

According to Article 63, paragraph 6, clause 3 of the Scientific Research and Higher Education Act (Official Gazette, nos. 123/03, 198/03, 105/04 and 174/04) and Article 43, paragraph 3, subsection 1 of The Statute of the University of Zagreb, number: 01-723/1-2005, adopted on February 25, 2005, the Senate of the Faculty of Humanities and Social Sciences has, on October 17, 2005 adopted

## ***THE STATUTE OF THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES***

### **I. GENERAL PROVISIONS**

#### ***Subject of regulation***

##### Article 1.

(1) This Statute regulates: name, headquarters, organization, activities, and commercial business of the University of Zagreb Faculty of Humanities and Social Sciences (hereinafter: the Faculty), composition, jurisdiction and procedure of decision-making by the Faculty bodies, organization and conducting of university studies, status of educators, associates, scientists, and other employees, status of students, scientific, artistic, and developmental research, and other issues of significance to the Faculty.

#### ***Status of the Faculty***

##### Article 2.

(1) The Faculty is a public institution of higher education within the University of Zagreb (hereinafter: University) that organizes and conducts university studies, as well as scientific, research, highly skilled activities in various scientific fields and areas.

(2) The Faculty is a legal entity with the status of a public institution, registered in the register of scientific organizations.

(3) The authority and jurisdiction of the Faculty in legal matters are established in the Scientific Research and Higher Education Act (hereinafter: Act), other acts and regulations, as well as The Statute of the University of Zagreb (hereinafter: University Statute).

#### ***Faculty Name and Headquarters***

##### Article 3.

(1) The legal name of the Faculty is: **Sveučilište u Zagrebu Filozofski fakultet.**

(2) The name of the Faculty in English is: University of Zagreb Faculty of Humanities and Social Sciences.

(3) The name of the Faculty in German is: Universität Zagreb Philosophische Fakultät.

(4) The name of the Faculty in French is: Université de Zagreb Faculté de Philosophie et Lettres.

(5) The shortened name of the Faculty is: Filozofski fakultet u Zagrebu.

(6) The headquarters of the Faculty are: **Zagreb, Ivana Lučića 3.**

#### Article 4.

Within its core activities, the Faculty and its constituent units have the right and an obligation to use the name of the Faculty, and to state it in its entirety (e.g. University of Zagreb, Faculty of Humanities and Social Sciences, Department of ..., Zagreb, Ivana Lučića 3).

#### ***Seal and Stamp***

##### Article 5.

- (1) The Faculty has a seal, a stamp, and a logo.
- (2) The seal and stamp are of circular shape, 38 mm in diameter, with the coat of arms of the Republic of Croatia in the middle.
- (3) The content of the seal and stamp states: «Republika Hrvatska, Sveučilište u Zagrebu, Filozofski fakultet».
- (4) The stamp is imprinted onto diplomas.
- (5) Documents issued by the Faculty on the grounds of public authority are officially approved by the stamp or the seal.

#### ***The Faculty Day***

##### Article 6.

- (1) The Faculty Day is October 19.
- (2) The Faculty Day is celebrated on October 19; on this day in 1874, the ceremony of the opening of the modern University of Zagreb was held.

#### ***Faculty Activities***

##### Article 7.

- (1) The activities of the Faculty, as an institution of higher education within the University are as follows:  
education of students in undergraduate, graduate, and postgraduate scientific and expert studies in the scientific fields of humanities and social sciences; professional teacher training; scientific and research activities; development and execution of scientific, research, and professional projects; execution of processes of election into appropriate position in accordance with the Act and other regulations; printing; publishing; offering services to companies and other organizations, when that serves the development of the core activities. The Faculty can also organize and conduct expert studies, in accordance with the Act.
- (2) The Faculty may undertake other activities within the scope of the core activities.

#### ***Connecting Higher Education, Science and Arts to the Environment***

##### Article 8.

- (1) The Faculty may establish legal entities of organizational units for activities aimed at connecting higher education, science and arts to the environment.
- (2) The decision on establishing entities from paragraph 1 of this article is made by the Faculty Senate, on the basis of an elaborated proposal by the Dean of the Faculty.

(3) The University Senate shall grant approval for the establishment of the legal entity of organizational unit from paragraph 1 of this article, unless the University Statute of a decision by the University Senate states that the approval is granted by the appropriate Field Council.

(4) The appointment or recall of personnel of these entities, as well as changes to the acts, and any important change in the business of the entities from the previous paragraph must be submitted to the University Senate for approval.

(5) The Faculty cannot acquire, burden, or take away real estate, nor undertake legal action, valued at over 3.000.000,00 Kuna.

### ***Representation of the Faculty***

#### Article 9.

(1) The Dean represents the Faculty and has the rights and obligations in accordance with the Act, University Statute, and this Statute.

(2) The Dean can authorize a specific individual to represent the Faculty in his/her name.

(3) The content and scope of the authorization from paragraph 2 of this article is determined by the Dean, and issued in written form.

(4) The sign of the Dean's honor is the Dean's chain.

## **II. ORGANIZATION OF THE FACULTY**

#### Article 10.

(1) The Faculty contains organizational units which undertake:

1. scientific, educational, and professional work, and
2. other organizational units, which undertake managerial and administrative duties.

(2) The decision on establishing or abolishing an organizational unit is made by the Faculty Senate, and requires the two-thirds majority vote.

#### Article 11.

(1) Types of organizational units that undertake scientific, educational, and professional work are:

1. department
2. independent division
3. department division
4. institute
5. center
6. library.

#### Article 12.

(1) *The Department* is the core scientific and educational unit, which is made up of divisions, and can have other units, established by the Faculty Senate.

(2) A Department at the Faculty conducts studies in one scientific field and its accompanying branches.

(3) A Department can be founded if it has at least four members who have been elected into a scientific-educational position.

#### Article 13.

(1) At the head of each Department is the Department Chair, who can be substituted by the Assistant Chair.

(2) The Department Chair and Assistant Chair are elected by the members of the Department through a secret ballot, from among the ranks of members in scientific-educational positions, approved by the Faculty Senate, and named by the Dean.

(3) If the Department Council does not elect the Chair, the Chair is named by the Dean, and approved by the Faculty Senate.

(4) The Chair's mandate lasts two academic years, and can be consecutively repeated only once.

(5) The Chair coordinates the activities of the Department, ensures the execution and the quality of the educational and scientific process, and the fulfillment of the Department's tasks.

(6) The members of the Department are directly responsible to the Department Chair.

(7) The Department Chair is responsible to the Department Council, the Faculty Senate, and the Dean.

#### Article 14.

(1) *An independent division* is a scientific-educational and/or professional unit of the Faculty that covers a single or multiple scientific fields or professions.

(2) At the head of an independent division is the division head, elected by the members of the independent division through a secret ballot, from among the ranks of members in scientific-educational positions, approved by the Faculty Senate, and named by the Dean. If the members of the independent division do not elect a division head, the head is named by the Dean and approved by the Faculty Senate.

(3) The division head's mandate lasts two years, and it can be repeated.

#### Article 15.

(1) *A division* is the basic scientific-educational unit of a department that covers one branch or segment within a scientific field that is studied at that department.

(2) A division is led by the division head, chosen through a secret ballot by the Department Council, approved by the Faculty Senate, and named by the Dean. If the members of the Department Council do not choose the division head, he/she is named by the Dean, and approved by the Faculty Senate.

(3) The division head's mandate lasts two years, and it can be repeated.

#### Article 16.

(1) *An institute* is an organizational unit of a department or the Faculty which engages in scientific and research activities.

- (2) The institute is lead by the institute head.
- (3) The institute head is elected by the members of the institute through a secret ballot, approved by the Faculty Senate, and named by the Dean. If the members of the institute do not elect the institute head, he/she is named by the Dean, and approved by the Faculty Senate.
- (4) The institute head's mandates two years, and it can be repeated.

#### Article 17.

- (1) A *center* is an organizational unit of the Faculty or of a department, which engages in scientific, professional, and educational activities.
- (2) The head of a faculty center is elected by the members of the center through a secret ballot, approved by the Faculty of the Senate, and named by the Dean. If the members of the center do not elect the head, he/she is named by the Dean, and approved by the Faculty Senate.
- (3) The head of a department center is elected by the members of the center through a secret ballot, approved by the Faculty of the Senate, and named by the Dean. If the members of the department do not elect the head, he/she is named by the Dean, and approved by the Faculty Senate.
- (4) The mandate of the head of a center is two years, and it can be repeated.

#### Article 18.

- (1) A *library* is a basic unit of the Faculty library system, which through its function connects various fields, areas, and branches of humanities and social sciences studied at the Faculty.
- (2) The Faculty library system, with its library and information services, is a part of scientific, research, and educational activities of the Faculty.
- (3) The organization and management of the Faculty library system, the work of librarians, the process of naming head-librarians, the tasks and activities of the library committee are determined by a specific set of rules.

### ***Other Organizational Units of the Faculty***

#### Article 19.

- (1) The Faculty contains organizational units in charge of managerial, administrative and technical duties.
- (2) The organization of these units will be determined with specific regulations of the Faculty.

## **III. FACULTY BODIES**

### ***Management of the Faculty***

#### Article 20.

- (1) The management bodies of the faculty are:
  1. the Dean

2. Faculty Senate.

(2) The management bodies can establish other bodies to help with the fulfillment of their obligations.

***The Dean***

Article 21.

(1) The Dean is the head and the leader of the Faculty, with rights and obligations of the director of a public institution.

(2) The Dean had the authority to manage the academic and business functions of the Faculty.

(3) The mandate and authority of the Dean lasts three years, and can be repeated once.

***Authority of the Dean***

Article 22.

The Dean's tasks are to:

1. represent the Faculty and act on behalf thereof,
1. manage the business and operations of the Faculty in accordance with regulations,
2. preside over the Faculty Senate and propose the agenda for its sessions,
3. serve as a member of the appropriate Field Council,
4. propose to the Faculty Senate measures needed to improve the operation of the Faculty,
5. name the committee and set the time of an exam as a result of a student complaint,
6. implement the decisions of the Faculty Senate and other university bodies, relating to the Faculty,
7. makes business decision in the name and for the account of the Faculty, up to 1.000.000,00 Kuna. For legal matters valued up to 3.000.000,00 Kuna, the Dean must obtain approval from the Faculty Senate, and above that amount of the University Senate,
8. name, when needed, permanent and temporary committees for undertaking duties within his/her domain,
9. conducts other activities in accordance with the Act, the University Statute, this Statute, and regulations of the Faculty.

***The Dean's Annual Report***

Article 23.

The Dean is responsible to the Faculty Senate and the Rector of the University. He/she submits to them an annual report about the operation and activities of the Faculty, including a report on the proposed Faculty budget and its execution.

***Election of the Dean***

Article 24.

(1) The Dean can be elected from the ranks of the Faculty's educators with the

scientific or artistic title of full or visiting professor.

(2) The election procedure begins by the Faculty Senate issuing an invitation for submission of candidacy proposals. The proposal must include a professional curriculum vitae and work program of the candidate, which is presented orally in front of the Faculty Senate.

(3) The proposals that are proved by the majority of the Faculty Senate members in attendance are sent to the University Senate, which, on the basis of the Rector's proposal makes a decision on approving an appropriately filed request within a month. The decision of the Rector and the Senate in which the approval is not granted must be elaborated.

(4) The Faculty Senate elects the Dean through secret ballot, from among the proposals that have been granted approval by the University Senate.

(5) The proposal which gains a majority vote of all members of the Faculty Senate is chosen.

(6) If, due to the exact same number of votes, after the first round two or more proposals are tied, those proposals are entered into the second round of voting.

(7) In the second round of voting, the dean is elected by gaining absolute majority of votes of all Faculty Senate members. Should the tie still not be broken, the election procedure is repeated.

(8) The election procedure for the Dean must end at least four months prior to the end of the mandate of the incumbent Dean.

(9) The Dean takes over authority on the first day of the academic year in which his/her mandate begins.

(10) If a new Dean is not chosen by the end of the incumbent's Mandate, the Faculty Senate has 30 days to propose to the Senate a person who fulfills all the regulated conditions for conducting the obligations of the Dean until the Dean is chosen. Within 30 days, the Senate names this person, with approval of the Rector.

(11) In case that the Faculty Senate does not submit a proposal in the regulated time frame, the interim Dean will be named by the Senate, on the basis of the Rector's proposal.

### ***Relieving the Dean of Duty***

#### **Article 25.**

The Dean can be relieved of duty before the end of his/her mandate if he or she:

1. submits a resignation,
2. does not fulfill the duties of the Dean,
3. offends the provisions of the University Statute, the University Statute, general University laws, the Faculty Statute, or other laws, bylaws and regulations,
4. abuses the function of the Dean,
5. violates the reputation of his/her duty,
6. loses the ability to perform the duty.

### ***End of Mandate of the Dean***

#### **Article 26.**

The Dean's mandate ends:

1. with his/her death,
2. resignation,

3. or if his/her annual report on the activities and operations of the Faculty has not been approved in accordance with this Statute.

### ***The Procedure of Relieving the Dean of Duty***

#### Article 27.

(1) The procedure of relieving the Dean of duty begins with a decision by the Faculty Senate for which the majority vote of the total number of members of the Faculty Senate is needed.

(2) The procedure is implemented and the relief decision made by the Faculty Senate with a majority vote of all its members within two months from the beginning of the procedure.

### ***Suspension of the Dean***

#### Article 28.

The Rector of the University can, in accordance with the University Statute, in cases, regulated by the University Statute, of disregard to the law, other acts, or decisions made by the University on their basis, suspend the Dean and place an interim Dean until a new Dean has been elected.

### ***The Dean's Permanent and Temporary Committees***

#### Article 29.

(1) The Dean can establish permanent and temporary committees to carry out the duties within his/her domain.

(2) The organization, scope, and way of working of these committees are determined by regulations of the Faculty.

### ***The Dean's Board***

#### Article 30.

The Dean's Board is an advising body of the Dean which discusses and helps the Dean in reaching decisions on business matters and the agenda for Faculty Senate sessions, and conducts other activities in accordance with the regulations of the Faculty.

### ***Assistant Deans***

#### Article 31.

(1) Assistant Deans assist the Dean in his/her work at the Faculty, in accordance with this Statute.

(2) Assistant Deans are elected and dismissed by the Faculty Senate from among the ranks of the Faculty's educators, on the basis of the Dean's proposal, through a majority vote.

(3) The decision on the election defines the area of activity and the authority of the Assistant Dean.

(4) The Assistant Deans' Mandates last through the duration of the mandate of the Dean on whose proposal they were elected.

### ***Relieving Assistant Deans of Duty***

#### Article 32.

- (1) An Assistant Dean can be relieved of duty if he or she:
  1. submits a resignation,
  2. does not fulfill the duties of the Assistant Dean,
  3. offends the provisions of the University Statute, the University Statute, general University laws, the Faculty Statute, or other laws, bylaws and regulations,
  4. abuses the function of the Assistant Dean,
  5. violates the reputation of his/her duty,
  6. loses the ability to perform the duty,
  7. and on the suggestion of the Dean.
- (2) The decision on reliving an Assistant Dean of duty is made by the Faculty Senate, through a majority vote.

### ***The Faculty Senate and Its Composition***

#### Article 33.

- (1) The Faculty Senate is the expert council of the Faculty.
- (2) Members of the Faculty Senate are:
  1. the Dean,
  2. Assistant Deans,
  3. Department Chairs,
  4. members of departments holding a scientific-educational position, who were elected as delegates, in such a way that one delegate from the Department is chosen for each 10 members who hold a scientific-educational position,
  5. on Faculty level: teachers in educational positions (2), teachers in adjunct and scientific positions (5),
  6. Faculty centers and institutes (1), the library system (1), and independent divisions (1) all elect one member each from among the ranks of employees with a Masters or Doctoral Degree (3 in total),
  7. representatives of full-time students - 15% of the total number of Faculty Senate members, allocated as follows: undergraduate students (40% ), graduate students (30%), postgraduate students (30%).
- (3) Each member of the Faculty Senate has his/her substitute. Members of the Faculty Senate and their substitutes, other than the Dean, the Assistant Deans, and the Department Chairs, are elected through a secret ballot, by the majority vote of the Faculty Senate members present.
- (4) The Faculty Senate members from among the ranks of those in scientific-educational positions are elected during Department Council sessions.
- (5) The Faculty Senate members from among the ranks of employees in educational, adjunct, or scientific positions are elected by the Faculty employees in the same positions, during special meetings scheduled by the Dean, with one meeting devoted to candidacy and one to the election. At the candidacy meeting, the employees in these positions propose candidates for the Faculty Senate from among their own ranks, and during the election meeting the candidate who gains the highest number of votes through a secret ballot is elected.

(6) The members of the Faculty Senate from the ranks of students are elected by students, keeping in mind equal representation of majors and years of study. They are elected during special meetings scheduled by the Dean, with one meeting devoted to candidacy and one to the election. At the candidacy meeting, the students from each level of the studies propose candidates for the Faculty Senate, and during the election meeting the candidate from each level who gains the highest number of votes through a secret ballot is elected.

### ***Faculty Senate Members' Mandate***

#### Article 34.

(1) The mandate of the Faculty Senate members lasts two years.

(2) A representative in the Faculty Senate can be repealed before the end of his/her mandate. Relieving a representative in the Faculty Senate of duty is conducted in the same ways as are elections.

(3) In cases when a member of the Faculty Senate is relieved of duty, his/her mandate is taken over by the substitute.

### ***Authority of the Faculty Senate***

#### Article 35.

The Faculty Senate has the following authorities:

1. to adopt, with a two-thirds majority vote, the Faculty Statute, and other generally acts of the Faculty with a majority vote of those present at the session,
2. to elect the Dean and Assistant Dean and relieve them of duty,
3. to elect the members of the Field Council and the University Senate,
4. to make the decision about the Dean's annual report,
5. to draft the budget and the annual financial report of the Faculty,
6. to care for and make decisions aimed at ensuring the quality of studies and scientific work,
7. to instigate the process of establishing and take care of the execution of curricula, studies, scientific projects, and to give opinions on proposals for university curricula in general or in the field of its operations,
8. to establish new and develop existing research capacities on the level of the appropriate scientific discipline,
9. to instigate and execute processes of elections into scientific-educational positions and other positions, in accordance to the Act, the University Statute, and this Statute,
10. to implement the process of gaining a PhD degree,
11. to ensure the conditions for free individual group initiative of researchers, educators, and students in scientific, educational, and professional activities,
12. to offer opinion on procurements, installments, and use of large equipment at the University, in the field of its activities,
13. to grant approval to the Dean to undertake legal matters in the name and for the account of the Faculty, valued at over 1.000.000,00 Kuna and under 3.000.000,00 Kuna,
14. to conduct any other activities determined by the Act, the University Statute, and this Statute.

### ***Proceedings of the Faculty Senate***

#### **Article 36.**

(1) The Faculty Senate functions in sessions, which are prepared, called, and presided over by the Dean of the Faculty.

(2) When the Dean is not present, one of the Assistant Deans presides over the session.

(3) The proposed agenda and a call for the session are delivered to the members of the Faculty Senate at least eight days prior to the session.

(4) The Dean delivers the proposed agenda and possible additions to it at the Faculty Senate session, and the Senate decides about the agenda.

(5) The Faculty Senate can make conclusions and decisions if the majority of members are present.

(6) The Faculty Senate makes decisions, conclusions, and opinions through the majority vote of members present at the session.

(7) When decisions about the Faculty Statute, statutory decisions, programs of study, and the election of the Dean and Assistant Deans, at least two-thirds of members must be present at the Faculty Senate session, and the decision must be made through a two-thirds majority of all the members of the Faculty Senate.

### ***Faculty Senate's Decision Making***

#### **Article 37.**

The decisions of the Faculty Senate are made through public voting, except when the process of electing candidates into scientific-educational or educational positions is conducted, as well as during the elections of the members of the Field Councils or the Senate, and of the Dean. The Faculty Senate may decide that some other important decisions are made through a secret ballot. Then the Faculty Senate makes a binding decision through a secret ballot, and with a majority vote of all members of the Faculty Senate present at the session.

### ***Issues of Special Interest for Students***

#### **Article 38.**

(1) During the Faculty Senate decision making process, students have the right of suspension veto in all issues of special interest to students.

(2) Issues of special interest to students are connected with the right and obligations of students, changes in the organizations of the studies, ensuring the quality of the studies, establishing study programs, determination of educational plans for the curriculum, and student standard.

(3) A suspension veto can be enacted by a majority of all student representatives in the Faculty Senate.

(4) After the students' suspension veto, the Faculty Senate again deliberates the issue, no sooner than eight days after the first deliberation.

(5) During the repeated deliberation, the decision is made through a majority vote of all members of the Faculty Senate, and the suspension veto cannot be applied to it again.

#### Article 39.

(1) The sessions of the Faculty Senate are recorded in minutes, which include the list of members present, a short overview of the session, and all the decisions and conclusions made.

(2) The minutes need to be approved at the next session, and are signed by the keeper and the Dean, or the Assistant Dean who presided over the session.

(3) The chief administrator of the Faculty is in charge of certification and storing of the minutes.

#### ***Permanent and Temporary Working Bodies of the Faculty Senate***

#### Article 40.

(1) The Faculty Senate may establish permanent or temporary committees.

(2) Authority, scope, and organizations of permanent bodies are proscribed through a decision of the Faculty Senate.

#### ***The Department Council***

#### Article 41.

(1) The Department Council is comprised of all members of the Department and one student representative for each year of study of the undergraduate and graduate studies, keeping in mind representation of majors offered by the Department. The Council has the right to make decisions.

(2) The sessions are recorded in minutes. The Department administrator keeps the minutes during sessions.

#### ***The Tasks and Authority of the Department Chair***

#### Article 42.

The Department Chair has the following tasks and authority:

1. to manage the activities and operation of the Department,
2. to supervise the work of educators within the Department and ensure that the educational process is conducted regularly, in accordance with the curriculum,
3. to coordinate the scientific, research, and professional activities of the Department,
4. to take care of the economic aspect of the Department's business and of the investments, equipment maintenance, and office supplies needed for the activities of the Department, within the available Department resources,
5. to ensure the conduct of business in accordance with the decisions of the Faculty Senate general internal acts,
6. to undertake other activities that arise from the Department's activities.

#### ***Relieving the Department Chair of Duty***

#### Article 43.

The Department Chair can be relieved of duty before his/her mandate is over:

1. if he/she is not able to fulfill his/her duties,
2. if he/she resigns,
3. if the Department impeaches him/her through a secret ballot.

#### **IV. STUDENTS**

##### ***Achieving Student Status***

###### **Article 44.**

(1) A student is a person enrolled in a program of study at the Faculty, or if the program is conducted in cooperation with another unit, at that unit or at the University.

(2) Student status is proven by a document, whose form is proscribed by the University Senate.

##### ***Full-time and Part-time Students and the Cost of Studying***

###### **Article 45.**

(1) Students at the Faculty can be either full-time or part-time.

(2) Full-time students are those students studying in accordance with a program that supposes taking classes full-time, during regular business hours.

(3) The cost of full-time study, in its entirety or partially, is subsidized depending on the success of the student on the entrance exam or during the studies, and to the available funds from the state budget, in accordance with the laws and regulations of the University.

(4) Part-time students are those students who study according to the same curriculum, but through a special execution program. The cost of study is in its entirety, or partially, covered by the student, in accordance with the laws and regulations of the University.

##### ***Visiting students***

###### **Article 46.**

(1) A visiting student is a full-time or part-time student of some other university who registers for parts of the program of study at the University, in accordance with a special contract with the other university, regarding the transferability of ECTS points.

(2) The status of a visiting student can last no longer than one academic year.

(3) The rights and obligations of a visiting student, the way of covering his/her cost of study, possibility to continue studies at the University, and all other questions connected to the status of the visiting student are determined by the contract with the other university.

(4) Class attendance and exams the visiting student passed are documented with a document the form of which is proscribed by the University Senate.

##### ***Student Status***

###### **Article 47.**

(1) The status of a full-time student can be kept, at the longest, for the amount of time exactly twice as long as the proscribed length of studies. The period during which a student freezes his/her obligations is not counted in this time.

(2) A student can have full-time status only at one program of study, or one double-major program, at the same time. The University may grant permission to especially talented students to study full-time at another study program.

(3) Full-time students have the right to health insurance, subsidized meals, dormitory accommodation, and other right in accordance with special regulations.

(4) The status if a visiting student, his/her rights and obligations, are determined by the University Statute, this Statute, and the contractual obligations between the two universities.

### ***Students' Rights and Obligations***

#### Article 48.

(1) The rights and obligations of students are:

1. to attend classes regularly, fulfill obligations determined by the program of study and the curriculum, as well as by general and individual acts of the University and the Faculty where he/she is studying,
2. to participate in the evaluation of the quality of instruction and teachers in a way determined by the regulations of the University.

(2) Each student has a right to:

1. high quality studies and educational process in accordance with the appropriate program of study,
2. high quality of the teaching staff,
3. freedom of opinion and expression of positions,
4. participate in scientific and professional projects in accordance with his/her abilities and the needs of the University or the Faculty,
5. choose to take classes and sit for exams in other programs of study within the University in order to gain additional knowledge, in accordance with the appropriate regulations,
6. chose a teacher, when more than one is available, until the teacher's class has reached full capacity,
7. attend office hours,
8. chose an advisor during the undergraduate and graduate studies, and a mentor during postgraduate studies, within the means of the study program,
9. use the library and other resources of the University and the Faculty,
10. participate in the decision making process at the University and the Faculty, in accordance with the University Statute, this Statute, and other regulations,
11. take exams in an alternative way if his/her physical or mental condition requires it,
12. advisory support in accordance with regulations,
13. organize sports activities with the aim of harmonious physical and mental development of the individual,
14. participate in the functioning of student organizations at the Faculty and the University, in accordance with their regulations, and
15. submit a formal complaint to the Dean or the Rector in case his/her rights have been violated.

(3) A student has the obligation to:

1. respect the laws and regulations of the University and the Faculty where he/she is studying,
2. behave in accordance with the ethical codex of the members of the academic community.

### ***Right to Dormant Obligations***

#### Article 49.

A student has a right to dormant obligations:

1. during the time they are in the military,
2. during pregnancy,
3. for a student parent, until his/her child's first birthday,
4. during an illness which hampers studying,
5. in other rightful cases in accordance with the regulations of the University or the Faculty.

### ***Specific Conditions of Study***

#### Article 50.

(1) A student who has the status of an excellent athlete may study according to the part-time curriculum under the conditions provided by the regulations of the University or the Faculty.

(2) An exceptionally successful student may be allowed to enroll in more than one program of study under the conditions provided by the regulations of the Faculty or the University. Such a student may study one of these programs according to the curriculum for part-time students.

(3) Exceptionally successful students may be allowed to complete the study in a shorter period of time than the time required for the completion of the study, in accordance with the regulations of the University or the Faculty.

(4) Students may be allowed, in accordance with the regulations of the Faculty or the University, to attend certain courses or the academic year and/or pass examinations at another institution of higher education within the University or at another university in the country or abroad.

(5) The status of an exceptionally successful student will be determined by the regulations of the Faculty.

### ***Student Disciplinary Responsibility***

#### Article 51.

(1) Disciplinary responsibility of the student, particularly disciplinary offences, disciplinary procedure and disciplinary sanctions shall be stipulated by the regulations of the Faculty.

(2) The disciplinary measure of expulsion from the study may be stipulated and applied only for serious disciplinary offences.

(3) A student representative must be a member of the body deciding on student disciplinary responsibility, except when the Dean of the Faculty or another competent body decides on responsibility without disciplinary proceedings. In such a proceeding conducted in respect of the legal remedy, the student representative must participate in decision-making.

### ***Termination of Student Status***

#### Article 52.

Student status will terminate:

1. upon the completion of study,

2. upon withdrawal from study,
3. if the student does not register for the following academic year (or semester),
4. if the student does not earn at least 35 ECTS credits during two consecutive academic years,
5. by expulsion on the basis of the decision of the competent body, and
6. in other cases provided by the regulations of the University or the Faculty.

### ***Student Associations***

#### Article 53.

Undergraduate and graduate students of the Faculty may establish various non-partisan associations at the Faculty.

### ***Student Council***

#### Article 54.

(1) The Student Council is a representative body of the students at the Faculty, established to represent students of all programs of study at the Faculty level.

(2) The activities and operations of the Student Council are determined by a specific set of rules and regulations.

## **V. ENROLLMENT**

### ***Conditions of Enrollment***

#### Article 55.

(1) Students realize the right to enrollment within the framework of the enrollment quotas approved by the University Senate, upon recommendation of the Faculty and the wider Rector's Collegium.

(2) Enrollment is conducted on the basis of a public announcement by the University Senate.

(3) The announcement for undergraduate studies is published at least 6 months prior to the beginning of classes in the undergraduate studies.

(4) The announcement for graduate and postgraduate studies is published at least a month prior to the beginning of classes.

(5) In the announcement for each academic year the conditions of enrollment are published, i. e. the criteria under which a choice between the applicants is made, as well as other conditions in accordance with the Act, the University Statute, and this Statute.

#### Article 56.

A person who has graduated from a four-year high school may enroll at the Faculty.

#### Article 57.

(1) A person who has graduated from an appropriate undergraduate program may enroll into a graduate program of study.

(2) Which undergraduate program is appropriate and what are the conditions of enrollment for applicants who have graduated from another undergraduate program, is determined by the regulations of the Faculty.

#### Article 58.

(1) A person who has graduated from an appropriate graduate program of study and who fulfills the conditions set by regulations that govern that program of study may enroll into a doctoral program of study.

(2) A candidate who has graduated from at least a four-year university program of studies before the introduction of the ECTS system may also enroll into postgraduate doctoral studies and postgraduate specialist studies.

## VI. STUDY

### *Types of Studies at the Faculty*

#### Article 59.

The Faculty organizes and conducts university studies: undergraduate, graduate, and postgraduate in the scientific fields of humanities and social sciences.

### *Undergraduate Study*

#### Article 60.

(1) Undergraduate study, as a rule, lasts for six to eight semesters, and by its completion from 180 to 240 ECTS credits shall be earned,

(2) Undergraduate study prepares students for graduate studies and offers them the ability to find employment in certain professions.

(3) At the end of the undergraduate program, a student earns the title of Bachelor («baccalaureus, or baccalaurea») of a specific profession, unless a specific act determines otherwise.

(4) For international purposes and in the diploma in English, the academic title earned upon graduation from undergraduate study is *baccalaureus*, or *baccalaurea*.

### *Graduate Study*

#### Article 61.

(1) Graduate study, as a rule, lasts for two to four semesters, and by its completion from 60 to 120 ECTS credits shall be earned,

(2) Graduate study may last longer, with approval from the National Council for Higher Education.

(3) The total number of credits earned through undergraduate and graduate study shall be at least 300 ECTS credits.

(4) Upon completion of the graduate study at the Faculty, the student earns the academic title of Master of a profession, unless otherwise determined by law.

### ***Postgraduate University Study***

#### Article 62.

Postgraduate university study can be entered upon completion of the graduate study. The study lasts at least three years and upon completion the student earns the academic title of Doctor of Philosophy (PhD).

### ***Postgraduate Specialist Study***

#### Article 63.

(1) Postgraduate specialist study lasts one to two years and upon its completion a student earns the title of Specialist in a certain area.

(2) The title Specialist, or its abbreviation (spec), is added to the academic title.

### ***Transfer of ECTS Credits***

#### Article 64.

(1) ECTS credits may be transferred between various programs of study.

(2) The criteria and conditions of the ECTS credits transfer from paragraph 1 of this article are determined by regulations of the Faculty, or the contract between the schools.

### ***Professional Training Programs***

#### Article 65.

(1) The Faculty can establish various professional training programs lasting one year, keeping in mind the concept of life-long learning.

(2) Professional training programs are not considered studies in a legal sense.

### ***Programs of Study***

#### Article 66.

(1) Studies at the Faculty are organized according to programs of study proposed by the Faculty Senate and approved by the University Senate.

(2) The content of the program of study is determined by the Act and the University Statute.

### ***Curriculum***

#### Article 67.

(1) Studies are conducted according to the curriculum adopted, in conformity with the Act and the regulations of the University, by the Faculty.

(2) The content of the curriculum is determined by the Act and the University Statute.

## ***Organization of Teaching and the Student Load***

### **Article 68.**

(1) The curriculum of full-time students is based on the student working load of 40 hours per week, taking into account teaching itself, fieldwork, practical training and other forms of instruction as well as the time necessary for the preparation of students. The student load should be balanced during the whole course of study.

(2) Teaching is organized in semesters according to the provisions of the curriculum.

(3) The academic year, as a rule, consists of 44 working weeks, out of which 30 weeks of teaching and 14 weeks within which time necessary for consultations, preparations for examinations and examinations are provided and during which there is no obligation of other forms of instruction.

(4) Overall weekly obligations of students in class attendance may, at the maximum, amount to:

1. 26 hours in undergraduate studies,
2. 20 hours in graduate studies, and
3. 12 hours in postgraduate studies.

(5) In studies conducted in two cycles, weekly obligations of students may not average above 24 hours.

(6) Exceptionally from paragraph 4 of this Statute, students' obligations may be reater when according to the program of study an increased number of hours is necessary for practical and field instruction.

(7) Teaching of a particular subject shall be conducted, as a rule, within one semester, and may not last longer than two semesters.

(8) Teaching of particular subjects may also be organized in a shorter period of time as teaching in shifts or blocks. If teaching is organized in a shorter period of time, weekly obligations of students may exceptionally be greater than those provided by section 4.

(9) The share of practical and/or field instruction is determined by the ECTS credits.

(10) Full-time students shall earn in one semester from 25 to 35 ECTS credits.

(11) Exceptionally successful students may be allowed to earn more than 35 ECTS credits for the purpose of earlier completion of study or broader education.

(12) Instruction and extra-curricular activities of students concerning physical and health education will be conducted outside the schedule provided by section 4, as compulsory in the first and second years of undergraduate study and as optional in other years of study. For this type of instruction credits shall not be granted.

(13) The load of part-time students will be specified by the curriculum and will not be greater than the load provided by this Article.

## ***Distance Learning***

### **Article 69.**

(1) Studies may be organized through the system of distance learning specially approved by the National Council for Higher Education.

(2) The proposal for the curriculum of the study which includes distance learning is submitted by the Faculty, and approved by the Senate upon previous opinion of the Field Council.

### ***Examinations and Other Knowledge Tests***

#### **Article 70.**

(1) Students' knowledge may be tested and assessed during the course of teaching (preliminary examination, practical assignments, and similar), while the final grade can be determined at the examination.

(2) The achievement of the student at the examination and other knowledge tests including endeavour, is expressed by the following grades: 5 – excellent, 4 – very good, 3 – good, 2 – satisfactory, 1 – unsatisfactory.

(3) Passing grades: 5, 4, 3 and 2 are entered into the index or other appropriate document and/or into the student's file.

(4) The numerical system of grading corresponds to the ECTS system of grading as follows:

5 - A	A - 5
4 - B	B - 4
3 - C	C - 3
2 - D	D, E - 2
1 - F	FX, F - 1

### ***Examination Periods***

#### **Article 71.**

(1) Examination periods are: winter, summer and fall.

(2) Examination periods last:

1. winter: five weeks, beginning on the first Monday after the last day of classes in the winter semester,

2. summer: five weeks, beginning on the first Monday after the last day of classes in the summer semester,

3. fall: two weeks and ending on September 30<sup>th</sup> at the latest.

(3) The Faculty Senate may also determine extraordinary examination periods. Extraordinary examination periods are held in November, March, April, and May.

(4) The schedule of examination is published at the beginning of the academic year and is an integral part of the curriculum.

(5) Regulations of the Faculty more closely determine rules about examinations.

### ***Enrolment in the Following Year of Study***

#### **Article 72.**

(1) The student may enrol on only those subjects for which he or she has fulfilled all the requirements according to the program of study and curriculum.

(2) The student acquires the right to enrolment in the following semester of study when he or she fulfils all obligations expressed in ECTS credits.

(3) The student who has not fulfilled conditions under paragraph 2 of this article may continue the study by re-enrolment on the courses for which he or she has not fulfilled requirements in the previous semester as well as to enrol in some new courses, but in such a way that his or her overall study obligations in a particular semester are within the limits of 25 to 35 ECTS credits.

### ***Completion of Study***

#### Article 73.

(1) Undergraduate study is completed by fulfilling all study obligations expressed in at least 180 ECTS credits for a six-semester program or 240 ECTS points for an eight-semester program.

(2) Graduate study is completed by fulfilling all study obligations, including the production of the diploma paper and passing public diploma examination, as well as earning 300 credits as a minimum. The regulations of the University and the Faculty define the final, diploma exam rules more closely.

(3) Postgraduate doctoral study is completed by fulfilling all study obligations, producing and defending in public of the doctoral dissertation.

(4) Postgraduate specialist study is completed by fulfilling all study obligations, producing the final work and/or passing the appropriate final examination in accordance with the program of study. The procedure for the application, assessment and defence of the doctoral dissertation is regulated by special regulations of the University and the Faculty.

### ***Passing the Final Diploma Exam***

#### Article 74.

(1) Passing of the final diploma exam is conducted in accordance with the program of study.

(2) A student who does not manage to defend his or her diploma paper can attempt the defense in the next period.

(3) A student who is defending his or her diploma paper for the fourth time does so in front of a committee named by the Faculty Senate on the basis of a proposal by the Department.

### ***Completion of Study***

#### Article 75.

(1) Upon completion of study, the student shall be awarded the corresponding professional or academic title and degree as well as all other rights according to the Act, the University Statute, and special regulations.

(2) In addition to the certificate of graduation, diploma or certificate of attendance, a supplementary document (diploma supplement) shall be issued certifying the examinations passed, grades achieved and ECTS credits earned. At the student's own request, a preliminary supplementary document may be issued before the completion of study.

(3) Diplomas, certificates of graduation and other certificates issued by the Faculty are public official documents.

### ***Honorary Doctorate***

#### Article 76.

The Faculty may propose that an honorary doctorate be awarded to a person of whom by their work contributed to the development of the University, Croatian science and culture.

### ***Graduation Ceremony***

#### Article 77.

The graduation ceremony is a solemn conferment of diplomas on completed study and obtained or awarded (honorary) doctorates.

### ***Student Records***

#### Article 78.

The Faculty keeps records on its students in accordance with the Act and its regulations.

## **VII. TEACHERS AND ASSOCIATES**

### ***Teacher and Associates***

#### ***Conduct of Professional Activities***

#### Article 79.

(1) Educational activities at the Faculty are conducted by teachers whose qualifications is confirmed by election to corresponding scientific-educational, educational, professional and associate titles, in accordance with the Act, the conditions set by the National Council for Higher Education, the Rectors Collegium, the University Statute, and this Statute.

(2) Educational, scientific, and professional activities may also be conducted by persons elected to nominal titles.

(3) Scientific-educational positions are: assistant professor (scientific associate), associate professor (senior scientific associate), and full professor (scientific advisor).

(4) Educational positions are: lecturer, senior lecturer, instructor, senior instructor.

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

(6) Professional positions are: professional associate, senior professional associate, and professional advisor.

(7) The procedure of election into educational and professional titles, and corresponding positions is conducted by the Faculty on the basis of a public job announcement, published in the Official Gazette, the daily papers, and the web page of the Faculty, in accordance with the conditions proscribed by the Act. The decision on the election is made by the Faculty Senate.

#### Article 80.

(1) Other persons may participate in teaching, who may by their scientific or professional work contribute to the quality of the educational process or scientific and professional work

(2) Such persons may be assigned only up to one third of the teaching subject, under the condition that the basic part of the teaching of the subject is conducted by the persons elected to scientific-educational or artistic-educational titles.

#### Article 81.

(1) Students may assist in teaching and in scientific work.

(2) Postgraduate students may participate in teaching undergraduate and graduate students, according to their program of study.

## Article 82.

The Faculty Senate, in accordance with the Act and regulations of the Faculty, decides on extending the employment contract for full professors in a permanent title after they turn 65 years of age. The Faculty Senate's decision is approved by the Field Council.

### ***Visiting Teachers, Scientists and Experts***

#### Article 83.

(1) For the purpose of improving the teaching and scientific work, the Faculty may invite and nominate a distinguished foreign teacher, scientist, artist or expert from abroad as a visiting teacher, scientist or expert. The visiting educator may participate in teaching and in scientific projects.

(2) Persons under paragraph 1 of this article may be entrusted to teach a particular subject for two consecutive academic years at the most, without the election to the scientific-educational or educational title, by the decision of the University Senate or Field Council.

### ***Code of Ethics***

#### Article 84.

(1) Employees must in their work, activities and behaviour respect moral principles and the principles of professional ethics and base their work upon freedom of scientific creativity.

(2) The Faculty Senate adopts the code of ethics on professional and public activity of teachers, scientists, and other employees.

### ***Rights and Obligations of Teachers and Associates***

#### ***Sabbatical***

#### Article 85.

(1) Teachers and associates must regularly fulfill their teaching and other obligations in accordance with the Act, the University Statute, this Statute, and Faculty regulations, as well as fulfill their obligations towards the scientific and professional work they do at the Faculty. They must pay special attention to the working with students, inciting their individual work, creativity and inclusion into scientific and professional work.

(2) A teacher or a scientist may, according to the conditions set by regulations, use a sabbatical in order to engage into scientific or professional work.

(3) The Department from which a teacher would like to use his or her right to a sabbatical must ensure continuous conduct of classes and fulfillment of other obligations instead of the absent teacher for the period of the sabbatical.

### ***Election to Titles and Corresponding Employment Positions***

#### Article 86.

(1) General conditions for the election to scientific, scientific-educational, educational and associate titles are determined by the Act and the conditions prescribed by the National Council for Science and the Rectors' Conference. The Faculty may provide for special

conditions (scientific, educational, professional, psycho-physical and others) for the election to particular titles by their special regulations.

(2) The election to titles under paragraph 1 may also be conducted without concluding an employment contract. A person may be elected to such a nominal title if he or she participates or will participate, partially or completely, in teaching a particular subject. Conditions and procedure for the election to nominal titles are identical to those under section 1 of this Statute.

***Conditions for the Election to Scientific, Scientific-educational,  
Educational and Associate Titles and Corresponding Employment Positions***  
Article 87.

(1) A person may be elected to the scientific title and the corresponding employment position if he or she:

1. satisfies the conditions for the election in the field specified by public competition
2. satisfies other conditions prescribed by the regulations of the Faculty

(2) A person may be elected to the scientific-educational title and the corresponding employment position if he or she:

1. has been elected or satisfies the conditions for the election to the corresponding scientific title in the field specified by public competition, as follows:

- I. assistant professor: scientific associate, senior scientific associate, scientific adviser,
- II. associate professor: senior scientific associate, scientific adviser,
- III. full professor: scientific adviser,

2. satisfies the conditions of the Rectors' Conference in respect of educational, teaching and professional work for the election to the scientific-educational employment position,
3. satisfies psycho-physical and other conditions provided by the regulations of the University and/or the Faculty.

(3) A person may be elected to the educational and professional title and to the corresponding employment positions if:

1. he or she satisfies the conditions for the election according to the Act,
2. the University conducts corresponding professional study,
3. the subject of teaching does not require a scientific approach.

(4) A person may be elected to the associate title and the corresponding employment position if he or she:

1. satisfies the conditions for the election according to the Act,
2. satisfies psycho-physical and other conditions provided by the regulations of the University or the Faculty.

***Institution of the Election Procedure to the Title and the Employment Position***  
Article 88.

(1) Elections to scientific, scientific-educational, educational, associate, and professional titles, as well as elections to nominal titles, are instituted on the basis of public

competition announced in the Official Gazette, the daily press, and on the Internet website of the University and /or the Faculty.

(2) The University or the Faculty may announce competition for the election to titles and employment positions only if the employment position has been specified by the corresponding regulation of the University and/or the Faculty, approved by the Senate. Such employment positions shall be financed from the University budget.

(3) The Faculty may also announce competition for employment positions additional to those under paragraph 2 of this article if the required financial resources have been provided for this purpose.

(4) The provision of this article will also be adequately applied to the employment of employees to the positions for which election to a title is not required.

### ***Election Procedure to Scientific, Scientific-educational Titles and Corresponding Employment Positions***

#### **Article 89.**

(1) Elections to scientific, scientific-educational, associate and professional titles, as well as elections to nominal titles, are instituted by the Faculty Senate.

(2) The procedure for the acquisition of the scientific title may be instituted by the person who considers that he or she satisfies the conditions for the election to a particular scientific title.

(3) Elections to scientific-educational and educational titles for the field in which the Faculty has the authority, and to corresponding employment positions, insitates and conducts the Faculty Senate, with approval from the appropriate Field Council or the University Senate, in accordance with paragraph 10.

(4) For the elections which are not under the jurisdiction of the Faculty, according to the Act, the elections for scientific titles are conducted by the authorized unit, while the election into the scientific employment position and into a scientific-educational title and employment position is conducted by the Faculty Senate.

(5) Competition for the election to the same or higher scientific or scientific-educational titles and corresponding employment positions due to the expiry of the term for which the employee has been elected in the previous competition must be announced at least three months before the expiry of the term. By a special decision of the Faculty Senate and with the consent of the employee, the competition may be announced even one year before the expiry of the term for which the employee has been elected, but not before the expiry of three years from the previous election.

(6) The Faculty Senate, which conducts the election procedure to the scientific title nominates an expert commission with an odd number of members at least 30 days after the expiry of competition deadline. If the competition is announced by the Faculty, the commission consists of up to two thirds of its employees. Members of the commission must have the same or higher scientific title with respect to the one for which the election is announced.

(7) If the election to the corresponding scientific title needs to be conducted for an applicant, the authorised council shall, on the basis of the report and proposal of the commission, deliver their opinion and proposal within the term of one month to the competent standing committee.

(8) Upon the receipt of the decision of the competent standing committee, the commission delivers to the Faculty Senate a report determining the applicant or applicants

which it proposes for the election to the scientific-educational title or the corresponding employment position.

(9) If for none of the applicants it is necessary to conduct the election procedure to the scientific title, the commission under paragraph 6 delivers its report to the Faculty Seante, or the Field Council.

(10) The Field Council confirms the election to the scientific-educational and scientific titles, except the election to the title of full professor and scientific advisor whose election is confirmed by the Senate, by which the election becomes legally valid.

(11) All the applicants in the election procedures for election to titles and to corresponding employment positions shall be informed about the results of the election within 15 days from the date of its completion.

(12) If the University Senate or the Field Council does not confirm the election conducted by the Faculty Senate, the election procedure is cancelled.

### ***Election Procedure to Educational and Professional Titles and Corresponding Employment Positions***

#### **Article 90**

(1) Election to the educational and professional titles and corresponding employment positions are instituted and conducted by the Faculty.

(2) The election procedure shall be conducted by the Faculty Senate in accordance with the Act, the University Statute, and this Statute.

(3) Provisions under article 90 paragraph 6 of this Statute are applied to the election procedure.

### ***Election Procedure to Associate Titles and Corresponding Employment Positions***

#### **Article 91**

(1) Election to the associate titles of assistant and senior assistant and corresponding employment positions is conducted on the basis of public competition.

(2) The election procedure is conducted by the Faculty Senate, in accordance with the Act, the University Statute, and this Statute.

### ***Employment Contract and Other Corresponding Contracts***

#### **Article 92.**

(1) The Faculty concludes employment contracts with the applicants elected to scientific, scientific-educational, educational, professional, and associate titles and corresponding positions, as well as other employees, in conformity with the Act.

(2) If in the competition procedure for a particular employment position another person is elected, the employee who has been previously employed in this employment position shall be offered another adequate employment position or, in the absence of such a position, the employment contract shall be terminated.

(3) If the employee fails to submit an application for the competition procedure or if he or she is not elected due to non-fulfilment of conditions for re-election, the procedure for dismissal with notice on the grounds of personal capability shall be instituted, without the obligation of offering another employment position.

(4) When it is required by the nature of tasks performed by a person, another appropriate contract instead of employment contract shall be concluded in conformity with the Act.

(5) Employment contracts of employees in scientific-educational or scientific employment positions shall terminate by the expiry of the academic year in which he or she reaches the age of 65, because of retirement.

(6) When there is a need for a full professor with the permanent title to continue working, the employment may be prolonged for the period up to the expiry of the academic year in which he or she reaches the age of 70. The decision on the prolongation shall be made by the Faculty Senate and confirmed by the Field Council. When making such a decision, special regard shall be paid to the scientific contribution of the employee, as well as his or her success in the educational process and training of young scientists and teachers.

(7) The employment contract of a teacher may be terminated only with the approval of the Faculty Senate, except if it is terminated under the law or disciplinary responsibility.

### ***Administrative and Technical Activities***

#### **Article 93.**

(1) Administrative and technical activities at the Faculty are performed by the employees who fulfil the conditions specified by laws and regulations.

(2) The number of employees performing such activities and the conditions required for particular employment positions are determined by the regulations of the University and the Faculty.

### ***Professor Emeritus***

#### **Article 94.**

(1) The honorary title of *professor emeritus* shall be awarded to retired full professors with the permanent title.

(2) The nominees for the election to the title of *professor emeritus* shall be those who have made a special contribution to the development and advancement of the University, as well as those whose scientific/artistic, professional and educational contribution has gained international and domestic reputation.

(3) *Professor emeritus* shall have an advisory role at the University or the Faculty by which he or she has been proposed for the election to this title.

(4) *Professor emeritus* may participate in research or artistic work and partially in teaching at the University postgraduate studies, may be a member of the election commission to scientific-educational and artistic-educational titles as well as procedures for obtaining doctoral degrees, and exceptionally, on the basis of a special decision of the council of the constituent unit or the field council, may be a mentor for the doctoral dissertation or final work at the postgraduate specialist study.

(5) The manner of nomination and election, criteria for the election and the rights and obligations of *professor emeritus* shall be specified by the regulations of the Senate. These regulations shall provide for the maximum number of nominees for the election to the honorary title of *professor emeritus* at a certain period of time and ensure the appropriate representation of nominees from particular fields or the Faculty.

## **VIII. EMPLOYEES**

### ***Rights and Obligations of the Employees with Scientific,***

## ***Scientific-educational, and Educational Titles***

### **Article 95.**

(1) The employee elected to the scientific-educational title has, on the basis of the employment contract, the right and obligation to:

1. work in teaching or science and regularly fulfil obligations thereof, develop professional and appropriate relations with other teachers and students, and
2. conduct teaching at undergraduate, graduate and postgraduate studies within the scientific field in which he or she has been elected, according to the programs of the University or the Faculty, in conformity with the relevant regulations and decisions of the Faculty Senate.

(2) The employee elected to the scientific-educational title of full or associate professor has, on the basis of the employment contract, the right to take a paid sabbatical every six years of work at the Faculty, for the purpose of scientific or professional improvement, or preparation of a scientific work, under the conditions specified by regulations and on the basis of the decision of the Faculty Senate, which shall also determine the manner of securing continuous conduct of teaching and fulfilment of other obligations of the absent employee.

(3) The employee elected to the scientific-educational or educational title or to scientific employment position may, with the approval of the Faculty Senate, take a paid or unpaid leave for the purpose of scientific and professional improvement or development of teaching, scientific, and professional advancement at another scientific or educational institution. Along with the approval of such leave, the Faculty must ensure continuous conduct of teaching and fulfilment of other obligations of the absent employee.

(4) The employee elected to the scientific-educational or educational title or to the scientific employment position has the right to dormant terms for the election to titles and to employment positions in accordance with the Act, as well as during the mandate as the Rector, Vice-Rector, Dean, Assistant Dean, or while performing a public duty.

(5) The employee elected to the scientific-educational or educational title or to scientific employment position appointed or elected to the public duty, for the performance of which he or she has concluded the respective employment contract, may continue performing scientific work and conduct teaching at the Faculty in such a manner as to conclude, in accordance with the Act, an employment contract or another corresponding contract with the Faculty. Such an employee has the right, according to the above-mentioned contract, to return to the employment position at which he or she has been employed before assuming the public duty.

## ***Work outside the University***

### **Article 96.**

(1) Scientific, educational, or professional activities of the employee outside the University and financial and other interests resulting from such activities must not be in conflict with the interests of the University and Faculty.

(2) The Rector and the Dean of the Faculty may forbid, restrict, or condition the employment contract with legal persons outside the University if such a contract would negatively affect the work of the University and its constituent units, or if it is a matter of a contract with an organization whose activity is in competition with the activities of the University.

(3) Outside teaching activity of the University employees at another institution of higher education is regulated by an agreement of the University and the institution of higher education, in accordance with the regulations of the University. Such activity shall not exceed 30% of the employee's regular teaching activity at the University.

(4) If the University employees conduct altogether more than 30% of the study program at another institution of higher education, the Senate may give approval for such activity only if it is the matter of a joint program of the University and the institution of higher education.

### ***Quality Assurance***

#### **Article 97.**

(1) The work of employees in scientific-educational or educational titles or in scientific employment positions is subject to quality assurance, in accordance to the regulations of the University.

(2) Regular quality assurance of the work of employees shall be carried out at least once in two years at the University and the Faculty. Quality assurance shall also take into consideration the results of the students satisfaction survey. The method of quality assurance is prescribed by the Senate, taking into account specific characteristics of study programs and subjects of study.

### ***Awards and Acknowledgements***

#### **Article 98.**

For successful work and contribution to the reputation of the Faculty, the Faculty gives awards and acknowledgements to employees, students and other deserving individuals in the form of and in the manner provided by the regulations of the Faculty.

### ***Disciplinary Procedure***

#### **Article 99.**

(1) Non-fulfilment of obligations, violations of the rules of conduct set forth in the University Statute or this Statute, or regulations based on them and damage caused to the reputation of the University, the Faculty and their employees shall be subject to disciplinary responsibility.

(2) Teachers and associates who have committed deeds under section 1 of this Article are be sanctioned in accordance with the University Statute, this Statute and regulations regarding disciplinary responsibility of the Faculty employees.

## **IX. SCIENTIFIC AND PROFESSIONAL WORK**

### ***Research and creativity***

#### **Article 100.**

(1) Freedom of scientific, professional research and creativity, as well as mutual cooperation and association are academic freedoms which, according to the Constitution of the Republic of Croatia and the Act, belong to all the members of the academic community.

(2) Scientific and professional research activity is the fundamental right and obligation of the employees of the Faculty elected to scientific-educational and educational titles, scientific employment positions and associate titles, determined by the University Statute, regulations of the Faculty and employment contracts.

(3) Research activity of the employees can be realized:

1. by assuming contractual obligations and working on research programs, projects, analyses, expertise, and
2. by individual research and creativity.

### ***Rights and Obligations Based on Research Activities***

Article 101.

(1) The Faculty supports permanent and professional (research and expert) activities of general interest of its employees and students, as well as public presentation and publication of results of such activities.

(2) By their activities under paragraph 1, the employees may not act contrary to the realization of fundamental tasks of the Faculty, nor they may use the name and mark of the Faculty for commercial purposes.

(3) Employee activities that violate paragraph 2 are subject to disciplinary responsibility.

(4) In their scientific, research and artistic work at the Faculty, the employees enjoy protection of intellectual property according to the highest standards and have all the rights deriving from their work, in accordance with the law. The Faculty and all its employees are obliged to respect the rights of intellectual property of the third persons.

### ***Proposals of Programs, Projects, Analyses and Expertise***

Article 102.

(1) Employees propose and contract scientific programs and projects, as well as analyses and expertise, upon the written approval of the Rector or the Dean of the Faculty

(2) Projects under paragraph 1 of this article must satisfy the criteria of research and/or expert work of the Faculty.

### ***Contracting and Conducting Programs, Projects, Analyses and Expertise***

Article 103.

(1) The contract on the execution of the project is signed, in addition to the ordering party, by the proposing party or the leader of the project and the Dean of the Faculty.

(2) Organizational, administrative, technical and other forms of support to the performers of the project is ensured, depending on the kind of activity, by the Faculty or the ordering party to the contract according to the provisions of the contract.

### ***Foundations, Donations and Sponsorships***

Article 104.

(1) Foundations, donations, sponsorships, and other forms of endowment may be accepted as support to the faculty activities if they do not contradict the principles of autonomy, the interests of the Faculty and the University, and business ethics.

(2) Resources of foundations, donations, sponsorships or other forms of endowment may be accepted upon the approval of the Dean.

(3) Donated resources cannot be burdened by appropriations of the Faculty.

## **X. PROPERTY AND BUSINESS OF THE FACULTY**

### ***Faculty Property***

#### **Article 105.**

(1) The property of the Faculty consists of the immovable and movable property owned by the Faculty, including property rights and financial resources procured by the founders, acquired by offering services and selling products or from other sources (donations, inheritance and similar).

(2) The Faculty shall specify by regulations general business conditions and responsibilities of the Faculty.

### ***Financial Resources and the Budget***

#### **Article 106.**

(1) The Faculty acquires its financial resources according to Article 107 of the Act.

(2) The Faculty adopts its budget. The budget is approved by the Faculty Senate.

(3) The University makes and announces its consolidated budget consisting of the budget of the University and the budgets of the constituent units of the University.

(4) Funds for the work of the University which are ensured by the State budget of the Republic of Croatia for the implementation of the Program of basic activities of departments, higher education institutions and institutes are allocated to the University budget as a lump sum for the purposes set forth in Article 109 of the Act, for all parts and all constituent units of the University. Resources allocated for the work of the Faculty represent a constituent part of a separate budget of the Faculty, as a part of the University budget.

### ***Property Management***

#### **Article 107.**

The Faculty manages its property, including the income from activities, in accordance with its rules and regulations and this Statute. The Faculty uses its own income exclusively for the performance and development of its activities in conformity with the charter of foundation, this Statute, and other regulations.

### ***Basic Activity***

#### **Article 108.**

(1) The basic activity of the Faculty is comprised of its studies conducted for students whose costs of study shall be covered partially or fully by the Republic of Croatia in accordance with Article 109 of the Act.

(2) An integral part of the basic activity under paragraph 1 of this article consists of scientific activities of the academic staff with scientific-educational, scientific, and associate titles which, as a rule, shall consist of 50% per cent of their working hours.

### ***Supplementary and Additional Activities***

#### Article 109.

(1) The supplementary activities include educational, scientific, and other activities of the Faculty whose costs are funded from the state budget in accordance with the Act, as well from other sources of income different from those from the budget.

(2) Additional activities of the University shall refer to the issues connected with the student standard, sport, cultural and other extra-curricular activities, activities of general interest to the Republic of Croatia or other users (librarian, informational and other activities). The above activities shall be financed according to a special contract with the Republic of Croatia or another user of services.

(3) Supplementary activities may also be financed by the Faculty through an approved budget.

### ***Financing Basic Activities***

#### Article 110.

(1) Funds for the conduct of the program of basic activities are allocated according to the following kinds of expenditure:

1. gross salaries (including taxes, contributions, benefits and others),
2. gross material expenses (heating, stationary and laboratory equipment, periodicals and similar),
3. capital investments, investment maintenance and/or depreciation (buildings, equipment, books etc.),
4. financial costs (interest, insurance etc.).
5. students' interest organization (Students' Union and non-partisan students' organizations for the improvement of study and position of students) and
6. development, i.e. extension of the scope and increase of the level of basic activities of the University.

(2) The required number of teachers and associate instructors, as well the costs of the conduct of teaching shall be determined on the basis of the accepted standard of the conduct of teaching (size of teaching groups, types of teaching, teachers' load etc.)

(3) During the distribution of funds for covering expenses under paragraph 2 of this article, attention shall be paid to the capacity of the higher education institution, number of employees and other costs of study, taking into account the existing situation and the plan of the development of the Faculty and the University.

(4) The distribution of funds under paragraph 2 shall be regulated by detailed rules and regulations of the University Senate and the Faculty Senate.

### ***Faculty Capacity, Admissions, Tuition, and Fees***

#### Article 111.

(1) The Faculty may admit students to particular study within the limits of its capacity.

(2) If budgetary funds do not cover the costs of study of all admitted students, the Faculty may determine tuition and fees for all students or certain groups of students according to the criteria stipulated by the University Senate's rules and regulations.

(3) The amount of the tuition for each type of study is determined by the Faculty, taking into account the costs of study, number of ECTS credits which a student may earn in the academic year for which he or she pays tuition, the student's achievement during the study or in placement procedure, market evaluation of the program and other important factors, with the approval of the University Senate.

### ***Adoption of the Budget and the Budget Plan***

#### **Article 112.**

(1) All the income and expenses of the Faculty during the period of three calendar years are estimated by the budget plan for this period. Realization of the estimation is evaluated through annual reports.

(2) All the income and expenses of the Faculty in one calendar year are stipulated by the budget for that year, and are concluded with the annual financial report for the same year.

(3) Rules and regulations under sections 1 and 2 of this Article are made, on the basis of the Dean's proposal, by the Faculty Senate.

(4) The Faculty adopts a budget proposal for the following calendar year by May 15 of the current year, and the Faculty budget for the calendar year after the adoption of the budget by the University Senate.

(5) The Faculty adopts its budget plan for the period of three years at the latest five months after the election of the Rector and five months before the beginning of the three-year period for which the plan is adopted.

### ***Other Financial Resources***

#### **Article 113.**

Resources procured by the Faculty on the basis of property rights arising from shares in institutions, institutes, or companies, as well as other income gained by the Faculty by selling products and services, donations, sponsorships, or any other legitimate ways, are the income of the Faculty. Such income is calculated into the budget of the Faculty as well as into the consolidated budget of the University.

### ***Capital Investment***

#### **Article 114.**

(1) Resources for capital investments are secured from the State budget, income of the Faculty, and other appropriate resources and are planned in the budget of the Faculty and the University.

(2) For investment projects which are not estimated by the budget and whose value exceeds one million Kuna (construction, major repairs, extension, purchase of equipment and similar), prior approval of the University Senate is required, except for urgent repairs whose delay might cause damage.

***Spending Funds for Designated Purposes***

Article 115.

(1) The Faculty shall spend designated funds granted from the University budget for the conduct of the program, in such a manner that it shall independently, according to real needs, and rationally deploy expenses within the granted amount.

(2) The Faculty shall once a year submit the latest number and structure of employees as well as the expenditure for the conduct of the program to the University Committee for the Budget.

***University Development Fund***

Article 116.

(1) Part of resources earned by the Faculty on the market by performing their own activities, as well as from income outside the program of basic activity, is appropriated into the University Development Fund.

(2) The following portions from the total income of particular activities shall be appropriated into the Fund:

1. from undergraduate and graduate studies	3%
2. from postgraduate studies	2%
3. from scientific and expert activities, permanent education and other educational programs, publishing activities and similar	1%
4. from rent	6%
5. from donations and sponsorships	0%
6. from other earnings	3%

**XI. PUBLICITY OF WORK AND CLASSIFIED INFORMATION**

***Publicity of the Work of the Faculty***

Article 117.

(1) The work of the Faculty is public

(2) The Faculty is obliged to timely and truthfully inform the public about the performance of its activities.

(3) The Faculty shall inform the public through public communication media, by giving individual oral information, by publishing regular and special publications, as well as by announcements on notice boards and the Internet websites of the Faculty.

(4) Only the Dean and persons he or she authorizes can inform the public about the activities of the Faculty.

(5) On the basis of a request of any citizen, legal entity, or other user, the administration reports on the conditions and the way of studying at the Faculty and on offering other services from among the Faculty's activities.

***Classified Information***

Article 118.

(1) The Faculty shall withhold the information on data which are classified.

(2) The data that the Dean or Rector proclaim classified becomes classified information.

(3) The Faculty will withhold information about sensitive data which relates to the measures and manners of conduct in emergencies, defense, and which was proclaimed by the competent government bodies as confidential.

(4) The Dean is in charge of the application of this article, and responsible for their implementation.

## **XII. TRANSITIONAL AND CONCLUDING PROVISIONS**

### **Article 119.**

(1) The regulations of the Faculty must be in accordance with the provisions of the Act, the University Statute, and this Statute, starting with September 30<sup>th</sup>, 2006.

(2) Until new Faculty regulations are passed, old regulations remain in force, unless they are in contrast to the Act, the University Statute, and this Statute.

### ***Study and Students***

#### **Article 120.**

(1) Conduct of programs according to this Statute shall begin by the academic year 2005/2006.

(2) Students who commenced their studies before entry into force of this Statute shall have the right to complete their studies under the programs and rules applied before the entry into force of this Statute, provided that they are full-time students. Under the same program, they must finish their studies by the end of the academic year 2009/2010.

(3) Students who are not full-time students under an existing program can transfer to the new programs of study, where their fulfilled obligations and corresponding ECTS credits will be accepted.

(4) Students in the postgraduate Master's program (mr. sc.) can finish in the existing program by September 30<sup>th</sup>, 2010.

### ***Existing titles***

#### **Article 121.**

Persons elected in scientific-educational, scientific, and educational titles keep their titles until the end of the term to which they were elected, and their corresponding scientific titles will be entered into the register of scientists according to the Act.

### ***Existing Functions and Nominations***

#### **Article 122.**

(1) Employees elected into functions will continue to perform their function in accordance to the election for the period of the mandate until the end of the academic year 2005/2006.

(2) The mandate of the Faculty Senate according to this Statute begins on October 1<sup>st</sup>, 2006. Elections for members of the Faculty Senate will be held on September 15<sup>th</sup>, 2006.

***Existing Professional Titles***

Article 123.

(1) Previously achieved titles are in accordance with the academic titles determined by the Scientific Activity and Higher Education Act and the law which will regulate professional and academic titles and academic level.

(2) New academic titles will be granted to students who are studying according to new programs, except in the cases stipulated by law.

Article 124.

Listing elective functions and professional titles, as well as labeling employees and students with masculine labels in this Statute cannot in any way be interpreted as a basis for gender discrimination.

***Entry into Force***

Article 125.

(1) The Statute will be published on the message board within 8 days of its enactment.

(2) The Statute shall enter into force on the day of receiving the approval of the Senate of the University of Zagreb, based on the opinion of the committee for statutory issues, and in accordance to article 38, paragraph 3 of the University Statute.

**DEAN:**

**Professor Miljenko Jurković, PhD**

CLASS: 012-01/05-01/6

REGISTER NUMBER: 3804-850-05-1

Zagreb, October 17, 2005.

The Statute was published on the Faculty message board on October 17, 2005.

The Statute enters into force on January 11, 2006.

*This Statute was approved by the Senate of the University of Zagreb, on the basis on the opinion by the Committee for statutory issues, number of Senate's approval: 01-1915/47-2005. from January 11, 2006.*