

**JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK**

**ORDINANCE ON STUDIES AND STUDYING AT THE  
JOSIP JURAJ STROSSMAYER UNIVERSITY OF OSIJEK**



**Osijek, July 2015**

Based on Article 65 and 230, paragraph 2, subparagraph 3 of the Statute of the Josip Juraj Strossmayer University of Osijek, and with the prior approval of the Committee for Statutory and Legal Questions on 11 June 2015, the Senate of the Josip Juraj Strossmayer University of Osijek adopted on the 8<sup>th</sup> session in the academic year 2014/2015, held on 7 July 2015, under paragraph 17 of the Agenda

**ORDINANCE**  
**on studies and studying**  
**at the**  
**Josip Juraj Strossmayer University of Osijek**

**I. GENERAL PROVISIONS**

**Article 1**

- (1) By the Ordinance on studies and studying at the Josip Juraj Strossmayer in Osijek (hereinafter referred to as the Ordinance) the structure and the implementation of studies are described in detail, organization of teaching and the rules of studying for full-time and part-time students at university undergraduate, integrated undergraduate and graduate studies, graduate and postgraduate studies and professional studies organized by the Josip Juraj Strossmayer University of Osijek (hereinafter: University), scientific-educational and artistic-educational constituents of the University, as well as monitoring the quality of studies.
- (2) All terms used in this Ordinance, which possess a gender specification, whether used in the masculine or feminine gender, encompass in the same way the male and female gender.

**II. GENERAL INFORMATION ON STUDIES**

**Article 2**

- (1) Higher education is conducted through university and professional studies.
- (2) University studies train students for performing work in the sector of science, arts and higher education, the business sector, the public sector, in the society in general, and qualify them for further development and use of new scientific, artistic and professional achievements.
- (3) Professional studies give students an appropriate level of knowledge and skills which enable them to perform professional work and train them for immediate connecting into the work process.
- (4) University and professional studies are fully coherent to the ones in the European educational area, while respecting positive experiences of other high education institutions.
- (5) The studies from paragraph 1 of this Article must be aligned with the European system of gaining and transferring of credits (hereinafter: ECTS) by which one year of study in full-study load would typically earn at least 60 ECTS.

- (6) ECTS credits are awarded for study obligations of students on the basis of an average labor a student must invest in order to obtain the intended learning outcomes as a part of this commitment, whereby one ECTS credit represents typically 30 hours of total average student work invested for the acquisition of that learning outcome.
- (7) The education at the University and professional studies is performed in the Croatian language. Classes can be wholly or partly performed in one of the world's languages if the teaching in one of the languages is defined by the study program. Classes can be conducted in the language of studies in the scientific field of philology in accordance with the study program.
- (8) If the education in one of the world's languages is not defined by the study program, the scientific-educational/artistic-educational and educational constituents require a prior consent of the Senate.

## **II. 1. The University studies**

### **Article 3**

The university studies encompass the following levels:

- Undergraduate university study
- Graduate university study
- Postgraduate study

#### **II. 1.1. Undergraduate university study**

### **Article 4**

- (1) Undergraduate university study lasts typically three to four years and upon its completion the student gains from 180 to 240 ECTS.
- (2) Undergraduate university study trains students for the graduate study and opens for them the possibility of employment at certain professional jobs.
- (3) The Senate, according to the recommendation of the constituent units of the University, determines which high school programs have an adequate prerequisite for enrollment into particular undergraduate university study.
- (4) Upon the completion of the undergraduate university study the student gains the academic title of a bachelor (baccalaureus) or (baccalaurea) respectively, with the indication of one's profession, if not determined otherwise by law.
- (5) In international terms and on the Diploma made out in English language, the academic title upon completion of the undergraduate university study is baccalaureus or baccalaurea, respectively.

#### **II. 1.2. Graduate university study**

### **Article 5**

- (1) Graduate university study lasts for one to two years and upon its completion the student gains from 60 to 120 ECTS.
- (2) Graduate university study may last longer than two years with the approval of the National Council for Science, Higher Education and Technological Development (hereinafter: National Council).

- (3) The inscription into the graduate university study can follow only upon completion of the appropriate undergraduate study. Scientific-educational and artistic-educational constituent units will stipulate which studies are held appropriate for enrollment into a particular graduate university study, as well as the terms of such enrollment.
- (4) Persons who have completed the undergraduate professional study can become candidates for the graduate university study in accordance to the study program of that particular study.
- (5) The total number of credits gained at the undergraduate and graduate university study will at least amount to 300 ECTS.
- (6) If not otherwise determined by law, the academic titles one can gain upon completion of the graduate university studies are:
  1. for university medical programs the title of a doctor (Dr.),
  2. for all other university programs the title of a master, or a master (MA) of a profession in accordance with a particular law.
- (7) The abbreviation of the above given academic titles is written behind one's name and surname.

### **II. 1.3 Integrated undergraduate and graduate university study**

#### **Article 6**

- (1) Integrated undergraduate and graduate studies generally last for five to six years and upon its completion the student gains from 300 to 360 ECTS.
- (2) The Senate, according to the recommendation of the constituent units of the University, determines which high school programs have an adequate prerequisite for the enrollment into particular integrated undergraduate and graduate university study

### **II. 1.4. Postgraduate study**

#### **Article 7**

- (3) Postgraduate study is established as a postgraduate university study and as the postgraduate specialist study.
- (4) More detailed provisions on the organization, duration of the study, the conditions of application, the method of implementation of the study, and the rights and obligations of students, the rights and responsibilities of mentors and other matters related to postgraduate studies are regulated by the Ordinance on postgraduate studies.

### **II. 2. Professional study**

#### **Article 8**

- (1) Professional study encompasses:
  - Short professional study,
  - Undergraduate professional study,
  - Specialist graduate professional study.
- (2) By the decision of the Senate it is determined which high school programs have an adequate prerequisite for the enrollment into the particular professional study.
- (3) Each and every level of the professional study will, upon completion, end in gaining a certain degree title.

- (4) Short professional study lasts from two to two and a half years and upon its completion the student gains from 120 to 150 ECTS. Upon completion of a short professional study the student will gain the title of a bachelor with the denomination of a profession, in accordance with the particular law.
- (5) Undergraduate professional study lasts for three years, but exceptionally, the undergraduate professional study may last for four years with the approval of the National Council, when such case corresponds to internationally accepted standards. Upon completion of the study, the student will gain from 180 to 240 ECTS and a title of a professional bachelor (baccalaureus/baccalaurea) with the denomination of the profession, in accordance with the particular law.
- (6) The abbreviation of the professional title is written behind one's name and surname.
- (7) Specialist graduate professional study lasts for one to two years and upon its completion, students obtain from 60 to 120 ECTS. Upon completion of the specialist graduate professional study the student will gain a title of a professional specialist of a particular profession, in accordance with the particular law.
- (8) The total number of credits gained at the undergraduate and the specialist graduate professional study will at least amount to 300 ECTS.
- (9) In a case where there is a specialization at the level of a specialist graduate study proscribed by a particular law for a particular professional field, the appropriate professional title will be determined by an implementing regulation which will be adopted by virtue of a special law.

### **II. 3. Holders of the organization and implementation of university and professional studies**

#### **Article 9**

- (1) University studies are organized and implemented at the University.
- (2) The University can, exceptionally, organize and implement professional studies, with the prior consent given by the National Council, according to the law.
- (3) Holders of the university and professional studies are:
  - University, for studies performed by university departments,
  - University, for studies performed by the Center for professional studies,
  - Scientific-educational and artistic-educational constituents: faculties and the Academy of Arts.
- (4) University studies (graduate and postgraduate studies) can in part be performed in cooperation with the university and scientific institutes on the grounds of a special Contract established between the University and the scientific institute with the consent of the Senate. The Contract regulates in detail the conditions and the methods of the implementation of the study.
- (5) Performing of the part of teaching determined by study program, the holder of the study may organize at the University clinic, University Clinical Hospital, University Clinical Center, law firm, engineering office, a trading firm, an educational institution, specialized agency, government agency, etc., under the guidance of its teachers and with the appropriate participation of experts from these institutions, under the condition that the:
  - holder of the study has no adequate space and equipment for the performance of the part of teaching set by the study program,
  - the teaching performance determined by the study program enhances the educational process and contributes to improving the quality of studies.

- (6) Methods and conditions of performance of the part of teaching set by the study program are more closely regulated by the contract between the University, authorized scientific-educational and artistic-educational constituents, and the contractor, with the prior consent of the Senate.

## **II. 4. Joint and combined studies and cross-border cooperation**

### **Article 10**

- (1) The joint study is a joint study program which is performed by two or more accredited higher education institutions in the Republic of Croatia, of which at least one is a scientific-educational/artistic-educational constituent unit of the University and one higher education institution is the holder.
- (2) If more scientific/artistic-educational constituent units of the University carries out a joint study, the holder of the study is determined by the Senate.
- (3) University, or the scientific-educational/artistic-educational constituent unit with the other accredited higher education institution in the Republic of Croatia organizes the joint study on the basis of a common study program.
- (4) The agreement of the partner institutions on the organization and implementation of joint studies denominates in detail the holder of the study, conditions and the manner of implementation of the study program, a joint use of space and equipment, requirements, acquisition and deployment of resources and other rights and obligations of the performing institution of the joint study.
- (5) Combined study is a joint program of two or more institutions of higher education, of which at least one scientific-educational/artistic-educational constituent of the University, and at least one is outside the Republic of Croatia, and is organized on the basis of jointly-made study program.
- (6) Combined studies may be established if the higher education institutions are accredited in accordance with the European standards and guidelines for quality assurance in higher education or equivalent standards of quality.
- (7) The evaluation process of the combined study program is implemented in accordance with the Rules of the Senate of the Josip Juraj Strossmayer University of Osijek for the evaluation of study programs.
- (8) The organization, execution and completion of the combined study is based on the agreement of partner institutions, which stipulates the combined implementation of the program of study and joint qualifications, and is carried out in accordance with the provisions of the law.

## **II. 5. The study program**

### **Article 11**

- (1) Studies are established according to the study program adopted by the Senate in accordance with the law, on a proposal from scientific-educational and artistic-educational constituent units: faculties, university departments, the Academy of Arts and the Center for professional studies of the University.

- (2) In determining of the study program, the University, the scientific-educational/artistic-educational and the educational units of the University authorized to organize studies should especially ensure that the study is:
- At the level of the latest scientific knowledge and skills based upon them,
  - Aligned with the strategic document network of higher education institutions,
  - Aligned with national priorities and needs of the professional sector, and
  - Comparable to the programs in the countries of the European Union.
- (3) The study program shall be adopted in accordance with the University Statute and other general acts of the University and will include:
1. the professional or academic title or degree awarded upon completion of studies,
  2. academic requirements for admission to study at the beginning of the study, the conditions for registration of students in the next semester or trimester, i.e. next study year and preconditions for registering of study obligations,
  3. the intended learning outcomes which are acquired by completing individual study obligations, study modules and the total study program, as well as the planned number of hours for each study and obligation to ensure the acquisition of anticipated learning outcomes,
  4. Exercise to actively promote exercise and student sport,
  5. foreign languages, especially English, as a general compulsory subject, especially at undergraduate university and undergraduate professional studies not philological in nature, and as elective courses at the university graduate and specialist professional graduate studies,
  6. for each academic obligation the appropriate number of ECTS will be assigned based on the average total spent work that the student must invest in order to obtain the intended learning outcomes as part of this commitment,
  7. form of implementation and examination of the acquired learning outcomes for each study obligation,
  8. other study programs from which ECTS credits can be obtained,
  9. manner of completion of studies, and
  10. regulations on whether and under what conditions the students who interrupted the study or lost the right to study would be able to continue the study.
- (4) The University, based on the Decision of the Senate, issues a request for entry of a study program in the Register of study programs run by the Ministry of Science, Education and Sports.

## **II. 6. Syllabus**

### **Article 12**

- (1) The studies are performed according to curriculum adopted by the University Senate or the Council of the scientific-educational and artistic-educational constituent unit or the educational unit for the organization of studies. The Syllabus will be published before the start of the classes in that particular academic year and will be available to the general public. It is mandatory that the Syllabus be published on the official university web page, the web pages of the constituent units of the University and the educational units for the organization of studies, including the abstracts of the given courses and other forms of education, as well as texts of the lectures and other forms of education in exceptional cases where the appropriate reading material and references are not available.
- (2) By the curriculum, the following are determined:

- teachers and staff who will teach according to the study program
  - places of teaching
  - start and completion and the schedule of teaching
  - forms of teaching (lectures, seminars, training, consultations, field work, monitoring and control of acquired knowledge, assessment, etc.)
  - manner of taking exams
  - examination period
  - a list of references for the study
  - the possibility of teaching in a foreign language
  - the other important facts for proper teaching.
- (3) If the part-time students are enrolled in the study program, the curriculum of the University or the curriculum of the scientific-educational/artistic-educational and educational constituents is required to define the organization and methods of teaching for part-time students.
- (4) The curriculum shall be adopted before the start of the new academic year or at the latest by September 15th, and is a condition for the start of classes in that particular academic year.
- (5) The study can be organized through a system of distance learning, which is specifically approved by the National Council.

## **II. 7. Implementation documents**

### **Article 13**

The holder of the study should provide the following implementing documents for recognition and understanding of the higher education system with other systems, and for organization of mobility of teachers and students:

- information package
- transcript of records, and
- the additional document.

## **II. 8. Information package**

### **Article 14**

- (1) University is required to develop an information package in accordance with this Ordinance.
- (2) The information package contains information about the holder of the study and application conditions for the study, information about the study and general information for students.
- (3) Information package is prepared in Croatian and relevant parts in English language and is published on the web site of the study holder.
- (4) Information packages of study holders are an integral part of unique information package of the University.



## **II. 8.1. Notifications of the study holder and application conditions for the study**

### **Article 15**

The information package must contain the following information about the holder of the study and application conditions for the study:

- the name and address of the study
- the teaching calendar and examination periods
- a list of teachers and staff
- general information on the study
- a list of study programs carried out by the holder of study
- rules of transfer procedure and recognition of ECTS, and
- name and address of ECTS coordinators.

## **II. 8.2. Notifications on the study program**

### **Article 16**

Notifications of the study program should include:

- description of the study, general information on study program (application conditions, qualifications that are acquired, structure of study program with ECTS, system of assessment and evaluation, final study exam, continuation of further education)
- description of certain subject in the study program (the name of the subject, the type of the subject, number of ECTS, name and surname of teachers and staff who perform or participate in the conducting of a study program, the objectives of the subject are presented in the terms of learning outcomes, the content of teaching subjects, recommended literature, the method of knowledge assessment, the language of teaching).

## **II. 8.3. General information for students**

### **Article 17**

General information for students must include the following information about:

- the stay in the Republic of Croatia for foreigners
- transport connections with Osijek
- costs of living
- the cost and terms of accommodation
- the cost and terms of nutrition
- health care facilities
- assist students with special needs
- insurance
- student service
- space and equipment for learning
- space and equipment for sport and recreation
- leisure activities (culture, entertainment, etc.)

- Student Union, student associations and other student organizations
- language courses, as well as
- practical information for students in exchange
- other

## **II. 9. Transcript of records**

### **Article 18**

- (1) Transcript of records is a public document issued by the holder of study at the request of the student on a special form.
- (2) Transcript of records contains information about the student, the study program the student enrolled, the last educational and academic year the student was enrolled in, the names of subjects the student has passed expressed in ECTS and grades, the total number of ECTS achieved and the average grade of the study.

## **II. 10. Diploma Supplement**

### **Article 19**

Diploma Supplement is a public document in Croatian and English language, which has to be attached to certificates and diplomas, requiring no additional fee. The contents of the supplement are provided by the Minister, and the form by the Senate.

## **III. STUDENTS**

### **III. 1. Acquiring of the student status**

#### **Article 20**

Student status is obtained by enrollment at the University, and is proved by the appropriate student identity card whose minimal contents, access and content edit, creation, issuance, use and cancellation is proscribed by the Minister, and the form by the Senate.

#### **III. 1.1. Student identity card**

#### **Article 21**

- (1) Student identity card is a public document proving student status.
- (2) Student identity card is issued to all students who are enrolled at the university and to all students participating in international mobility programs.
- (3) The University general act prescribes the form of the student identity card, which is unique for all university students.

- (4) In the event that the university prescribes additional content of the student identity card, the University is required to describe this extra content and publish it on the website of the university.
- (5) Student identity card is issued by the scientific-educational/artistic-educational constituent and educational constituent unit conducting the study program the student has enrolled.
- (6) A student who is studying at different institutions of higher education shall be issued a student identity card by each institution.
- (7) A student who has enrolled in two study programs in the same higher education institution shall be issued only one student identity card.
- (8) Student identity card is no longer valid:
  - after the termination of student status at a higher education institution that issued it, for reasons determined by the law governing the system of higher education or general act of the higher education institution,
  - notification of loss or theft of the student identity card,
  - destruction, and
  - in the event that a student is not enrolled in the academic year, semester or trimester study, in accordance with the regulations of the higher education institution.
- (9) The student should immediately report the loss, theft or destruction of the student identity card to the higher education institution that issued it.
- (10) The higher education institution will record change of the status of the identity card in the information system of academic card (ISAC) and will start the process of making the new card.
- (11) At the request of the student, the higher education institution will give the student a temporary student card for use, which is valid until issuance of a new student identity card.
- (12) The higher education institution is obliged to provide the temporary student card.
- (13) In case of change of personal information about a student that are printed on the student's identity card, the student needs to request a new student identity card to be made by the higher education institution within eight (8) days from the occurrence of the change.
- (14) Student identity card which has ceased to be valid must be submitted to the higher education institution for annulment.
- (15) The higher education institution may not issue a new student identity card if the previous student identity card is not provided for cancellation, unless it is lost or stolen.
- (16) Student identity card is canceled so that within the ISAC, the status of the card is declared invalid, after which the card must be physically destroyed by drilling.
- (17) Canceled student identity card can be returned to the student.
- (18) Abuse of the student identity card is a serious disciplinary violation.

### **III. 1.2. Index**

#### **Article 22**

- (1) Index is an auxiliary document proving that the student has fulfilled all obligations for taking an examination and the testing of the semester.
- (2) The index is issued and certified by the University or the scientific-educational and artistic-educational constituent unit of the University under the title of the University and the name of the constituent unit, respectively.

- (3) In case of a loss of the index, a student is issued a duplicate of the index. The decision to issue a duplicate of the index is made by the secretary of the study holder, after publication of this decision on the last page of the index. Issuance of the new index is recorded on the first page of a new index labeled „DUPLICATE“. The cost of issuing a duplicate index bears the student.
- (4) In the case of index damage, a student will submit the damaged index to the authorized person in the student administration office, and the secretary of the study holder will decide on issuing a duplicate index, which is recorded on the last page of the index. Issuance of the index is recorded on the first page of the new index labeled „DUPLICATE“. Damaged index is deposited in the student's records. The cost of issuing a duplicate index bears the student.

### **III. 2. Full-time and part-time students**

#### **Article 23**

- (1) Full-time students are those who study the program based on the full teaching schedule (full time). The costs of the study for full-time students can be fully or in part funded by the State, according to the model of studying at the University and the decision of the Senate on terms of enrollment into the higher study year.
- (2) Part-time students are those who are attending the educational program with work or some other specific activities that require specifically adjusted program terms and manners of study implementation according to the syllabus. The cost of such study is borne by the student in its entirety.

#### **III. 2.1. Guest student**

#### **Article 24**

- (1) Guest student is a full or part-time student from another university in the State or abroad who is enrolled in a part of the study program at the university studies which are organized and performed at the University, on the basis of a special agreement with other universities on the recognition of ECTS.
- (2) The status of a guest student lasts for at least one semester, but no longer than one academic year.
- (3) The rights and obligations of a guest student, the manner of ensuring the cost of his studies and other issues related to the status of a guest student shall be regulated by a special agreement.

### **III. 3. Student status**

#### **III. 3.1. Full-time and part-time students**

#### **Article 25**

- (1) The student will have the status of a full-time student during a prescribed period of study, which can be extended for the maximum term of one-third of the prescribed duration of the study, or until the end of the academic year in which this term expires.

- (2) A full-time student can study at the same time at another university study based on the specific decision of the professional council of the study holder.
- (3) The application for studying at another university is to be submitted by September 15<sup>th</sup> of the current academic year.
- (4) The status of a part-time student is active during the total prescribed course of the study and can at the most be extended in duration twice as long as the total duration of a full-time student's study period. If the student does not complete the course within the prescribed time, he/she will lose the right to study in this study.
- (5) A part-time student can simultaneously study at other universities.

### **III. 3.1.1. Athletes and artists**

#### **Article 26**

- (1) The status of a top athlete is proven by a certificate of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> category issued by the International Olympic Committee, the International Paralympic Committee, International Deaf Sports Association or the General Association of international sports federations. The status of a top artist is proven by a certificate issued by an appropriate and competent institution.
- (2) The status of a top athlete is determined at the beginning of the academic year for the next academic year, based on a decision on the categorization of athletes.
- (3) Full-time students who have the status of a top athlete or the status of a prominent artist may be granted by the University, or rather by the scientific-educational/artistic-educational and teaching constituent units, which are authorized for the organization of studies, to study under the following specific conditions:
  - a) evaluation of the status of a categorized athlete when enrolling into a certain study,
  - b) adjustment of the conditions denoting the need of being present at lectures or exercises,
  - c) adjustment of obligations needed in order to enroll in the next semester or year of study,
  - d) the need to denote a mentor,
  - e) assignment of an extended full-time student status,
  - f) the possibility of exercising the right to put one's obligations at a rest, and
  - g) implementation of certain courses using the system of distance learning
  - h) adjustment of the time and manner for taking colloquiums, written and oral exams.
- (4) A full-time student who has the status of a top athlete or the status of a prominent artist, will sign the contract on special conditions of study with the holder of the study program.
- (5) Top athlete who loses the status of a top athlete during the studies, is allowed to continue the studies in the status of a full or a part-time student, depending on the time spent at the university.

### **III. 3.1.2. Highly successful students**

#### **Article 27**

- (1) Highly successful students may, under certain conditions, be given permission to complete the study in a time shorter than the prescribed period for the study.
- (2) One is considered to be a highly successful student if one has passed all the exams from the lower student year with a minimum average grade of 4.0.
- (3) The student from paragraph 2 of this Article may be given the permission to inscribe courses from a higher year of the study program, to a maximum of half of the total value

of ECTS credits, taking into consideration the program connection of all the courses. If the highly successful student has passed all the courses inscribed into his index or his student identity card by the time to enroll into the next study year, the student will have no more limitations when enrolling into the next year.

### **III. 3.2. Admission to university and professional studies**

#### **III. 3.2.1. The contest for admission**

##### **Article 28**

- (1) The decision on inscription of students is determined by the Senate.
- (2) The decision on inscription shall determine the number of full-time and part-time students for each study.
- (3) On the basis of the decision on inscription, the Senate will announce the contest, typically six months before the start of classes. The contest for admission entails: admission requirements, number of vacancies, the points system that includes a mandatory evaluation of success in high school examinations, passed state graduations and special achievements and additional checks of knowledge and skills according to the requirements of the study programs of scientific-educational/artistic-educational and teaching constituent units, the documents that need to be submitted and the deadline for inscription.
- (4) The contest for admission may include special assessments of abilities and skills if the scientific-educational/artistic-educational or the teaching constituent finds that the requirement for admission to a particular study along with the conditions set in paragraph 3 of this Article is the special assessment of particular abilities and skills.

#### **III. 3.2.2. Application to the contest**

##### **Article 29**

- (1) Applicants are applying through the national information system of applications on higher education institutions (NISpVU) for passing the state graduation exam and enrollment in selected study programs.
- (2) Applicants, who are older than 25 years and have not taken the state graduation exam, have the right to enroll under special conditions determined by the University.
- (3) The right to apply for admission to the study is given to each candidate that fulfills the conditions from the Article 77 of the Law, and under the determined capacity. If the number of persons who fulfill the conditions from the Article 77 of the Law exceeds the capacity of the constituent units, the right to enroll will be given to those persons who have achieved better results during the classification procedure.
- (4) A person can apply to enroll into the university graduate study or the specialist professional graduate study only if he/she had finished the appropriate undergraduate study. High education institutions will proscribe which of the studies are deemed appropriate for enrollment of a particular university graduate study, as well as the conditions for the admission.
- (5) Persons who have finished a professional study are given the opportunity to apply for admission at the university graduate study according to the study program.

- (6) Exceptionally and only according to the decision of the professional council of the study holder, candidates can enroll into the study program even without previously finishing the appropriate undergraduate study, if the candidates in mind are exceptionally gifted individuals, prone to finishing the study program successfully even without having the benefit of prior education.

### **III. 3.2.3. The criteria and the right of entry into first year of university undergraduate, university integrated undergraduate and graduate and professional studies**

#### **Article 30**

- (1) The criteria for the selection of candidates for admission into first year of university undergraduate, university integrated undergraduate and graduate and professional studies are:
- evaluating the success of secondary education,
  - passed exams at the state graduation
  - other criteria, which may include:
    - Special achievements of the candidate during secondary education
    - Additional testing of knowledge, skills or skills that determine the holder of the study.
- (2) The right of entry into first year of university undergraduate, university integrated undergraduate and graduate and professional study is gained based on points earned in the ranking list within the enrollment quota.
- (3) The holders of the studies may identify specific criteria and the implementation of the admission procedure for enrollment of candidates into studies referred to in paragraph 1 of this article that are outside the system of state graduation.
- (4) The Academic Council of the study holder may determine the criteria for direct admission to a study of particularly successful candidates.
- (5) The costs of studying of a full-time student who is for the first time enrolled in the first year of the university undergraduate, integrated undergraduate and graduate or professional study at the University, or scientific-educational and artistic-educational constituent units, are fully subsidized according to the contract between the Ministry and the University.

### **III. 3.2.4. The criteria and the right of entry into first year of university graduate studies**

#### **Article 31**

- (1) The criteria for the selection of candidates for admission to the university graduate study may be by determining the grade point average during the undergraduate study or the admission procedure in accordance with the study program of study holders.
- (2) The candidate gains the right of entry into first year of university graduate studies on the basis of realized points on the ranking list within the enrollment quota.
- (3) Candidates, who have not completed an appropriate university undergraduate study, but some other university undergraduate or graduate study, may enroll into the graduate study under the conditions prescribed by the study program of the study holders.

- (4) Candidates who have completed the undergraduate professional study may enroll into the graduate study by passing of differential exams in accordance with the study program of the study holders.

### **III. 3.2.5. Right to complain**

#### **Article 32**

- (1) The applicants have a right to complain to a further review of special knowledge, skills and abilities while trying to enroll into the university undergraduate, integrated undergraduate and graduate and professional studies, after the publication of final results by the NISpVU. The complaint is submitted electronically to the National information system of application at higher education institutions (NISpVU) and higher education institution in forms that are available through the National information system of applications at higher education (NISpVU).
- (2) Higher education institutions will respond to the complaint only electronically, via the National information system of applications to higher education institutions (HEI).
- (3) Applicants who are outside the system of state graduation may submit a complaint to the implementation of admission procedure within 24 hours of the announcement of the results electronically via the National information system of applications at higher education institutions (NISpVU).
- (4) Higher education institutions will respond to the complaint only electronically, via the National information system of applications to higher education institutions (NISpVU).
- (5) The applicants in enrollment to university undergraduate studies have the right to complain to the correctness of the implementation of the admission procedure or compilation of rankings based on the average score during the undergraduate study. The complaint must be submitted in writing to the Committee for the implementation of the admission procedure of the study holder within 24 hours of publication of the ranking list on the bulletin board and the web site of study holder. Committee of implementation of the admission procedure of study holder shall consider the complaint of applicant within 24 hours of its submission and make a report to provide a response to the complainant.

### **III. 4. Acquiring of the student status by transition to other university studies**

#### **Article 33**

- (1) Acquiring of the student status or continuing the student status at the University is possible with a transition from one university study to another related university study, from one professional study to another related professional study or from one study direction to another study direction, and that is:
  - for studies that are conducted within the same scientific field
  - within the scientific-educational and artistic-educational constituent unit
  - from one scientific-educational constituent unit to another scientific-educational constituent unit of the University
  - from other higher education institutions in the Republic of Croatia, and
  - from other higher education institutions abroad.



- (2) The request for approval of the student transfer is required to be submitted to the study holder not later than 15 September of the current academic year. The status of the student must be specified on the request: full-time or part-time.
- (3) The student transfer will be approved on the decision of the Professional Council or the competent authority of the Professional Council of the study holder or be based on an especially signed agreement between the study holder at the University or in the Republic of Croatia.
- (4) During the approval of the student transfer, the study holder must take into account the capacity of the study holder, so that the number of students to who get the transition approved and the number of students who are already studying there do not exceed the predetermined capacity of the study holder.
- (5) The transition of a student studying abroad is carried out according to the procedure established by law alongside the conditions established by the holder of the study.

### **III. 4.1. Terms of transitions**

#### **Article 34**

- (1) The holder of the study determines at what time the study student is able to make the transition to another study on the same level, and the transition may only be approved after the expiration of the current academic year in which the student has been enrolled in the first year of study.
- (2) The conditions for transition provides the holder of the study, and can include:
  - the number of obtained ECTS during the study
  - grade point average during the study
  - passed exams in certain subjects
  - other conditions as determined by the holder of the study.
- (4) Exceptionally, the transition may be approved to students who do not meet requirements in the paragraph 1 and 2 of this Article, if the student's request for transition has the attached documentation showing that the request for transfer is based on socio-economic reasons health and other justifiable reasons.
- (5) The request under paragraph 3 of this Article is approved by the Dean of the Faculty, or Head of the Department, based on a specific decision or on a contract on the transition of students.

### **III. 4.2. Documentation required alongside the request for the transition of students**

#### **Article 35**

The applicant of the request for the transition is obliged to attach the appropriate student certificate, certified transcript of grades and ECTS credits, and other documents determined by the holder of the study.

### **III. 4.3. The decision about the transition of students**

#### **Article 36**

- (1) The student who has had his request for transition approved, will have the new Professional Council or the component authority of the study holder make a decision

about the transition and issue him/her a new student identity card, and the Professional Council or the authorized expert Council of the study holder left by the student, will issue the decision on leaving the study holder.

- (2) If the Professional Council or the authorized expert Council finds on a basis of a decision about the transition that the passed exams and obtained ECTS from appropriate subjects correspond with its content to the curriculum of the study program of the study holder, they may, with the consent of the subject teacher, acknowledge the exam to be considered as passed.
- (3) The student who has had his request for the transition approved must enroll into the new study within eight (8) days from the date the decision on the approval of transition has been delivered to the student.

### **III. 5. Continuation of the interrupted study**

#### **Article 37**

- (1) A student who had the status of a full-time student, and his full-time student status was stopped because of an interruption of the study, may continue to study in the status of a part-time student, providing that the study program is not significantly different (more than 20%) from the program into which the student was enrolled.
- (2) The applicant may apply for the continuation of studies, if from the last entry in the study year and the applying for the continuation of studies three years have not yet passed.
- (3) A request for approval to continue the interrupted study is submitted to the Professional Council or to the authorized committee of the Professional Council of the study holder on an appropriate request form with the index attached and with the appropriate documentation determined by the holder of the study.
- (4) The study is continued based on a Decision on the continuation of the interrupted study which is adopted by the Professional Council or an appropriate committee of the Professional Council in accordance with the study program. The decision indicates the recognized exams with grades and achieved ECTS during the study and distinctive and additional exams in accordance with the study program of the study holder at which the student continues to study.

### **III. 6. The Completion of the study**

#### **Article 38**

- (1) A person who has lost the status of full-time student may be allowed to complete the study in a way that he/she be given deadlines, which are set and determined from the first year of enrollment into the study, as follows:
  - for a short professional study a deadline of five (5) years,
  - for undergraduate university studies and undergraduate professional studies of (6) six years,
  - for graduate studies and specialist professional graduate studies of four (4) years,
  - for the integrated undergraduate and graduate university studies of ten (10) years, in accordance with the study program of the authorized scientific-educational/artistic-educational and educational constituent units for organization and implementation of studies.

- (2) Persons who are completing their studies in accordance with paragraph 1 of this Article have no student rights and must pay the tuition fee in full or in part, a decision adopted by the Senate.
- (3) A person who completes the study is obliged to apply to the Professional Council or to the committee of the Professional Council on an especially prescribed form by the study holder, with the attached index and other appropriate documentation specified by the holder of the study.
- (4) The decision on the approval of the completion of the study is adopted by the Professional Council or the committee of the Professional Council.
- (5) The Decision of the Professional Council or the committee of the Professional Council states the approved exams with grades and ECTS credits achieved during the study and distinctive and additional examinations in accordance with the study program of the study holder in which the completion of studies and the deadlines for the completion of studies are approved, and the decision whether the scholarship are to be paid in full or in part are given in accordance with the decision of the Senate.

### **III. 7. The Learning Agreement**

#### **Article 39**

- (1) Full and part-time students enter into Learning Agreement with a holder of study at the study enrollment.
- (2) The Learning Agreement regulates mutual rights and obligations during the study, the model of studying in higher years of studying for full-time students, which is determined by the decision of the Senate, and all other issues of importance for the two parties.
- (3) The Learning Agreement is concluded for all study programs of the study holder.

## **IV. STUDENT MOBILITY**

### **IV. 1. Mobility within the University**

#### **Article 40**

- (1) A student may enroll individual subjects from the same or from other studies – the study holder of the University, if the study holder has determined these subjects to be in the study program.
- (2) A student may enroll each elective subject according to the list of elective subjects at the University which is for each academic year based on proposals of study holder at the University which brings the Senate of the University for all those studies at the University.
- (3) Passed exams in those subjects are scored with a number of ECTS as each subject is consistent with the study program at the home institution of the study holder – constituent and is attributed to the point value of other subjects of the study.
- (4) The subject that the student chose to study at another study holder institution is entered into the student identity card and the index. The holder of the subject confirms the student's fulfillment by signing the student card and the index and by registration of grades and earned ECTS.
- (5) The costs of implementation of subjects during mobility of students within the University are determined by a special agreement.

## **IV. 2. Mobility of students between the Croatian universities**

### **Article 41**

Mobility of students between Croatian universities shall be regulated on the bases of special agreements.

## **V. RIGHTS AND OBLIGATIONS OF THE STUDENT**

### **V. 1. Rights and obligations of the student**

#### **Article 42**

(1) With the rights set under the Law and the Statute of the University, a student has the following rights:

- the full-time student has a right to study without paying the tuition participation if he meets the conditions for admission to the University or to the scientific-educational and artistic-educational constituent unit, and if this is his first time enrolling into his first year of the study,
- the right to attend classes is determined by the study program and the curriculum in accordance with University Statute and this Ordinance,
- enrollment in higher year of study on the basis of completed conditions set out by the study program and the decision of the Senate,
- passing the exams in the manner and the periods determined by the University Statute, general acts of the study holder and this Ordinance,
- completion of the study according to the enrolled study program in accordance with the University Statute and this Ordinance,
- the quality of education that is based on quality of the teaching process established by the study program,
- participation in evaluation of the education process and of the teachers,
- the right to choose a teacher for a particular subject if there are more teachers competent to teach this particular subject,
- the right to choose subjects in other study programs in accordance with the University Statute and other regulations of the University,
- participation in the Student Union and other student organizations,
- participation and decision making in certain boards of the university, committees and bodies of scientific-educational and artistic-educational constituents in accordance with the University Statute and regulations of the scientific-educational and artistic-educational constituent units,
- the right to have organized sports activities
- other rights prescribed by the general regulations of the University and scientific-educational and artistic-educational constituent units.

(2) A student is required to respect the study structure and general regulations of the University and scientific-educational and artistic-educational constituent units, and he/she has to properly carry out his/her curricular and extracurricular obligations at the University and at other constituent units.

- (3) A student is required to honor his/her financial obligations (tuition fee, enrollment fee and similar).
- (4) A student is required to participate in surveys of opinion which are carried out so that the teaching process and teachers can be evaluated.

### **V. 1.1. The right for an inaction of obligations**

#### **Article 43**

- (1) The student has the right of an inaction of obligations:
  - during pregnancy
  - mother or father students who are using maternity or parental leave in accordance with special regulations
  - during a long illness that prevents him/her in meeting the study obligations
  - during an international exchange of students for a period longer than 60 days during the educational process, if the student does not gain ECTS credits through the international exchange
  - in other justified cases, in accordance with the decision of the Academic Council of the holder of the study.
- (2) The student may achieve the right of inaction of obligations only if he/she fulfills the following conditions:
  - announce legitimate reasons for inaction of obligations under paragraph 1 of this Article to the Student's Office of the study holder, within 15 days from the date of the reasons for inaction and
  - If a written request for inaction of obligations is submitted with credible documentation of the justification to the Student's Office of the study holder, within 30 days from the date of termination of the reasons for inaction of obligations.
- (3) If the student does not announce the reasons for inaction of obligations within specified time, or does not take the written request for inaction of the obligations in this period, he loses the right for inaction of obligations.
- (4) The decision on approval of the inaction of obligations of the student is adopted by the Professional Council or by the authorized committee of the study holder.
- (5) A student may be allowed the inaction of obligations lasting one year of study.
- (6) During the time of inaction, the student may take those exams for which he has fulfilled his obligations.
- (7) Part-time students have the right of an inaction of obligations under the same terms and conditions as full-time students, and they do not need to pay the costs of the study during that time.
- (8) The time of inaction of obligations of a student will not be added to the duration of the study.

## **VI. ORGANIZATION OF TEACHING**

### **VI. 1. Implementation of the study**

#### **Article 44**

- (1) University and professional studies are organized as full or part-time studies.
- (2) Total liabilities of full-time students can add up to 48 hours a week, and not less than 40 hours per week, of which there are at least 15, and a maximum of 26 hours of active classes per week.

- (3) Total liabilities of part-time students shall not be less than 50 % of the total number of hours set for the full-time students in the study program and the curriculum.

## **VI. 2. Academic year**

### **Article 45**

- (1) The academic year starts on 1 October of the current, and ends on 30 September of the following calendar year.
- (2) The classes can start even before the start of the academic year, given by paragraph 1 of this Article, if it so proscribed by the curriculum of the academic year, but not before September 1<sup>st</sup>.
- (3) The classes are conducted in semesters (winter and summer) in accordance with the Statute of the University and the study program and the curriculum.
- (4) Exceptionally, the classes can be run as periodic classes or block classes with the previous consent of the Senate.
- (5) The Professional Council of the study holder is required at the latest by 1 June of the current academic year to apply the request to the Senate for issuing the approval for the performing of periodic or block classes in the next academic year.

## **VI. 3. The teaching calendar**

### **Article 46**

- (1) The teaching calendar for the new academic year is adopted by the Senate usually by 1 June of the current academic year.
- (2) The teaching calendar will usually contain 44 working weeks, inasmuch that there are 30 weeks of classes (15 in the winter and 15 in the summer semester) and 14 weeks for consultations, exam preparation and exams.

## **VI. 4. Evidence of classes**

### **Article 47**

- (1) Evidence of classes is kept in electronic or written way on a special form.
- (2) The evidence of classes is attached to the report on implementation of classes in each semester in the current academic year, which is delivered to the Head of the organizational unit (to the President or to the Head of the Department Office).

## **VII. STUDENT WORKLOAD**

### **Article 48**

- (1) Workload of full-time students during the academic year is realized through 30 weeks of classes or 14 weeks provided for the time needed for exam preparation and exams.
- (2) Total obligations of full-time students may be for the undergraduate classes up to 26, in graduate to a maximum of 20 hours per week.

- (3) In integrated studies the total obligations of a student may be up to 24 hours per week.
- (4) As an exception from the Regulations in paragraph 1, 2 and 3 of this Article, student obligations may be greater, if there is a greater number of hours of practical and field classes established by the study program.
- (5) If the study program establishes that the classes are organized periodically or as a block of classes, weekly obligations may be greater than those set in paragraphs 1, 2 and 3 of this Article.
- (6) The share of practical and/or field classes is determined by ECTS.

## **VII. 1. The European Credit Transfer System (ECTS)**

### **Article 49**

- (1) The European Credit Transfer System (ECTS) is a numerical value assigned to each subject in the study program. Application of ECTS-a includes:
  - students` work, which is required to fulfill all the obligations in a subject, including the examination
  - identified learning outcomes for each subject
  - determining the method of assessment of achievement for each learning outcome
  - determining the scoring for each activity, where 1 ECTS credit corresponds to a student`s workload of 30 working hours, for a total of all student`s activities necessary for the learning outcome.
- (2) ECTS credits can be earned only after the fulfillment of the obligations and application of appropriate methods for assessing of the defined learning outcomes, and the passed exam.
- (3) Full-time student in one semester normally achieves 30 ECTS of 60 ECTS in one year of study in accordance with the study program.
- (4) A student who regularly meets his/her obligations can achieve more than 30 ECTS per semester or more than 60 ECTS per year of study.

## **VII. 2. The transcript of ECTS**

### **Article 50**

The study holder shall provide each student a copy of all the elements necessary for the transfer and recognition of ECTS in accordance with this Ordinance.

## **VIII. PROGRESSION DURING THE STUDY**

### **VIII. 1. Enrollment in higher year of study and participation in the costs of study (tuition fees) according the linear model of the study**

#### **Article 51**

The student is entitled to enroll in higher year of study if he has, by the deadline of registration, duly performed all obligations under the study program and passed examinations in subjects which, according to the ECTS system and established by the study program, are enabling him to enroll into the higher year of the study.

## **VIII. 1.1 Full-time students**

### **Article 52**

- (1) Full-time students enroll in a higher year of study in accordance with the decision of the Senate on the conditions of entry in a higher year of study.
- (2) An appropriate number of ECTS determined by the decision of the Senate in accordance with the study programs of the study holder is required for enrollment in a higher year of study.
- (3) The participation in costs of study (tuition fees) is determined for full-time students by the decision of the Senate for the linear model of studying at the University.
- (4) Full-time students who meet their study obligations prescribed by the study program and have achieved 55 ECTS in the previous year of study are entitled for enrollment in the higher year of study without participation in the costs of study and tuition fees.
- (5) Full-time students who meet their study obligations and meet the prescribed requirements for entry in the higher year of study presented in ECTS in accordance with the decision of the Senate on the conditions of enrollment in higher year of study are required to pay the participation in the costs of study and tuition fees by the decision of the Senate on a linear model of studying at the University.
- (6) The head of the university constituent unit may, by special decision, determine the payment method of full-time students with a lower financial status and the method of their participation in the costs of study or in the tuition fee.
- (7) Full-time students who did not fulfill their study obligations and met the prescribed requirements for enrollment in a higher year of study presented in ECTS which are determined by the decision of the Senate on conditions of entry in a higher year of study, re-enter the same academic year and are required to pay the full amount of tuition fees by the decision of the Senate on the linear model of studying at the University. Full-time students may re-enter the same academic year of study only once under the condition that they have achieved at least 24 ECTS. If students do not fulfill these conditions, they lose their status of full-time students and they may, at their own request, by the decision of the Academic Council of the study holder, continue their studies in the status of part-time students.
- (8) If the holder of the studies does not offer the part-time study, the students from paragraph 7 of this Article must have the completion of their studies approved without students' rights in accordance with the Statute of the University and this Ordinance.

## **VIII. 1.2. Part-time students**

### **Article 53**

Part-time students are enrolling in a higher year of study in accordance with the Article 52 of this Ordinance, with an obligation to pay the tuition fee in full.



### **VIII. 1.3. Enrollment in the higher year of study**

#### **Article 54**

- (1) The enrollment of students in higher years of studies is carried out by 30 September of the current academic year.
- (2) Full-time students who participate in the cost of study and part-time students who pay tuition fee are required to submit the confirmation of payment of participation or tuition fee for enrollment in the higher year of study.
- (3) The costs of enrollment in the higher year of study are adopted by a special decision of the Senate of the University.

### **VIII. 1.4. Cancellation of enrolled subject**

#### **Article 55**

- (1) Subject enrolled in the Information System of the Higher Education Institutions (ISVU) and in the index, may be cancelled at the request of the student if there are justified reasons for the cancellation of the enrolled subject.
- (2) The justification of the reasons for the cancellation enrolled subject is determined by the competent authority or the person authorized by the holder of the study.

### **VIII. 1.5. Repeating of the academic year**

#### **Article 56**

- (1) A student who has not earned the right to enroll in higher year of the study is to repeat the year if he had achieved 24 ECTS credits.
- (2) A student who has not fulfilled the conditions for entry into the higher year of study as referred to in paragraph 1 of this Article is entering again by enrolling the subjects he/she failed in the previous year of study.
- (3) Full-time students are entitled to repeat each academic year once during the prescribed period of study, but only for a maximum of one-third longer than the prescribed duration of the study, or until the end of the academic year in which that term expires.

### **VIII. 1.6. Change of the study program**

#### **Article 57**

In the case of changing of the study program, the student who is repeating the year, continues the study after the inactivity or continues the study after the interruption and enrolls the year and the difference of ECTS according to the new study program.

### **VIII. 1.7. Authentication of modules, semesters and the teacher's signature**

#### **Article 58**

- (1) A student verifies the module or the semester if all his teachers have, in the index, verified with their signature the proper performance of the obligations prescribed by the study program in all subjects of that module or semester.
- (2) A teacher must withhold the signature to the student who has been absent from more than 30% of classes defined by the study program. The student can not take the examination in this case.
- (3) A student who has not fulfilled his/her obligations defined by the study program of the individual subject (being present at classes, writing seminar papers) can not take the exam.

### **VIII. 1.8. Exams, other assessment types and types of exams**

#### **Article 59**

- (1) A student's knowledge is tested and evaluated during the classes (lectures, practical assignments, artistic performances, artistic and educational productions, etc.), and the final grade is determined at the exam.
- (2) The study program and the curriculum can determine that the acquisition of the ECTS from certain types of classes is implemented without assessing or with the descriptive assessment without examination.
- (3) A student must take the exam in the subject/module of the study program which he/she enrolled, and only after he/she had fulfilled all the obligations stipulated by the study program and the curriculum
- (4) Constituent units of the university are obligated to ensure the adjustable approach for dealing with specific needs of students with disabilities during the exams.
- (5) Exams may be theoretical and practical, and shall be taken only verbally or by writing, or verbally and by writing, or by a performance/presentation of practical work or the performance or a presentation of the artistic work which can be combined with the written or the verbal part of the exam. The practical exam can be taken separately from the theoretical part.
- (6) The full examination must be completed within seven working days.
- (7) A verbal exam is public and is taken in the presence of two or more students. The subject teacher is obliged to provide the public at the verbal part of examination. In case that he did not provide the public, the student has the right to require assurance of the public on the exam or not to take the verbal exam until the presence of the public is assured.
- (8) The study program may not restrict the right of students to take a verbal exam if he/she did not pass the written exam, if the exam has a written and a verbal part.
- (9) The length of the testing for each student at the verbal part of the examination can not be greater than 45 minutes.
- (10) The success achieved at the exam is available to the public.
- (11) The right of insight into the test results is awarded to the student and to a person who can prove a legal interest for it.

## **Article 60**

Student passes the exam at the holder of subject/module coordinator specified by the curriculum.

### **VIII. 1.8.1. The entrusting of the examination**

## **Article 61**

In case of the inability of the holder of the subject/module coordinator, the head of the constituent unit, acting on a suggestion by the head of that particular department, will entrust the maintenance of exams and other commitments of that subject to another teacher of the same or related scientific or artistic branch.

### **VIII. 1.8.2. Examination periods and types of examination periods**

## **Article 62**

- (1) The examination periods may be regular and extraordinary.
- (2) Regular examination periods are winter, summer and autumn. Regular examination period lasts at least four weeks.
- (3) Extraordinary examination periods are determined by the scientific-educational and artistic-educational constituent unit by the curriculum. There may be a maximum of two extraordinary examination periods in one semester.
- (4) Extraordinary examination periods can not be held in September or October.
- (5) Exceptionally, in subjects/modules which are held periodically or as a block teaching, the exams are held after the end of classes and in the winter, summer and autumn examination periods.

### **VIII. 1.8.3. Calendar and schedule of exams**

## **Article 63**

- (1) Calendar of exams is published at the beginning of each academic year and is an integral part of the curriculum, which is published on the bulletin board and the web site of the study holder.
- (2) Schedule of examination periods is determined in such a way that the number of exam terms for each subject/module in every examination period may include all students who have a right to take that subject/module. In each regular period the teacher must allow at least two examination terms.
- (3) The period between taking the exams of the same subject in the regular term can not be less than 14 days.

#### **VIII. 1.8.4. Examination time**

##### **Article 64**

Examination schedule of students who have applied for the examination is published at least one day before the exam on the website and the bulletin board of the study holder.

#### **VIII. 1.8.5. Number of taking the exams of full-time students**

##### **Article 65**

- (1) Full-time students can take the exam in the same subject up to four times in the current academic year in which the subject is registered. The fourth time the examination will be taken in front of the Academic Committee.
- (2) The examinations of main artistic subjects, which are to be taken in front of the examination committee, are to be taken according to the curriculum.
- (3) A student who had in the current academic year failed the exam in the same subject for the fourth time is entitled to re-take the same subject four times at most in the next academic year, where the fourth examination is taken in front of the Academic Committee, and if the student again fails to pass, he/she loses the right to study in the manner of a full-time student.
- (4) Academic Committee under paragraph 3 of this Article shall be appointed by the head of the holder of the study, and shall consist of three members. The teacher at whom the student failed the exam can be a member of this committee but he/she may not be its president. The Academic Committee shall adopt a decision by a majority vote. The decision on appointment of the Academic Committee determines the time and place of examination, and the obligation of its president to ensure the presence of the public, according to Article 59, paragraph 6 of this Ordinance.
- (5) The student is notified about the time and place of the examination not later than three days before the examination in front of the Academic Committee.

#### **VIII. 1.8.6. Registration of exams**

##### **Article 66**

- (1) The student registers the examination with the certified entry form, via the Studomat.
- (2) In the examination period the student is required to register for the exam no later than five working days before the exam.

#### **VIII. 1.8.7. Checking out of the exam**

##### **Article 67**

- (1) The student may check out the exam no later than 24 hours before the day set for the examination and in that case the exam will be considered as never registered.
- (2) A student who is registered by the Information System of Higher Education Institutions (ISVU) de-registers the exam through the local computer or the internet using a program module called Studomat.
- (3) The student who does not check-out the exam within the time specified in paragraph 1 of this Article the teacher will enter the insufficient (1) grade in the application form and the

checklist.

### **VIII. 1.9. Evaluation**

#### **Article 68**

- (1) The work of a student for each subject/module can be graded and assessed during the classes according to the study program and the curriculum, and the final score can be determined on the basis of activities during school and/or examinations in accordance with the curriculum.
- (2) A student's success on the exam and other tests of knowledge in accordance with the curriculum is expressed in grades (1-5), and generally using the ECTS system of grading as follows:
  - excellent (5) corresponds to A in the ECTS system, and vice versa
  - very good (4) corresponds to B in the ECTS system, and vice versa
  - a good score (3) corresponds to C in the ECTS system, and vice versa
  - a sufficient score (2) corresponds to D in the ECTS system, while D and E in the ECTS system are translated into sufficient (2)
  - an insufficient score (1) is equivalent to F and FX in the ECTS system, and F and EX in the ECTS system, are translated into the insufficient score (1).
- (3) A student who does not check out the exam during the period mentioned in paragraph 1 of this Article will get the grade insufficient (1) written into the application form and the checklist by the teacher.
- (4) Only grades from 0 to 5 are registered into the ISVU, where 0 is only entered if the student does not take the examination, and the insufficient grade (1) is entered if the student fails the examination. The passing grades are from 2 to 5, and they are entered into the index with a signature by the holder of the subject/module coordinator.
- (5) Evaluation of students in the ECTS system is carried out by the study holder according to the curriculum.

### **VIII. 1.10. Results of exams and the obligations of teachers**

#### **Article 69**

- (1) The teacher is obliged to inform the student of the result of the verbal exam immediately after the held exam, and the result of the written exam within five working days from the day of the exam by displaying the results on the official website and the bulletin board of the scientific-educational and the artistic-educational constituent unit
- (2) After the subject holder/module coordinator verbally informs the student of the final positive grade achieved on the exam, the student may request for an immediate continuation of the proceeding by taking the oral exam if the exam has an oral part, or a written and an oral part; the student may also request to continue with the exam three days from the announcement of the written exam results, in order to try to achieve a higher final grade.
- (3) The subject holder/module coordinator shall immediately proceed with the oral part of the exam, at the request of the student in the preceding paragraph of this Article.
- (4) In further examination, the student can not be given a lower grade than the positive one he has already achieved.

- (5) The teacher will also evaluate the students' exam with the insufficient (1) grade when the student:
- does not take the verbal exam after the written exam
  - leaves the room in which the written exam is held or has given up of the verbal exam that has already started.
  - behaves inappropriately, or is interrupting other students or using unauthorized aids which results in his removal from the exam.

### **VIII. 1.11. Request for a repeat of examination**

#### **Article 70**

1. A student who is not satisfied with the grade may, within 48 hours after the verbal exam/verbal part of the exam appeal for a repeat of the examination in front of the Academic Committee, except in the case of the examination in front of the Academic Committee of the Article 63 of the paragraph 1 of this Ordinance.
2. A request for repeating the examination mentioned in the appeal must be explained.
3. The head of the constituent unit appoints the Academic Committee of 3 members within 48 hours of receiving the appeal.
4. The subject teacher may attend the repeating of the exam in front of the committee, without the right of asking questions or assessing students.
5. The head of the university constituent unit determines the time and place of the examination and the obligation of the president of the Committee to ensure the presence of the public according to Article 59, paragraph 6 of this Ordinance.
6. Re-examination has to be held within five working days from the day of submission of student's complaints.
7. The written exam, or the written part of the exam will not be repeated in front of the Committee, but it will be re-evaluated and graded yet again.
8. The Committee adopts a decision by a majority vote.

### **VIII. 1.12. The recognition of a passed exam**

#### **Article 71**

- (1) The student who passed the exam at another high education institution may have the exam recognized as passed, with the same name of the exam, same grade and the gained ECTS, if the subject the student has passed has the same or similar content.
- (2) The study holder decides in which way the grade and the ECTS will be included in the total sum of the ECTS.

### **VIII. 1.13. The records of the examination results**

#### **Article 72**

- (1) Official records about the success of examination results shall be conducted in accordance to the Law, the University Statute and Ordinance on keeping records on students of higher education institutions.

- (2) The teachers are required to submit forms of held exams and filled checklists to the Office for students' registration within five working days of the completion of the exam.
- (3) Immediately after the exam has been held, the teacher is required to put in the grades into the ISVU system and into the index.

## **VIII. 2. Students' survey**

### **Article 73**

- (1) As part of the evaluation of classes at the University, the Center for the improvement and quality assurance of higher education will carry out a single anonymous student survey on the assessment of the quality of teachers' work in the scientific-educational/artistic-educational and educational institutions of the University.
- (2) The student has the right and an obligation to evaluate teachers and colleagues who had conducted the study program of the current academic year, which the student has enrolled and in which he/she fulfilled all the obligations.
- (3) The student is required to take the survey, and the Center for the improvement and quality assurance of higher education is obliged to issue him/her a certificate of completion of the survey.
- (4) A certificate of completion of the survey is an integral part of the documentation for enrollment in the next academic year.

## **VIII. 3. Disciplinary accountability of the student**

### **Article 74**

- (1) Students have an obligation to respect the constitution and general regulations of studies at the University, or the scientific-educational and artistic-educational constituent units at which students study and regularly perform their obligations.
- (2) Students may be subject to disciplinary measures because of the failure to fulfill their obligations and because of violations of their duties. The assessment of minor and major violations, failures of fulfilling one's obligations and the adoption of temporary disciplinary measures along with the ways and means of denoting a Disciplinary court for students is regulated by the Ordinance on the disciplinary accountability of students at the University, which is adopted by the Senate.

## **VIII. 4. The termination of student status**

### **Article 75**

A person loses the status of the student:

- upon completion of the study
- upon withdrawal from the University, or the scientific-educational and artistic-educational constituent unit authorized for the implementation of the study
- upon exclusion from the study according to the procedures and conditions stipulated by the Ordinance on the disciplinary accountability of students at the University

- when they do not complete the study within the timeframe established by the Statute and/or another general Ordinance.
- when they do not fulfill the conditions for repeating the year,
- for other reasons determined by the Statute or another general Ordinance.

## **VIII. 5. Completion of the study**

### **Article 76**

- (1) The University undergraduate study is completed by passing all the examinations and producing the final paper and/or by passing the final exam in accordance with the study program.
- (2) The University graduate study is completed by passing all the examinations, by producing the final graduate thesis and by passing the degree examination or by creating or performing an artistic piece in accordance with the study program.
- (3) The integrated undergraduate and graduate university study is completed by passing all the examinations, by producing the final graduate thesis and passing the degree examination or by creating or performing an artistic piece in accordance with the study program.
- (4) The short professional study and the undergraduate professional study is completed by passing all the examinations. The study program may stipulate passing the final examination and/or producing the final graduate thesis.
- (5) The specialist graduate professional study is completed by passing all the examinations, producing the graduate thesis and by passing the final exam in accordance with the study program.
- (6) By completion of the study, according to the rules and regulations of this Ordinance, the student is awarded with the appropriate professional or academic title and other rights according to special regulations.
- (7) The final graduate theses of the study must be permanently published in the public internet database of the University library by the constituent units of the university and permanently copied into the public web base of all the final papers at the National and university library.
- (8) Final papers of equivalent studies of the arts, which are realized through artistic creations, are to be published in an appropriate manner.

## **VIII. 5.1. The final and graduation thesis**

### **Article 77**

The holder of the study particularly regulates all the issues related to the final paper, the graduation thesis or the graduation exam by a special Ordinance (theme registration of the final/ graduate thesis, making the final/graduate thesis, registration of the final/graduate thesis, evaluation of the final graduate thesis and the defense procedure of the final/graduate thesis, the rights and obligations of the student, the mentor and the co-mentor, committees as well as other matters in connection with the final and graduate thesis and the graduate exam).



## **VIII. 5.2. Documents of completed studies**

### **Article 78**

- (1) After the completion of the university undergraduate, university graduate and the integrated undergraduate and graduate university study, the student is issued the diploma. The diploma confirms the completion of the study and the awarding of a certain academic title.
- (2) After completion of the short professional study, the student is issued a certificate, and after the completion of the undergraduate professional study and the specialist graduate professional study, the diploma will be issued to the student, confirming that the student has completed the study and acquired the right to a certain academic title.
- (3) Apart from the certificate and the diploma, the student will be issued the diploma supplement in Croatian and English language, free of any charge, which serves as a confirmation of all the exams passed, denoting all the grades and all the other necessary data needed for the understanding of the newly achieved qualification.
- (4) The diploma and the certificate, which are issued by the University and the university constituent units authorized for the implementation of studies, are public.
- (5) The content of the diploma and the diploma supplement is regulated by the Minister.
- (6) The Form of the diploma and the diploma supplement of the study, and the content and the form of a certificate is regulated by the Senate.

## **VIII. 5.3. The total score on the success of the study**

### **Article 79**

- (1) The total score of success at the study depends on grades of all the subjects and the grade of the final paper or the graduate thesis and/or exam and ECTS credits assigned to them.
- (2) The overall success of the study is determined by summing individual grades of all the subjects under paragraph 1 of this Article and then multiplying the corresponding number of ECTS, where the result is divided by the sum of ECTS of all subjects in paragraph 1 of this Article.
- (3) Students with the highest total grades at the end of the university undergraduate, integrated undergraduate and graduate and the university graduate study are awarded with the compliments of Latin classification as follows:
  - Bachelor/Master with a highest praise – SUMMA CUM LAUDE
  - Bachelor/Master with a great praise – MAGNA CUM LAUDE
  - Bachelor/Master with a praise – CUM LAUDE
- (4) The holder of the study determines the number of commended students and the requirements for obtaining compliments.

## **VIII. 6. The ceremonial promotion**

### **Article 80**

- (1) The certificate or the diploma is handed out at the ceremonial promotion.
- (2) Upon the completion of studies implemented and carried out by the Faculties or the Academy of Arts, the certificate or the diploma is awarded by the Dean and other

promoters, and for studies organized by the University, which are implemented by the university departments or the Center for professional studies of the university, the certificate or the diploma is awarded by the Rector with the head of the department, the head of the Center and other promoters.

## **IX. THE PROCEDURE FOR REVOCATION OF THE ACADEMIC OR THE PROFESSIONAL TITLE**

### **IX. 1. The procedure for revocation of the academic or the professional title**

#### **Article 81**

- (1) The academic or the professional title is revoked if it is found that it is acquired contrary to the prescribed conditions for its acquisition, by serious violation of the study conditions or if the final paper or the graduate thesis were a plagiarism or a falsification.
- (2) The revocation of the academic or professional title is carried out in the proceedings which conform to the proceedings of acquiring the academic or the professional title according to the regulations of this Ordinance.
- (3) The proposal to institute the proceedings may be submitted by any person in writing with a detailed explanation and evidence of the existence of a reasonable doubt referred to in paragraph 1 of this Article.
- (4) The motion for the revocation of the academic or the professional title can not be submitted if the period of ten or more years has passed since their acquisition.

#### **Article 82**

- (1) The procedure for revocation of the academic and the professional title is carried out by the Professional Council of the scientific-educational/artistic-educational constituent units of the University, on the basis of a proposal from the Article 81, paragraph 3 of this Ordinance.
- (2) The Professional Council of the scientific-educational/artistic-educational constituent units of the University will reject a proposal for the revocation of the academic or professional title if it is not justified, does not contain adequate evidence or if the period of time specified in the statute of limitations has passed.
- (3) If the Professional Council of the scientific-educational/artistic-educational constituent unit of the University finds that the proposal has enough grounds to start the proceedings, it will appoint a committee of three members from the wider area of the graduate thesis/final paper. Members of the committee for evaluation of proposals of revocation of academic degrees must be teachers elected to scientific-educational/artistic-educational titles, and the members of the committee for evaluation of proposals on the revocation of professional degrees must be teachers elected to scientific-educational or educational positions. The mentor of the graduate thesis/final paper can not be a member of the committee.
- (4) The committee referred to in the previous paragraph of this Article examines and evaluates the proposal for revocation of the academic or the professional title and determines the manner of conduct, the ways of determining the facts and is required to submit a report to the Professional Council of the scientific-educational/artistic-educational constituent unit of the University within thirty (30) days after receipt of a proposal for the revocation of the academic or professional title with a proposal for the

revocation of the academic or the professional title or the proposal for a suspension of the proceedings.

- (5) The report of the committee referred to in paragraph 3 of this Ordinance shall be accompanied by:
- The transcript of all examinations during the study,
  - The registration and approval of topics diploma / thesis,
  - The decision on the appointment of the Commission for the evaluation of graduate / final paper,
  - The report on the graduate/final work,
  - The record of the graduate exam, and
  - One (1) copy of the diploma/final paper.

### **Article 83**

- (1) Based on the report of the committee in the preceding Article, the Professional Council of the constituent units of the university will reach a decision on revocation of the academic or the professional title or the suspension of the proceedings.
- (2) The decision of the Professional Council shall be delivered to the person who submitted the report on revocation of the academic or the professional title and to the person who will have their academic or the professional title revoked.

## **IX. 2. Cancellation of a diploma/certificate on achieving the academic or the professional title**

### **Article 84**

- (1) In case that the Professional Council of a university constituent unit decides on revoking the academic or the professional title, the Dean of the Faculty/Academy of Arts or the Rector and the Vice-Rector of the university department will cancel the diploma/certificate on achieving the academic or the professional title not later than 30 days from the decision of the Professional Council of the constituent units of the University on revocation of the academic or the professional title.
- (2) The decision on revocation of the academic or the professional title shall be entered into the Book of graduate students of the constituent units of the University.
- (3) The diploma/certificate shall be canceled by putting the clause on the cancellation into it.
- (4) The person who is deprived of the academic or the professional title is required to return the diploma/certificate to the scientific-educational or the artistic-educational constituent unit within 30 days from the revocation of the title.
- (5) The person who is deprived of the academic or the professional title loses all rights and privileges which he/she has been given based on the academic or the professional title.

## **X. QUALITY CONTROL OF THE STUDIES AT THE UNIVERSITY**

### **Article 85**

The monitoring and improving of the quality of education is regulated by the Ordinance on improvement and assurance of quality of the University and of the scientific-educational and

artistic-educational constituent units, and is assured by the Center for improvement and assurance of quality of the higher education.

## **XI. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 86**

Students enrolled in the university undergraduate, integrated undergraduate and graduate university studies and professional studies before 1 October of the academic year 2015/2016, who are studying without repeating a year are entitled to complete their studies according to the curriculum and the terms and conditions that were in force when enrolling in the first year of the study.

### **Article 87**

- (1) This Ordinance is adopted by the Senate at the proposal of the Committee for statutory and legal issues.
- (2) The amendments to the Ordinance are made in the same way in which the Ordinance was adopted.

### **Article 88**

Upon entry into force of this Ordinance, the Ordinance on studying at the Josip Juraj Strossmayer University of Osijek from 27 September 2010 with all its amendments shall cease to be valid.

### **Article 89**

This Ordinance shall enter into force eight days after its publication on the bulletin board and the website of the University and will apply from 1 October 2015.

**RECTOR**

**Prof. Željko Turkalj, PhD**

The Ordinance on the studies and studying at the Josip Juraj Strossmayer University of Osijek was published on 9 July 2015, and came into force on 17 July 2015.

**ACADEMIC SECRETARY**

**Zdenka Barišić, LLM**

Class: 003-05/15-01/10  
Ref. no.: 2158-60-01-15-10

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