REGULATIONS
ON ELECTION IN THE SCIENTIFIC, SCIENTIFIC-EDUCATIONAL,
ARTISTIC-EDUCATIONAL, EDUCATIONAL, ASSOCIATE
AND PROFESSIONAL TITLES AND CORRESPONDING EMPLOYMENT
POSITIONS

Osijek, February 2010
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REGULATIONS ON THE ELECTION IN THE SCIENTIFIC, SCIENTIFIC-EDUCATIONAL, ARTISTIC-EDUCATIONAL, EDUCATIONAL, ASSOCIATE AND PROFESSIONAL TITLES AND CORRESPONDING EMPLOYMENT POSITIONS

I. GENERAL PROVISIONS

Article 1

(1) Regulations on the election of scientific titles, scientific-educational and artistic-educational titles, educational, associate and professional titles and corresponding employment positions (hereinafter referred to as the Regulations) describe in detail the implementation procedure of elections in scientific, scientific-educational and artistic-teaching titles, teaching, associate and professional titles and corresponding employment positions and nominal titles at Josip Juraj Strossmayer University of Osijek (hereinafter University) and scientific-educational and artistic-educational constituents of the University (hereinafter referred to as constituent).

(2) At the University and the constituents the teaching, scientific, artistic and professional activities perform teachers, assistants and researchers.

(3) Educational, scientific, artistic and professional activities at the University and the constituents can be carried out by persons elected to the titles.

(4) Qualification of teachers, scientists and associates is determined by the election of the appropriate scientific-educational and artistic-educational, educational and associate titles in accordance to the Law of scientific activities and higher education (hereinafter the Law), Statute of Josip Juraj Strossmayer University of Osijek (hereinafter: the Statute of the University), Statute or Regulations of the constituent and these Regulations.

(5) Scientific titles are: Research Associate, Senior Research Associate and Scientific Adviser. Scientific titles are acquired in the procedure and conditions prescribed by the Law and Regulations based on them.

(6) Scientific-educational or artistic-educational titles are: Assistant Professor, Associate Professor and Full Professor.

(7) Scientific-educational titles in the scientific components correspond to the scientific titles as follows:
   1. Assistant Professor corresponds to Research Associate,
   2. Associate Professor corresponds to Senior Research Associate,
   3. Full Professor corresponds to Scientific Adviser.

(8) Educational titles are lecturer, senior lecturer, higher school professor, lecturer, senior lecturer, artistic associate and senior artistic associate.

(9) Associate positions are: assistant and senior assistant.

(10) Professional titles are: associate, senior associate and advisor.
Article 2

The procedure elections in scientific, scientific-educational and artistic-educational titles, educational, associate and professional titles is conducted in accordance with the provisions of the Law, the Statute of the University, and the Statutes of the constituents and of these Regulations.

Article 3

(1) The procedure of election in scientific-educational and artistic-educational titles, educational, associate and professional titles and corresponding employment positions is carried out by the Academic Council of the constituent (hereinafter referred to as the Academic Council) in accordance with the Statute of the University, the Statute of the constituent and these Regulations.

(2) The procedures for electing of scientists, teachers and associates to titles and the corresponding employment positions at the university departments: Department of Biology, Department of Physics, Department of Chemistry and Department of Mathematics and at the university interdisciplinary studies: undergraduate, graduate and postgraduate, which organizes and performs the University, carried out based on the Decision of the University Senate, in accordance with the Statute of the University and by this Regulations authorized University Councils:

- University Council for natural sciences,
- University Council for university interdisciplinary undergraduate and graduate studies,
- University Council for university interdisciplinary postgraduate (doctoral) studies and
- University Council for university interdisciplinary postgraduate (specialist) studies (hereinafter referred to as the University Council).

II. INITIATION OF PROCEEDINGS FOR ACQUISITION OF THE TITLE

Article 4

The procedure of election of teachers, scientists or associates in certain positions and the corresponding employment position starts the University Council and Academic Council of the constituent by the decision of calling for calls.

Article 5

(1) Scientific title shall be based on the procedure at his own request by a person who believes that it meets the requirements for the election of a specific scientific title.

(2) The procedure may initiate the University or the constituent with which the applicant has an employment contract.

(3) The request for the election of a scientific title from the paragraph 1 of this Article is submitted together with the proof of eligibility for election to a certain position to the scientific organization authorized to conduct part of the election. If the person who is elected is employed in the scientific organization which is authorized to conduct part of the election, this scientific organization is exclusively responsible for the implementation of the election procedure.
III. INVITATION FOR CALLS

Article 6

(1) The University Council or the Academic Council of the constituent is obliged to require the consent of the University before announcing call for the election of teachers, scientists or associates in the positions and corresponding employment positions.

(2) Consent for the employment of new teachers, scientists or associates from the paragraph 1 of this Article provides Rector under the authority of the Senate of Josip Juraj Strossmayer of Osijek (hereinafter: University) and the Plan of specified jobs in the current year, which is determined by the University Senate.

(3) Approval for the new position is issued by the Rector if it is:
   • the position provided by the Regulations on the structure of jobs of the University or the constituent on which the University Senate issued a consent
   • the teaching load of teachers and teaching associates in the performance based on the study program and the curriculum is at least 80% of the prescribed full teaching load
   • position of scientists is covered by the research work on the scientific program or project of the Ministry of Science, Education and Sports (hereinafter: Ministry)
   • the position established by the Plan of jobs of the University and available funds in the budget of the University

(4) Constituent of the University may announce without the prior consent of the University for the employment out of jobs identified by the preceding paragraph of this Article only if they provide the necessary funding from own revenues of the constituent and is obliged to inform the University about it.

Article 7

(1) The contest for the election of teachers, scientists and associates in a particular, academic-educational, artistic-educational, scientific, educational, and associate professional title and the corresponding employment position.

(2) The call must contain:
   a) the full name of the University or member of the University
   b) the title of the job for which call is announced
   c) the scientific / artistic field, field and branch or interdisciplinary area of science or art interdisciplinary area, field and branch
   d) conditions that applicants must meet
   e) a list of articles that should be submitted to the report
   f) the deadline by which applications may be submitted
   g) confirmation of the necessary mental and psychical characteristics of the authorized physician for candidates who are elected for the first time in the scientific-educational title or artistic-educational titles and corresponding employment position

(3) For scientific and professional titles call may be held with reference of the research project, etc.
Article 8

(1) Call for election at the same or higher scientific-educational title, artistic-educational title and the corresponding working position due to the deadline for which the employee was elected in the previous call announces not later than three months before the deadline.

(2) By a special decision of the University Council or the Academic Council of the constituent and with the consent of the employee, competition may be announced earlier than one year before the expiration of the period for which the employee is elected, but not before three years has expired since his first election to the position with this title.

(3) The call for re-election in the title and corresponding employment position of full professor or a high school professor (tenure) is published at the earliest six months before the expiration of five years from the first election.

Article 9

(1) The call for the election of teachers, scientists and associates is published in the "Official Gazette" newspapers and on the website of the University or the constituent.

(2) The call is considered concluded upon the expiry of application deadline specified in the call and that in the call, which was last published in the media under paragraph 1 of this Article.

IV. IMPLEMENTATION OF THE PART OF THE ELECTION PROCEDURE IN THE SCIENTIFIC TITLES

Article 10

The University Council or the Academic Council of the constituent conducts the part of the election procedure in the scientific titles, if:

- conducts the calling procedure of elections in scientific-educational titles, which runs the University Council or Academic Council of the constituent
- conduct the procedure of the election in the scientific titles and scientific position that runs the University Council or the Academic Council of the constituent
- conduct the procedure of the election in the scientific title conducted by the University or a constituent as a authorized scientific organization for the purposes of other scientific organizations
- conduct the procedure of the election at the request of a person who believes that it meets the requirement for the election to a certain scientific title

IV.1. The implementation procedure of the part of the election in scientific titles in the implementation procedure of the elections in the scientific-educational title and the corresponding employment position that runs the University Council or the Academic Council of the constituent

Article 11

The implementation of the part of the procedure in the elections in the scientific title is defined in Article 17 and 18. of this Regulations and are appropriate applied in the procedure of the elections in scientific-educational title and corresponding employment position.
IV.2. The implementation procedure of the part of the election in the scientific titles and scientific position which starts an authorized University Council or the Academic Council of the constituent

Article 12

(1) The University Council or the Academic Council of the constituent makes a decision on initiation of part of the procedure elections in the scientific title, the call and the appointing of an Expert Committee who has the odd number of members, usually three to five members in the same or higher scientific title of a scientific profession for which the election is implemented. Members of the Expert Committee should be scientists who are engaged in scientific research in same or related scientific area and a field for which the call is announced. Members of the Expert Committee can be scientists and university professors in the scientific honorary title of scientist emeritus, or honorary scientific-educational title of professor emeritus, and at least one member of the Expert Committee should have an employment contract at the University or the University constituent.

If the University or constituent is not authorized to implement the part of the election elections in scientific titles, the authorized University Council or the Academic Council of the constituent proposes one member of the Expert Committee who is appointed by the authorized scientific organization for the implementation of the part of the procedure elections in scientific titles.

(2) The Expert Committee is obliged to write a separate report on the election of the scientific title for each candidate and submit it to the authorized University Council or the Academic Council of the constituent within the period of (30) thirty days after the conclusion of the call. The University Council or the Academic Council of the constituent submits in his Report the opinion with the proposal on the election in the scientific title and sends it to the competent registration Committee.

(3) The decision of the registration Committee is final in the election procedure of acquiring a scientific title and the decision on the election to the scientific position makes the University Council or the Academic Council of the constituent.

IV.3. The implementation procedure of the part of the elections in the scientific title which implements the University or a constituent as an authorized scientific organization for purposes of other scientific organizations

Article 13

(1) The University Council or the Academic Council of the constituent on the basis of the request of other scientific organization that is not authorized to implement the part of the election procedure in scientific titles makes a decision on the appointment of the Expert Committee.

(2) The Expert Committee is obliged to write a separate report on the election in the scientific title for each candidate and submit it to the University Council or Academic Council of the constituent within the period of (30) thirty days from the date of appointment. The University Council or the Academic Council on the basis of the report of the Expert Committee of the constituent adopts the opinion with the election proposal in the scientific title and refers it to the relevant Registration Committee.

(3) The decision of the Registration Committee on the election in the scientific title of the University Council or the Academic Council of the constituent refers to the Academic Council of the scientific organization which initiated the election procedure.
IV.4. The implementation procedure of the part of the election in the scientific title at the own request of the person who considers that fulfills the requirements for election to a certain scientific title

Article 14

(1) The University Council or the Academic Council of the constituent makes a decision on appointment of the Expert Committee in the process of implementation of the part of election to scientific titles based on the request of the person who considers that it meets the requirements for academic advancement.

(2) The Expert Committee shall write a report on the election of the scientific title and submit it to the University Council and Academic Council of the constituents within (30) thirty days from the date of the appointment. University Council and Academic Council of the constituent based on the Report of the Expert Committee makes the opinion of the proposal on the election of the scientific position and referred it to the relevant Registration Committee.

(3) The decision of the Registration Committee on the election of the scientific title of the University Council or the Academic Council of the constituent refers to the person who initiated on his own request the election procedure.

IV.5. The report of the Expert Committee in the implementation procedure of the part of the election in the scientific title in the implementation procedure of the election in the scientific-educational titles and corresponding employment position that starts the University Council or the Academic Council of the constituent

Article 15

(1) The report of the Expert Committee should include:

1. The general information on the advertised call:
   a) The decision of the University Council or the Academic Council of the constituent of the advertised call with the date
   b) The decision of the University Council or the Academic Council of the appointment of the Expert Committee
   c) Date and (Official Gazette, newspapers and Internet sites) publication of the call and the call closing date

2. Candidates who have submitted the application:
   • Biographical information (date and place of birth, acquired professional qualification, academic degree, knowledge of foreign languages, current trends in work, social activities, etc.)

3. Scientific activity
   • Information about master thesis, doctoral dissertation
   • Published papers relevant for the election of the title
   • Leadership and participation in scientific programs and projects
   • Participation in scientific meetings (congresses, symposiums, etc.)
   • Mentorship in doctoral dissertations
   • Statement and evaluation of those papers based on which the applicant meet the minimum requirements for the election in the scientific title.

In the completed part of the Report it is necessary to concisely evaluate the overall scientific and educational activities of the candidate, and especially after the previous election, then is necessary to specify opinion and the conclusions of the Expert Committee, which determines that the candidate meets the requirements for the election in the scientific title with the proposal for the election of candidates to the title.

If on the call applicants two or more candidates, the Expert Committee is required to write a report for each candidate separately.
(2) Member of the Expert Committee who disagrees with the conclusions, opinions and suggestions may give a separate opinion which is attached to the Report.
(3) If one member of the Expert Committee does not write a separate opinion or does not sign the report, and two other members sign the Report, it is considered that the Report is valid.
(4) If the implementation of the part of the election procedure in scientific position at the request of the person who believes that it meets the requirements for the election in the specific scientific title, the Report of the Expert Committee does not have contain all the information from paragraph 1, item 1 of this Article, but only data from the paragraph 1, item 1, subitem b) and paragraph 1, item 2, and item 3 of this Article.

Article 16

(1) The University Council or the Academic Council of the constituent can:
   • accept the Report of the Expert Committee with the proposal of the election
   • does not accept the Report of the Expert Committee with the explanation
   • to request amendment of the Report
(2) If the University Council or Academic Council of the constituent accepts the Report of the Expert Committee, deliver an opinion on meeting the conditions for election to the title with the proposal for election to the position.
(3) If the University Council or Academic Council of the constituent does not accept the Report of the Expert Committee, must specify in the explanation the reasons for not accepting the Report.
(4) The University Council or Academic Council of the constituent will return the Report to the Expert Committee on the amendment if the report is inconsistent with the provisions of these Regulations. In that case the University Council or Academic Council of the constituent will determine in which period and how will the Expert Committee amend the Report.

V. IMPLEMENTATION OF THE ELECTION PROCEDURE IN SCIENTIFIC-EDUCATIONAL AND ARTISTIC-EDUCATIONAL TITLES, EDUCATIONAL TITLES AND CORRESPONDING EMPLOYMENT POSITIONS

V.1. The election procedure in the scientific-educational titles and corresponding employment positions

Article 17

In appropriate scientific-educational title and the corresponding employment position may be selected person:
   • entered in the Register of scientists with scientific title acquired in the appropriate field,
   • who meets the requirements of the Rectors' Conference in respect of teaching and professional activities
   • who has the necessary psychological and physical characteristics
   • who has other requirements prescribed by the University Statute, the Statute of the constituent and these Regulations

V.1.1. The implementation procedure of the part of the election in the scientific title

Article 18

(1) The University Council or Academic Council of the constituent which conducts the part of the election procedure in the scientific position no later than thirty (30) days after the expiration of the application for call appoint an Expert Committee with an odd number of members, generally three to five members. The Expert Committee may have up to two thirds of teachers of the constituent.
2. The members of the Expert Committee must be in the same or higher title in relation to the title for which the elections are held. Member of the Expert Committee may be a university professor in honorary scientific-educational title of professor emeritus. At least one member of the Expert Committee has to be from the branch of science or an interdisciplinary field in which the applicant is elected and the rest from the corresponding field or interdisciplinary field. In the decision of the University Council or the Academic Council of the constituent on the appointment of the Expert Committee has to be written the title, name and position, home institution at which they are employed.

3. If some of the applicants have no option in the appropriate scientific position in the election in scientific-educational title the election of these candidates to the scientific title is implemented.

4. The Expert Committee shall evaluate whether the conditions for the selection are fulfilled and suggests that the candidate is elected or not elected to the scientific title. Expert Committee submits its report to the acceptance to the University Council or Academic Council of the constituent within 30 days of the appointment.

5. Based on reports and proposals of the Expert Committee the University Council or Academic Council of the constituent within 30 days provide opinion and proposal to the relevant Registration Committee in the form and content prescribed by the Agency for Science and Higher Education, Office of the registration Committee.

6. Registration Committee within 60 days confirms or do not confirm the opinion and the proposal of scientific organization.

7. The decision of the Registration Committee or an extract from the Register of scientists is the basis for election of candidates in the scientific-educational title and corresponding employment position.

8. If the University Council or the Academic Council of the constituent is not authorized to conduct the part of the election procedure in scientific titles, in accordance to the Law the part of the election procedure in the scientific title conducts an authorized Academic Council, while the election in the scientific-educational title and the corresponding employment position conducts the University Council or the Academic Council of the constituent which announced the call.

V.1.2. The election procedure in the scientific-educational title and corresponding employment position

Article 19

1. After the election procedure in the scientific titles of all candidates who meet the requirements, to the University Council or the Academic Council of the constituent its Report submits also the Committee or the Board to verify the fulfillment of the Rectors' Conference (hereinafter the Committee or the Board).

2. In the case that not even for one candidate is not necessary to conduct the election procedure in the scientific position the Committee or the Board shall submit its report with the proposal to the University Council or to the Academic Council of the constituent.

3. The University Council and Academic Council of the constituent, which announced the call in accordance with the Statute of the University, the Statute of the constituent and this Regulations is completed within 60 days after the election procedure in scientific-educational title and the position of the applicant who satisfies the conditions of the call.

4. If the election to the scientific-educational title of full professor is conducted in one of the constituents of the University, the University Senate confirms the election.

5. The decision of the University Council or the Academic Council of the constituent on the election in the scientific-educational title and corresponding employment position must contain:
V.1.3. The election procedure in the artistic-educational titles and corresponding employment positions

Article 20

(1) For teaching the subjects from areas that can be performed only by an artist, teachers are elected in artistic-educational positions and corresponding employment positions in accordance with the Decision of the Rectors' Conference about necessary conditions for evaluation of educational and professional activities in the election procedure in artistic-educational and educational positions in the field of art. In the artistic-educational positions are elected people who accomplished artistic achievements which by their significance satisfy conditions for election to the scientific-educational position. Artistic-educational positions are in everything equal with the scientific-educational positions and provisions relating to the scientific-educational positions are in an appropriate way applied to the artistic-educational positions.

(2) The provisions of these Regulations that are related to the election procedure of teachers in scientific-educational positions and corresponding employment positions in the appropriate manner also apply to the election procedure of teachers in the artistic-educational title and corresponding employment positions.

V.1.4. The election procedure in educational titles and corresponding employment positions

Article 21

The election procedure in educational positions and corresponding employment positions conducts the University Council or Academic Council of the constituent in accordance with the Law and the University Statute, if it organizes and conducts professional studies or in the case of subject that does not require a scientific approach, based on public call announced in the "Official Gazette", newspapers and on the website of the University and the constituent.

Article 22

Educational titles are:
- lecturer,
- senior lecturer,
- higher school professor,
- lector,
- senior lector,
- associate of art and
- senior associate of art.
Article 23

(1) The decision on the election in the educational title and corresponding employment position, brings the University Council or the Academic Council of the constituent who conducts the call procedure.

(2) In the appropriate educational title and the corresponding employment position persons may be elected if they:
   • meet the conditions prescribed by the Law
   • meet the conditions of the Rectors' Conference in respect of educational and professional activities
   • fulfill other requirements prescribed by the University Statute, Statute of the constituent and these Regulations.

Article 24

(1) The opinion whether a candidate meets the requirements for election under Article 23 of this Regulation is given by the Committee or the Board regarding the educational and professional activities and submit its report to the University Council or Academic Council of the constituent within (30) thirty days after the publication of the call.

(2) The Committee or the Board evaluates whether the conditions are fulfilled for election to the educational title which is prescribed by the Law or the Statute and suggests that the candidate is elected or not elected to the position.

(3) Based on the reports of the Committee or the Board the University Council or Academic Council of the constituents conducts the election, not later than (90) ninety days from the conclusion of the call, elects in the educational title and to the corresponding employment position, the applicant who satisfies the conditions of the call and the conditions of the Rectors' Conference and the Law.

(4) All applicants shall be informed on the results of the call within 15 days of its completion.

V. 2. The inaugural lecture

Article 25

(1) The candidate who is for the first time elected in the scientific-educational title, artistic-educational or educational title must have from the Committee of the University Council or the Academic Council of the constituent positively rated inaugural lecture in the presence of teachers and students.

(2) The inaugural lecture of the candidates from the paragraph 1 of this Article may take place only if they fulfill other conditions prescribed for the election to the position for which the call is announced.

(3) A written evaluation of the inaugural lecture is attached to the report of the Committee or the Board in the election procedure of the candidate in corresponding title and employment position.

(4) The candidate who does not receive positive evaluation of his inaugural lecture can not be elected to the scientific-educational, artistic-educational or educational title.

(5) The form and manner of the inaugural lecture is prescribed by the Decision of the Rectors' Conference of the form and manner of implementation of the inaugural lecture for election in the scientific-educational, artistic-educational and educational positions.
V.3. General pedagogical-psychological and didactic-methodological training

Article 26

(1) The candidate who is for the first time elected in the scientific-educational, artistic-educational and educational title except the applicants who have completed educational studies must have a certificate from an authorized higher education institution or the institution of completion of general psychological-pedagogical and the didactic-methodical training that is in the framework of lifelong education.

(2) Completed program of lifelong education specified in paragraph 1 of this Article is the confirmation of qualification of the candidate for the teaching process.

(3) The candidates who do not have a confirmation of an authorized higher education institution or institution of completion of general pedagogical-psychological and didactic-methodological education are obliged, within one year from the date of conclusion of the employment contract at the University or the constituent to complete the program of general pedagogical-psychological and the didactic-methodological education at the authorized higher education institution or institution.

(4) The mentioned deadline in the preceding paragraph of this Article for the completion of general psychological-pedagogical and the didactic-methodical training is an integral part of the contract.

(5) For candidates who within the period specified in paragraph 3 of this Article does not complete the general pedagogical-psychological and methodological training and does not provide a valid certificate of the authorized higher education institution or the institution of completion of general psychological-pedagogical and didactic-methodical education the contract will be canceled.

V.4. Committee or the Review Board of the fulfillment of conditions of the Rectors' Conference

Article 27

(1) Committee or the Board is a permanent expert body of the University Council or the Academic Council of the constituents in the election procedure of teachers in the scientific-educational, artistic-educational and educational positions and checks the conditions of the Rectors' Conference in respect of educational and professional activities.

(2) The appointments and composition of the Committee or the Board in the election procedure for the positions is determined by the University Statute and the Statutes of the constituents.

V.4.1. Report of the Committee or the Board to verify the fulfillment of the Rectors' Conference

Article 28

(1) Report of the Commission or the Board includes the fulfillment of Rectors' Conference conditions from the Decision of Rectors' Conference for the evaluation of teaching and research activities in the election procedure in the scientific-educational / artistic-educational and educational positions.

(2) In the Report should be stated the positive results of the assessed student survey of teachers who are in the election procedure: results of the unique university survey brought by the Senate or the results of student survey which is established by the Academic Council of the constituent.
The report should be summarized with clearly stated terms of the Rectors' Conference which the candidate fulfills in the election procedure in the scientific-educational / artistic-educational or educational positions, or re-election or election to a higher title.

The report shall contain the conclusion with which the Committee or the Board determines that the applicant fulfills conditions of the Rectors' Conference with the proposal of election in the scientific-educational or educational position or re-election or election to a higher title.

If all members of the Committee or the Board do not sign the Report, the Report is considered valid if it is signed by the majority of the members of the Committee or the Board.

VI. IMPLEMENTATION OF ELECTION PROCEDURE IN ASSOCIATE AND PROFESSIONAL TITLES AND CORRESPONDING EMPLOYMENT POSITIONS

VI.1. Election procedure in associate positions and corresponding employment positions

Article 29

(1) Associate positions are the assistant and senior assistant.
(2) Associates are elected in accordance with the University Statute and the Statutes of the constituents, under the conditions provided by the Law, through a public call.

V1.1.1. Assistants

Article 30

(1) For election to the title and job position of an assistant at the University or its constituent, there are three conditions that need to be cumulatively fulfilled: a candidate has to have completed a relevant university graduate study, a candidate needs to be selected from the most successful students and needs to achieve the best results within selection procedure referring to motivation and additional knowledge testing. Procedure of election to the title and job position of an assistant is carried out in two selection levels. The first level is based on application survey to determine candidates who fulfill conditions for motivation and additional knowledge testing. The second level of selection procedure refers to motivation and additional knowledge testing in presence of professional committee. Final decision on candidate selection for election to the title and job position of an assistant is based on total number of points awarded within 1st and 2nd selection level. The manner of awarding points within 1st and 2nd selection level is determined by professional committee.
(2) The opinion if candidate fulfills conditions for the election to the associate position provides the Expert Committee appointed by the University Council or the Academic Council of the constituent which conducts the call procedure.
(3) The Expert Committee shall be appointed by the University Council or the Academic Council of the constituent simultaneously with making the decision on issuing the call for election of an assistant.
(4) The Expert Committee has three members who must be in the title of senior fellow in the scientific-educational / artistic-educational profession. At least one member of the Expert Committee must be from the scientific or artistic branches in which the candidate is elected, and the other members from the appropriate scientific / artistic field or scientific / artistic area.
(5) The Expert Committee is required within 30 days of conclusion of the call to submit to the University Council or the Academic Council of the constituent the Report with opinion and proposal of the applicant who meet the conditions established by the Law, the University Statute and the Statute of the constituent.
(6) On the basis of the opinions and suggestions of the Expert Committee the University Council or the Academic Council of the constituent at the latest (60) sixty days from conclusion of the call
makes a decision on the election of an assistant and associate position for the candidate who satisfies the conditions of the call.

VI.1.2. Report of the Expert Committee of the election procedure in the assistant associate position

Article 31

Report of the Expert Committee under Article 30 of these Regulations must contain:

1. General information on the announced call:
   - The Decision of the University Council or the Academic Council of the constituent on the announced call with the date
   - The Decision of the University Council or the Academic Council of the constituent on the appointment of the Expert Committee
   - Date and (Official Gazette, newspapers and website) of launch of call

2. Candidates who have submitted the application
   - Biographical information (date and place of birth, acquired qualifications, academic title, academic degree, knowledge of foreign languages, current trends in work, social activities, etc.)

3. Specifically highlighted success of the candidate during the study (grade point average) which shows that it is from the ranks of the most successful students of his generation or during the study.

4. In the final part of the Report it is necessary to state the opinions and conclusions of the Expert Committee which determines that the candidate fulfills conditions for election to the associate position with a proposal for the election of the candidate.

VI.1.3. Senior assistants

Article 32

(1) The election in the senior assistant associate title and the senior assistant position at the University or the constituent is conducted based on public call and this from the ranks of persons who have completed postgraduate studies.

(2) Exceptionally with a person who was elected by a call in the assistant associate position and completed within the agreed term the post-doctoral study and acquired an academic degree of doctor of science can be concluded the contract of employment for the position of senior assistant without the announcing the of public call.

VI. 2. Election procedure in the professional titles and corresponding employment positions

Article 33

(1) In the professional titles and corresponding employment positions may be chosen persons for the implementation of scientific and professional projects in compliance with the Law and the University Statute and the Statute of the constituent.

(2) Professional titles are:
   - professional associate
- senior professional associate and
- professional advisor.

**Article 34**

(1) Election procedure in the professional titles and corresponding employment position conducts the University Council or the Academic Council of the constituent on the basis of public call published in „Official Gazette“, newspapers and on the website of the University its constituent.

(2) Decision on launching the call for the election in the professional titles and appropriate corresponding employment positions, brings the University Council or the Academic Council of the constituent.

(3) The Expert Committee of at least three members, in which is obligatory one member of the Expert Committee the project manager on which the person is elected in the professional title, gives its opinion on the fulfillment of conditions of the candidate for election to the professional title. On the basis of a Report on fulfillment of conditions, the University Council or the Academic Council of the constituent elects in the professional title and the corresponding employment position the applicant who satisfies the conditions of the call.

**VII. VERIFICATION OF PSYCHOPHYSICAL CHARACTERISTICS**

**Article 35**

(1) Verification of psychophysical characteristics of teachers for work in the science teaching and art-teaching activity in higher education is performed by an authorized medical doctor of occupational medicine.

(2) Verification of psychophysical characteristics is performed during the first election of teachers in the appropriate scientific-educational or artistic-educational title.

(3) The candidate who was elected for the first time in the scientific-educational or artistic-educational title is required to enclose confirmation of the psychophysical characteristics of an authorized medical doctor of occupational medicine.

**VIII. IMPLEMENTATION OF ELECTION PROCEDURE IN NOMINAL TITLES**

**Article 36**

(1) In the appropriate scientific-educational, artistic-educational, educational and associate position may be chosen a person without concluding the employment contract that is eligible for election to that position, if it participates or will participate in the performance partly or entirely of teaching a particular subject (the so-called nominal title) at the constituent.

(2) The election procedure in nominal scientific-educational, artistic-educational, educational and associate position is identical to the election procedure in the scientific-educational, artistic-educational, educational and associate positions at the University and the constituents and is conducted in accordance with the authentic interpretation of the Senate of Josip Juraj Strossmayer University of Osijek of the election procedure in the nominal titles at Josip Juraj Strossmayer University of Osijek from 14th February 2005.
IX. DEADLINES IN THE ELECTION PROCEDURE

Article 37

(1) The deadlines in the election procedure for the position are defined by these Regulations excluding the period from 15\textsuperscript{th} July to 31\textsuperscript{st} August and from 20\textsuperscript{th} December to 7\textsuperscript{th} January.
(2) If the University Senate determines that the University Council or the Academic Council of the constituent unreasonably significantly exceeds the deadlines defined by these Regulations in the election procedure in the titles, the University Senate shall, in accordance with University Statute take the part of the competencies of the University Council or the Academic Council of the constituent and conduct the election procedure for the position.

X. TRANSITIONAL AND FINAL PROVISIONS

Article 38

The provisions of Article 26 and 35 of these Regulations shall not be applied to those candidates who are in the process of carrying out the election procedure in the scientific-educational, artistic-educational and educational titles at the University and the constituents at the time of entering into force of these Regulations.

Article 39

(1) Requirements and applications of the candidate in the election procedure for the position are determined in specific forms as follows:
   - Form no. 1 – Request to initiate the election procedure in scientific position,
   - Form no. 2 – Registration to the call in the scientific-educational / artistic-educational title,
   - Form no. 3 – Registration to the call for the election in the educational position,
   - Form no. 4 – Registration to the call for the election in the associate position and
   - Form no. 5 – Registration to the call for the election in the professional position
(2) The forms 1-5 in the preceding paragraph are enclosed to these Regulations and make its integral part.

Article 40

(1) Regulations on election in the scientific titles, scientific-educational and artistic-educational titles, educational, associate and professional titles and the corresponding employment positions is adopted by the University Senate.
(2) Amendments of these Regulations are made in the same manner in which the Regulations are made.
Article 41

Specifying and labeling of nouns in the masculine gender in these Regulations can not be interpreted as the basis for gender discrimination or privileging.

Article 42

(1) These Regulations enter into force eight days after its publication in the bulletin board of the University.
(2) With the entry into force of these Regulations, the Guidelines of Josip Juraj Strossmayer University of Osijek on the implementation of the election procedure in the scientific, scientific-educational, artistic-educational, associate, educational and professional titles from 25 January 2006 ceases to be valid.

RECTOR

Prof. Dr. Dr.h.c. Gordana Kralik

These Regulations has been published on the bulletin board of Josip Juraj Strossmayer University of Osijek on 2nd February 2010, and entered into force on 10th February 2010.

ACADEMIC SECRETARY

Zdenka Barišić, LLM

Class: 003-05/10-01/4
Reference no.: 2158-60-01-10-1
UNIVERSITY COUNCIL
FACULTY COUNCIL/COUNCIL OF THE ACADEMY

On the basis of Article 33, paragraph 2, of the Law on scientific activity and higher education (Official Gazette number 123/03, 105/04, 174/04 and 46/07) I am filling a report for the acquisition of the scientific knowledge from the scientific area

_____________________________________, scientific field

_____________________________________, for

(specify the scientific title)

I am asking the University Council/Faculty Council/Council of the Academy to initiate the process of acquiring the above mentioned scientific title.

Attachment:
(1) Curriculum Vitae
(2) Copy of the graduation certificate
(3) Copy of the diploma of received academic degree of Master of Science
(4) Copy of the diploma of received academic degree of Doctor of Science
(5) Copy of the certificate of passed specialized exam (for the professions for which a particular specialization is determined by the Law)
(6) List of papers and papers (published scientific articles)
(7) The certificate of citation of the author and indexed journals in which the articles are published
(8) Reprints of papers (in electronic form on CD in the PDF formats)

______________________________
(Place and date) __________________________
(signature of the applicant)

Note:
The application must be accompanied by documentation in print two copies (out of which one is original) and in electronic form on CD
Form no.2

____________________________  
(name and surname of the applicant)  

_____________________________  
(place and address of residence)  

______________________________  
(e-mail, phone number)  

______________________________  
(Name of the scientific-educational/artistic-educational  
Constituent of the University)  

_____________________________  
(Place and address)  

I apply to the call published in the "Official Gazette", "Glas Slavonije" Osijek and the website from  
(date of publication)  

for the election in the scientific-educational/artistic-educational title  
(specify the title)  

and the position  
(specify the position)  

Attachment:  
(1) Curriculum Vitae  
(2) Copy of the graduation certificate  
(3) Copy of the diploma of received academic degree of Master of Science  
(4) Copy of the diploma of received academic degree of Doctor of Science  
(5) Copy of the certificate of passed specialized exam (for the professions for which is by the  
Law determined a particular specialization)  
(6) Extract from the Register of Scientists of the Ministry of Science, Education and Sports  
(7) A copy of the Decision of the Registration Committee on the election in the proper scientific  
title acquired under the Law on scientific activity and higher education (if the election  
procedure is provided or evidence that the procedure is in progress)  
(8) List of publications and publications  
(9) Evidence of indexation  
(10) Evidence of citation  
(11) Evidence of passed pedagogical-psychological-didactical-methodical training (if they have  
not completed educational study)  

_____________________________  
(Place and date)  

_____________________________  
(signature of the applicant)  

Note:  
The application must be accompanied by documentation in two copies, except for papers
Form no. 3

______________________________________________
(name and surname of the applicant)

______________________________________________
(place and address of residence)

______________________________________________
(e-mail, phone number)

(Name of the scientific-educational/artistic-educational
Constituent of the University)

______________________________________________
(Place and address)

I apply to the call published in the "Official Gazette", "Glas Slavonije" Osijek and the website from
_____________________ for the election in the scientific-educational/artistic-educational title
(specify the title)              (specify the position)

Attachment:
(1) Curriculum Vitae
(2) Copy of the graduation certificate
(3) Copy of the diploma of received academic degree of Master of Science
(4) Copy of the diploma of received academic degree of Doctor of Science
(5) Copy of the certificate of passed specialized exam (for the professions for which a particular
specialization is determined by the Law)
(6) Evidence of work experience
(7) Report of educational and professional activities
(8) Positively evaluated results of institutional quality research of teaching or positively
assessed results
(10) List of papers and papers
(11) Evidence of passed pedagogical-psychological-didactical-methodical training (if they have
not completed educational study)

____________________________________
(Place and date)

____________________________________
(signature of the applicant)

Napoleon:
The application must be accompanied by documentation in two copies, except for papers
Form no. 4

______________________________
(name and surname of the applicant)

______________________________
(place and address of residence)

______________________________
(e-mail, phone number)

______________________________
(Name of the scientific-educational/artistic-educational Constituent of the University)

______________________________
(Place and address)

I apply to the call published in the "Official Gazette", "Glas Slavonije" Osijek and the website from for the election in the scientific-educational/artistic-educational title _____________________________.

(specify the title)              (specify the position)

______________________________
(date of publication)

Attachment:
(1) Curriculum Vitae
(2) Copy of the graduation certificate
(3) Transcript of Records
(4) Copy of the diploma of received academic degree of Doctor of Science
(5) Confirmation of enrollment at post-doctoral study (if the candidate is enrolled at the post-doctoral study)

______________________________
(Place and date)

_____________________________________
(signature of the applicant)

Note:
The application must be accompanied by documentation in two copies, except for papers
Form no. 5

____________________________
(name and surname of the applicant)

____________________________
(place and address of residence)

____________________________
(e-mail, phone number)

(Name of the scientific-educational/artistic-educational Constituent of the University)

____________________________________________
(Place and address)

I apply to the call published in the "Official Gazette", "Glas Slavonije" Osijek and the website from ________________ for the election in the scientific-educational/artistic-educational title ________________ and the position _________________.

(specify the title)              (specify the position)

____________________________
(Place of publication)

Attachment:
(1) Curriculum Vitae
(2) Copy of the graduation certificate
(3) Copy of the diploma of received academic degree of Master of Science
(4) Copy of the diploma of received academic degree of Doctor of Science
(5) Evidence of the work experience in the profession
(6) List of papers and papers

____________________________________________
(Place and date)                    ______________________________
                                           (signature of the applicant)

Note:
The application must be accompanied by documentation in two copies, except for papers