

120

☐ Double degree
 ☐ Scientific degree
 

Degree title \*

Bachelor

Degree level \*

Specialist degree

Qualification title \*

Study programme levels \*

Academic credential type \*

Type of student enrollment \*

+ ADD ANOTHER STUDY PROGRAMME

NEXT

Source: The interactive digital application

### STEP3 – Study programme data entry

One of the most important data requested to be filled in is the *Qualification title* as well. As there are numerous options all directly connected to a particular study programme name and study programmes learning outcomes, the **HEJDE** project collaborator has to enter the one which is quoted at the study programme's elaborate study, appertaining webpages or other similar official documents or/and sources.

Provisional titles are not intended to be entered.

Picture 47. Edit institution window – Study programme information/qualification title

## Edit institution

Step 3 of 4 [BACK](#)

### Study programme information

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Professional study programme

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*

☒ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Master's degree

Qualification title \*  
journalist

Study programme levels \*  
Graduate

Academic credential type \*  
Degree

Type of student enrollment \*  
Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

[NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

*Study programme level* is the next data needed to be marked. Available options offered by the drop-down list regarding study programme levels are - undergraduate, graduate, postgraduate, doctorate. As this variable is directly in connection with the *Degree title*, *Degree level* and *Study programme degree regarding EQF/NQF* variables, before finishing **STEP 3**, it is advisable to check up the accuracy of all connected entered variables and their harmonization in that sense.

Picture 48. Edit institution window – Study programme information/study programme levels

## Edit institution

Step 3 of 4 [BACK](#)

### Study programme information

Study programme name \*

Study programme website link \*

☐ Study programme foundation year not found/unknown

Study programme foundation year \*

Study programme type \*

Study programme learning type \*

Study programme degree regarding EQF/NQF \*

How many years of primary and secondary school in total does a student need to enroll in the study programme \*

Study programme duration (in years) \*

Study programme total ECTS \*

☒ Double degree

☐ Scientific degree

Degree title \*

Degree level \*

Qualification title \*

Study programme levels \*

Academic credential type \*

Type of student enrollment \*

[+ ADD ANOTHER STUDY PROGRAMME](#)

[NEXT](#)

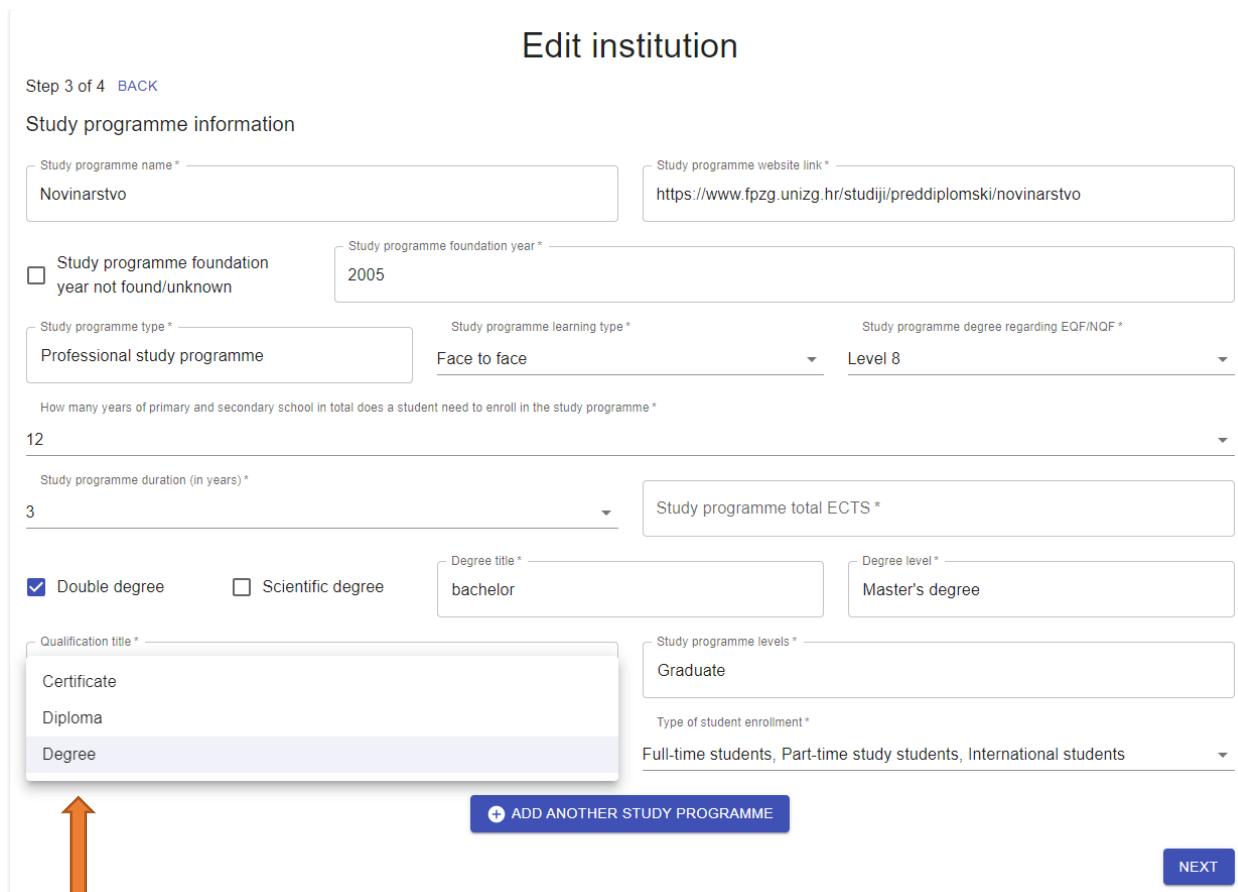
Source: The interactive digital application

### STEP3 – Study programme data entry

Next variable important for collecting data about study programmes is *Academic credential type*. It refers to the public document confirming the completion of some sort of higher education.

The **HEJDE** project collaborator chooses from several listed options: certificate, diploma or a degree.

Picture 49. Edit institution window – Study programme information/academic credential type



**Edit institution**

Step 3 of 4 [BACK](#)

**Study programme information**

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Professional study programme

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*

☒ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Master's degree

Qualification title \*  
Certificate  
Diploma  
Degree

Study programme levels \*  
Graduate

Type of student enrollment \*  
Full-time students, Part-time study students, International students

[+ ADD ANOTHER STUDY PROGRAMME](#)

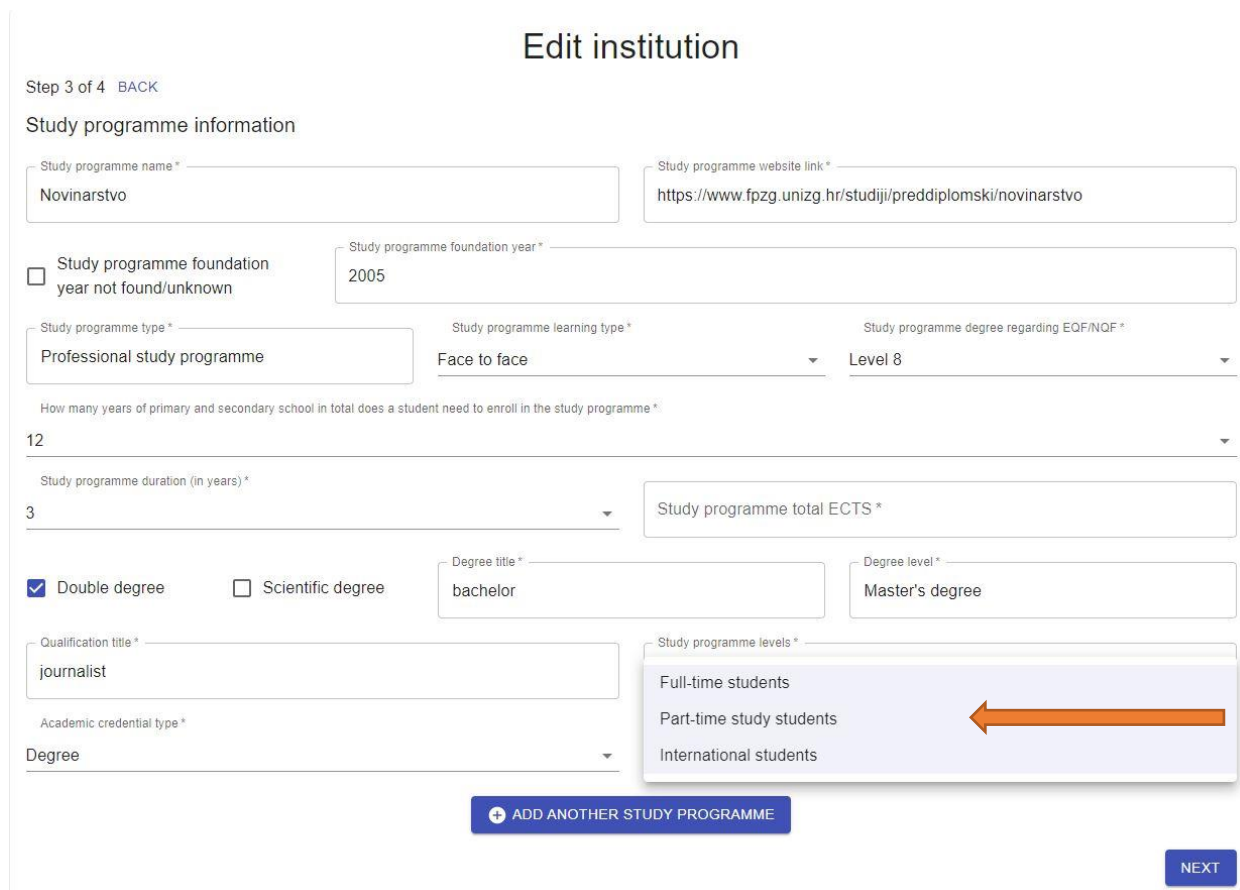
[NEXT](#)

Source: The interactive digital application

### STEP3 – Study programme data entry

The last variable is connected to students as there are no study programmes without them. Since such information is difficult to obtain, only those that are publicly available are sought here. Those are the one regarding the *Type of student enrolment* in the study programme. There are at least several options of enrolling the study programme – as a full-time student, part-time student, or/and international student. The drop-down list offers the possibility to mark more than one option as in the higher education practice it is usually found as a combination.

Picture 50. Edit institution window – Study programme information/study programme levels



**Edit institution**

Step 3 of 4 [BACK](#)

**Study programme information**

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Professional study programme

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Study programme duration (in years) \*  
3

Study programme total ECTS \*

☒ Double degree ☐ Scientific degree

Degree title \*  
bachelor

Degree level \*  
Master's degree

Qualification title \*  
journalist

Academic credential type \*  
Degree

Study programme levels \*

- Full-time students
- Part-time study students
- International students

[+ ADD ANOTHER STUDY PROGRAMME](#)

[NEXT](#)

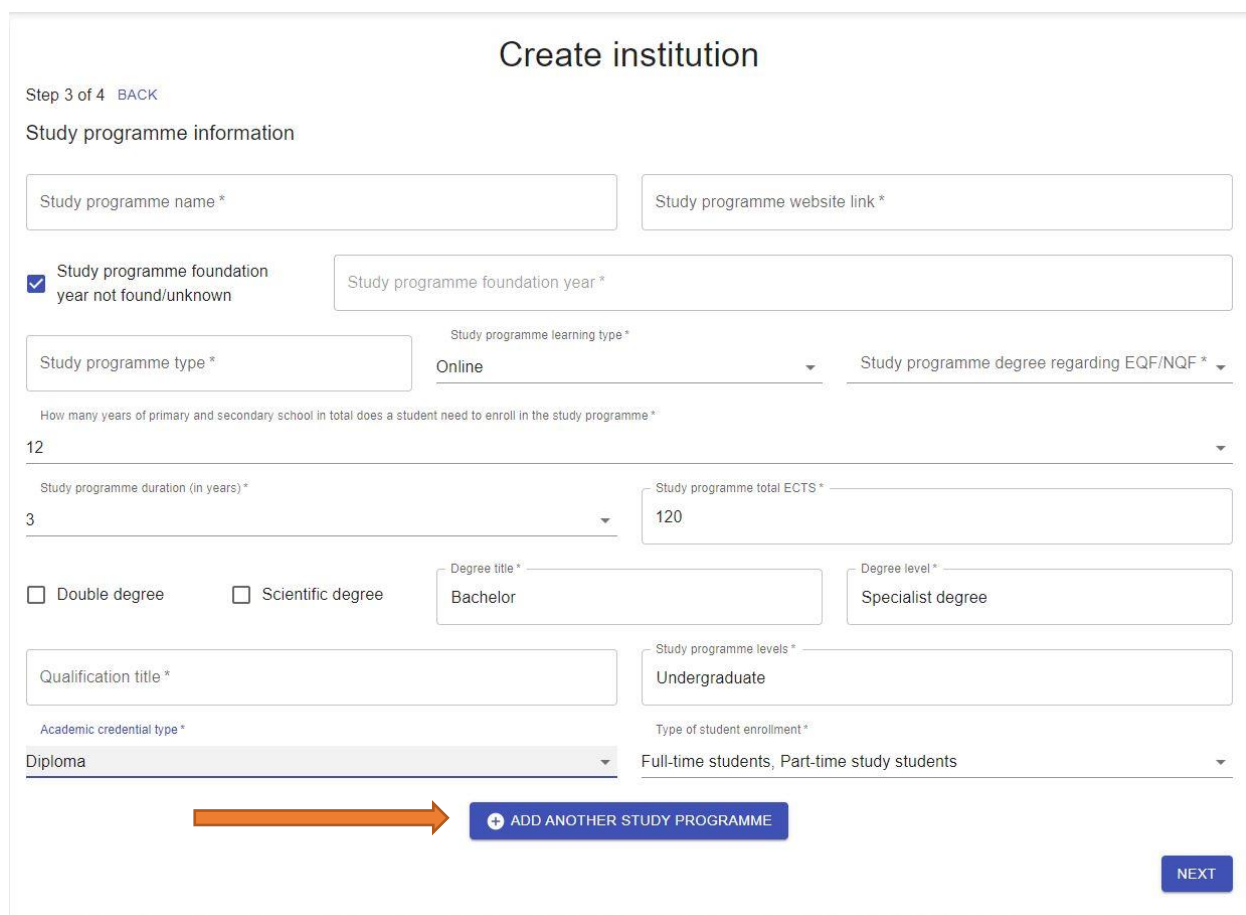
Source: The interactive digital application

### STEP3 – Study programme data entry

After completing **STEP 3** by entering all requested data about a particular study programme, the **HEJDE** project collaborator can access the entry of another study programme that educates journalists at the same institution by clicking the big blue button in the central bottom part of the window marked as *Add another study programme*.

Then the process repeats regarding the **STEP 3 – Study programme data entry**.

Picture 51. Create institution window – Study programme information/adding another study programme



**Create institution**

Step 3 of 4 [BACK](#)

Study programme information

Study programme name \*

Study programme website link \*

☒ Study programme foundation year not found/unknown

Study programme foundation year \*

Study programme type \*

Study programme learning type \*

Online

Study programme degree regarding EQF/NQF \*

How many years of primary and secondary school in total does a student need to enroll in the study programme \*

12

Study programme duration (in years) \*

3

Study programme total ECTS \*

120

☐ Double degree ☐ Scientific degree

Degree title \*

Bachelor

Degree level \*

Specialist degree

Qualification title \*

Study programme levels \*

Undergraduate

Academic credential type \*

Diploma

Type of student enrollment \*

Full-time students, Part-time study students

**+ ADD ANOTHER STUDY PROGRAMME**

**NEXT**

Source: The interactive digital application

### STEP3 – Study programme data entry

After completing **STEP 3** by entering all requested data about a particular study programme, the **HEJDE** project collaborator is about to go to the final, STEP 4 of this application. That means, to click at the big blue button **NEXT** in the right bottom corner of the page.

Picture 52. Edit institution window – Study programme information/going to STEP 4

## Edit institution

Step 3 of 4 [BACK](#)

Study programme information

Study programme name \*

Study programme website link \*

☐ Study programme foundation year not found/unknown

Study programme foundation year \*

Study programme type \*

Study programme learning type \*

Face to face

Study programme degree regarding EQF/NQF \*

Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*

12

Study programme duration (in years) \*

3

Study programme total ECTS \*

☐ Double degree

☐ Scientific degree

Degree title \*

Degree level \*

Qualification title \*

Study programme levels \*

Academic credential type \*

Degree

Type of student enrollment \*

Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

[NEXT](#)

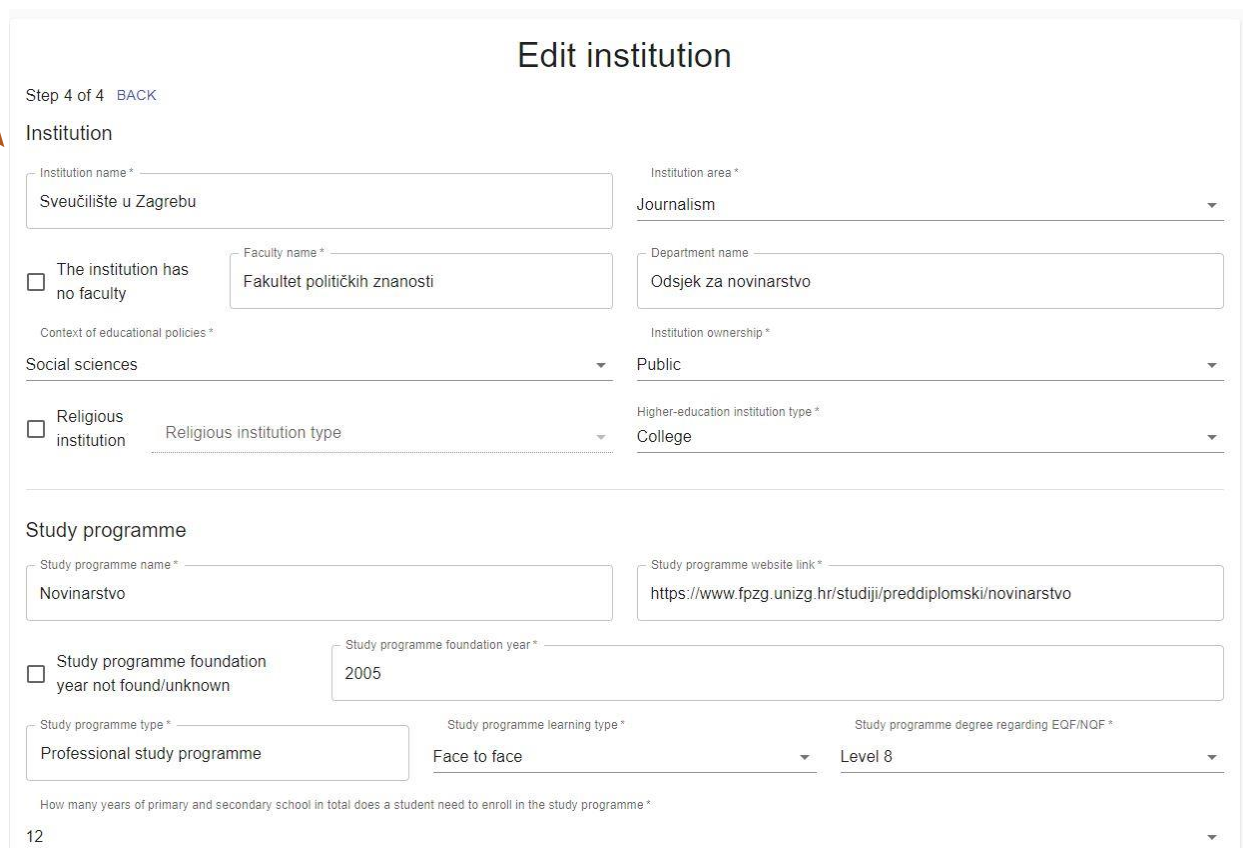
Source: The interactive digital application

### STEP4 – Edit institution

Finally, **STEP 4** is a certain check point where the **HEJDE** project collaborator checks all entered data regarding the overall information about the institution that offers study programmes that educate journalists in a European country including its geographical position on the map, as well as the study programme information once again.

The work on this **HEJDE** project activity, as well as any other scientific research work, data accuracy is required, so there is no need to emphasise its importance.

Picture 53. Edit institution window – checking out entered data part I.



**Edit institution**

Step 4 of 4 [BACK](#)

**Institution**

Institution name \*  
Sveučilište u Zagrebu

Institution area \*  
Journalism

☐ The institution has no faculty

Faculty name \*  
Fakultet političkih znanosti

Department name  
Odsjek za novinarstvo

Context of educational policies \*  
Social sciences

Institution ownership \*  
Public

☐ Religious institution

Religious institution type

Higher-education institution type \*  
College

**Study programme**

Study programme name \*  
Novinarstvo

Study programme website link \*  
<https://www.fpzg.unizg.hr/studiji/preddiplomski/novinarstvo>

☐ Study programme foundation year not found/unknown

Study programme foundation year \*  
2005

Study programme type \*  
Professional study programme

Study programme learning type \*  
Face to face

Study programme degree regarding EQF/NQF \*  
Level 8

How many years of primary and secondary school in total does a student need to enroll in the study programme \*  
12

Source: The interactive digital application

## STEP4 – Edit institution

After the collaborator is sure all data is accurately entered, and that at this point there is no need to take any other action, they can **Confirm** the entry and conclude the part of the activity regarding a particular higher education institution and its belonging study programme(s) that educate journalists.

Picture 54. Edit institution window – checking out entered data part II. / confirm

How many years of primary and secondary school in total does a student need to enroll in the study programme \*

12

Study programme duration (in years) \*

3

Study programme total ECTS \*

180

☐ Double degree ☐ Scientific degree

Degree title \*

bachelor

Degree level \*

Master's degree

Qualification title \*

journalist

Study programme levels \*

Graduate

Academic credential type \*

Degree

Type of student enrollment \*

Full-time students

[+ ADD ANOTHER STUDY PROGRAMME](#)

Location

Road name \*

Ulica Ivana Lepušića

House number

6

Country \*

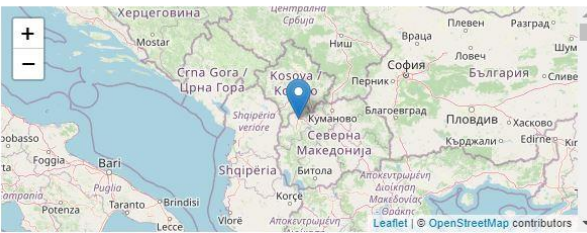
Severna Makedonija

Latitude \*

41.98616

Longitude \*

20.96151

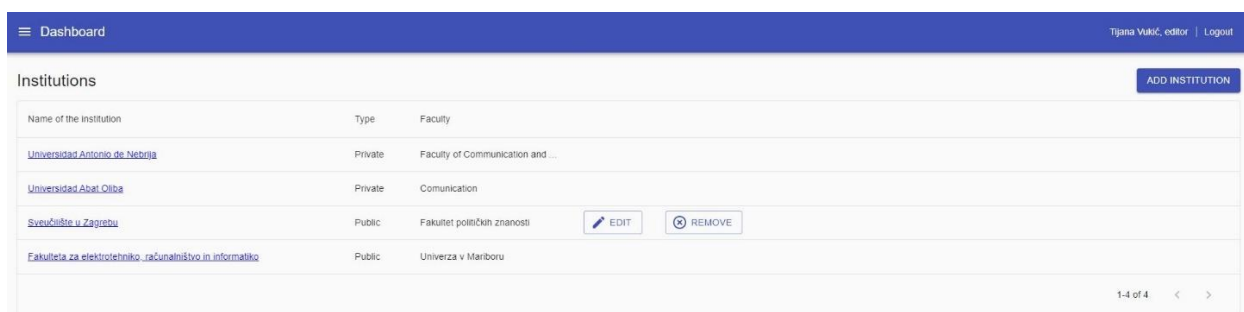


[CONFIRM](#)

## Logout

After confirming the entered data, the **HEJDE** project collaborator will be sent to the Dashboard and to the list of the recorded higher education institutions that educate journalists in Europe. If there is no other work to be done, one can click **Logout** in the upper right corner of the window by which action it will be logged out of the application.

Picture 55. Dashboard



| Dashboard                                                              |         |                                  | Tijana Vukic, editor   Logout |        |
|------------------------------------------------------------------------|---------|----------------------------------|-------------------------------|--------|
| Institutions                                                           |         |                                  | ADD INSTITUTION               |        |
| Name of the institution                                                | Type    | Faculty                          |                               |        |
| <a href="#">Universidad Antonio de Nebrija</a>                         | Private | Faculty of Communication and ... |                               |        |
| <a href="#">Universidad Abat Oliba</a>                                 | Private | Communication                    |                               |        |
| <a href="#">Sveučilište u Zagrebu</a>                                  | Public  | Fakultet političkih znanosti     | EDIT                          | REMOVE |
| <a href="#">Fakulteta za elektrotehniku, računarstvo i informatiku</a> | Public  | Univerza v Mariboru              |                               |        |
| 1-4 of 4 < >                                                           |         |                                  |                               |        |

*Source: The interactive digital application*

When additional actions need to be done, collaborators can once again **LogIn** with their username and password and start the whole process of creating/editing data from the beginning.

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## Impressum

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**Chair for Media and Communication**

Pula, Croatia, 2022

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## Contact

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### *Project leader:*

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## Notes

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<sup>1</sup> More about the **HEJDE** project is at the following link: <https://ffpu.unipu.hr/hejde>

<sup>2</sup> *Pravilnik o znanstvenim i umjetničkim područjima, poljima i granama* (2016), Narodne novine 118/2009, 82/2012, 32/2013, 34/2016. Retrieved in February 2022 from: <https://informator.hr/podzakonski-propisi/35843?id=35843>

/ Ordinance on scientific and artistic domains, fields and branches (2016)

<sup>3</sup> Bakotić, B. (2012). *Službena skraćena i puna imena država na hrvatskom i engleskom jeziku*, Ministarstvo vanjskih i europskih poslova Republike Hrvatske. Retrieved in February 2022 from [https://da.mvep.hr/files/file/pdf/121022\\_imena\\_drzava.pdf](https://da.mvep.hr/files/file/pdf/121022_imena_drzava.pdf)

<sup>4</sup> You can compare it with the following link:  
[https://en.wikipedia.org/wiki/Academic\\_ranks\\_in\\_the\\_United\\_States](https://en.wikipedia.org/wiki/Academic_ranks_in_the_United_States)

<sup>5</sup> More about types of study programmes is available at the following link:  
<https://education.ec.europa.eu/study-in-europe/countries>

<sup>6</sup> Find out more about European Qualifications Framework (EQF) at:  
<https://www.cedefop.europa.eu/en/projects/european-qualifications-framework-eqf>

<sup>7</sup> For example, information about the Croatian Qualification Framework (CQF/HKO) is available at: <https://hko.srce.hr/registar/>

<sup>8</sup> The Croatian example is available at the following link:  
[https://www.hrstud.unizg.hr/en/graduate\\_study/philosophy/double\\_major](https://www.hrstud.unizg.hr/en/graduate_study/philosophy/double_major)