

UNIVERSITY OF ZAGREB
CENTRE FOR CROATIAN STUDIES

REGULATIONS
ON THE STRUCTURE AND ACTIVITIES
AT THE CENTRE FOR CROATIAN STUDIES
OF THE UNIVERSITY OF ZAGREB

September 2005

Pursuant to Article 54 paragraph 2 and Article 114 of the Scientific Activity and Higher Education Act (Official Gazette No. 123/03, 198/03, 105/04, and 174/04) and to Article 38 paragraphs 3 and 46 of the Statute of the University of Zagreb (25 February 2005), the Academic Council of the Centre for Croatian Studies of the University of Zagreb adopted on its session held on 12 September 2005

REGULATIONS ON THE STRUCTURE AND ACTIVITIES

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I. GENERAL PROVISIONS

Article 1

In accordance with the Scientific Activity and Higher Education Act (hereinafter: the Act), further acts and the Statute of the University of Zagreb, the scope of these Regulations is: status, title, and principal headquarters of the Centre for Croatian Studies at the University of Zagreb (hereinafter: the Croatian Studies), legal form, representation and presentation of the Croatian Studies, activities and operations, structure, authorities and decision-making process in bodies of the Croatian Studies, structure and conduct of teaching of the university studies, status of the teaching staff members, external consultants and other employed persons, status of students and other issues of importance for activities and operation of the Croatian Studies.

II. STATUS, NAME, PRINCIPAL HEADQUARTERS, SEAL AND LOGO

Article 2

The Croatian Studies function as a university centre of the University of Zagreb (hereinafter: the University) in status of a subsidiary, carrying out its activities as a scientific and teaching organizational unit of the University, participating in legal dealings and conducting its business under the name:

University of Zagreb - Croatian Studies.

Article 3

- (1) Principal headquarters of the University is in Zagreb, Trg maršala Tita 14.
- (2) Principal headquarters of the Croatian Studies is in Zagreb, Research and educational campus Borongaj, Borongajska cesta 83d.

Article 4

(1) Croatian Studies have a seal. The seal features national seal of the Republic of Croatia and the text "SVEUČILIŠTE U ZAGREBU – HRVATSKI STUDIJI" (UNIVERSITY OF ZAGREB - CROATIAN STUDIES), it is of round shape and 35 mm in diameter.

(2) For the purpose of day-to-day activities the Croatian Studies use a rectangular 3x6 cm stamp without the national seal but with the text "University of Zagreb - Croatian Studies".

(3) The stamp or the seal featuring the national seal of the Republic of Croatia is used to seal the public documents that are issued by the Croatian Studies.

Article 5

Logo of the Croatian Studies is of irregularly round outlines, a tree with nine leafy branches in the centre and text "STUDIA CROATICA" along the brim line. The logo is used with the insignia of the University.

Article 6

The Day of the Croatian Studies is on **16 November**.

III. LEGAL STATUS, REPRESENTATION AND PRESENTATION, AND ACTIVITY OF THE CROATIAN STUDIES

Article 7

(1) The Croatian Studies is listed in the register of institutions with the Commercial Court in Zagreb as a subsidiary of the University of Zagreb.

(2) The Croatian Studies was founded by the University of Zagreb.

Article 8

(1) Croatian Studies is directed by the Head of the Croatian Studies.

(2) The Head presents and represents the Croatian Studies according to the Statute of the University and the decisions of the competent bodies of the University, being responsible for the legality in the conduct of affairs of the Croatian Studies.

(3) The Head of the Croatian Studies is responsible to the Rector.

Article 9

(1) Applying the underlying principle of the integration of the University and fostering the interdisciplinary and multidisciplinary approach, the Croatian Studies organize, as a university centre provides and conducts university studies by connecting various scientific and educational elements with other scientific and research constituents of the University and beyond.

(2) Activities of the Croatian Studies:

1. Higher education brought about by organizing and implementing undergraduate, graduate and postgraduate doctoral studies in the social sciences and humanities, and interdisciplinary fields.
2. Scientific and professional activities in the field of social sciences and humanities, and other related scientific fields, including:
 - a) scientific and expert projects, surveys, papers;

- b) organizing national and international scientific events, symposia, conferences, seminars, conferences and other gatherings, particularly those aimed at the study of the building blocks of the Croatian cultural and national identity;
- c) establishing and carrying out activities of lifelong professional education and specialization;
- d) work on establishment of similar studies abroad.

Article 10

In addition to the activities listed in the Article 9 the Croatian Studies may, with consent of the Rector, undertake other activities that support the main activities, but are carried out on a smaller scale, and which are required to ensure that the higher education activities are provided as a comprehensive system which meets the standards required for higher education and scientific activities (publishing, library, information services, etc.).

IV. STRUCTURE OF THE CROATIAN STUDIES

Article 11

- (1) Conducting the university studies, scientific and university work in more scientific areas rests on the departments of the Croatian Studies which serve as its scientific and educational organisational units.
- (2) The Croatian Studies may, pursuant to a separate agreement, carry out certain studies in collaboration with the Faculty of Philosophy of the Society of Jesus in Zagreb and other scientific and educational organizations.

Article 12

- (1) Work of a department is managed by the head of department. The head is substituted by the deputy head.
- (2) The head and deputy head of a department are to be appointed by the Science and Education Council from the ranks of teachers elected to scientific-educational titles at a proposal of the respective department council, with the prior approval of the Head of the Croatian Studies.
- (3) The head of department and his deputy are appointed for two years' terms. A candidate may be appointed a head or deputy head of a department for no more than two consecutive terms. The head of department reports to the Head of the Croatian Studies.
- (4) Each department has its council consisting of teachers elected to scientific-educational and associate titles and a student representative for each study year.
- (5) The head of department oversees the teaching process and coordinates all related activities, and convenes the respective department council as needed.
- (6) The Dean of the Faculty of Philosophy of the Society of Jesus assumes the duties of the head of department for the departments that are with that faculty.

Article 13

The structure, name, scope of activities of the organizational units and the procedure for appointing their respective heads is regulated further by the Regulations on the internal structure and classification of positions at the Croatian Studies, a document issued by the

Science and Education Council of the Centre for Croatian Studies, subject to approval by the Senate of the University.

V. ADMINISTRATION OF THE CROATIAN STUDIES

Article 14

Administrative bodies of the Croatian Studies are the Head, the Science and Education Council and the Collegiate Body.

Head of the Croatian Studies

Article 15

(1) The Head of the Centre for Croatian Studies heads the Croatian Studies.

(2) The Head also serves as the chairman of the Science and Education Council.

(3) The Head organizes and manages the activities and affairs of the Croatian Studies, particularly the following:

- represents and presents the Croatian Studies;
- is responsible for the legality of the Croatian Studies' affairs;
- convenes and chairs meetings of the Science and Education Council;
- makes decisions on business affairs in accordance with the regulations;
- serves as a member in the appropriate scientific area council;
- implements the decisions of the Science and Education Council, the Senate and of the scientific area council;
- Makes proposals on the classification of jobs and positions to the Science and Education Council;
- proposes further regulations of the Croatian Studies;
- proposes to the Science and Education Council measures aimed at improving the performance of the Croatian Studies;
- submits to the Science and Education Council proposals and opinions on issues from his scope of responsibilities;
- performs other activities that are defined by Statute of the University, by these Regulations and other regulations of the Croatian Studies.

Article 16

The Head may make business decisions on behalf of the Croatian Studies when the value of the underlying transaction is up to HRK 500 000. Conclusions of transactions of value of up to HRK 3 000 000 or above are subject to additional approval by the Science and Education Council or Senate, respectively.

Article 17

(1) The Head of the Croatian Studies is answerable for his work to the Science and Education Council and to the Rector, submitting to them an account of affairs of the Croatian Studies in form of a Report on activities and operations, which includes a proposal for the budget of the Croatian Studies and the report on the execution of the budget.

(2) The reports referred to in paragraph 1 of this Article are also submitted to the Senate.

Article 18

Any full-time employee holding either a position of full professorship or an associate one is eligible for position of the Head of the Croatian Studies.

Article 19

- (1) The Head is appointed at the proposal of the Science and Education Council by the Rector and with approval of the Senate.
- (2) The Science and Education Council will present its opinion within 30 days. Should the deadline be violated, the opinion will be assumed positive.
- (3) The Head is appointed for a two year term. The same candidate can be appointed Head for no more than two consecutive terms.
- (4) In order to secure assistance in his work, the Head may designate one or more commissioners for specific scopes of issues.
- (5) The Head may, with approval of the Rector, have a deputy head who can also be one of the commissioners.

Article 20

- (1) The Science and Education Council proposes a nominee for the position of the Head. The first step in the process of proposing a candidate is a call for submission of applications issued by the Science and Education Council.
- (2) The application is submitted by the nominee or by an organisational unit of the Croatian Studies (except for professional service departments) under condition of the nominee's consent.
- (3) The application is supported by the nominee's attached *curriculum vitae* and work programme, which he is to present orally before the Science and Education Council.
- (4) The Science and Education Council appoints a three-member committee that receives submitted applications by the nominees for the position of the Head.
- (5) The application and the documents thereto are submitted to the committee not later than 15 days after its appointment.
- (6) After the period stated in the preceding paragraph has expired, the committee shall submit its report to the Science and Education Council within the next eight days. The report must include a list of nominees who are eligible for nomination, their CVs and work programmes.

Article 21

- (1) The Science and Education Council shall establish on the basis of the report of the committee those proposed nominees that are eligible to be put forward as the nominees for the office of the Head.
- (2) The nominee, who is to be put forward as the nominee for the position of the Head is elected by a simple majority of the total votes of the Science and Education Council in a secret ballot.
- (3) The Science and Education Council shall appoint a three-member committee in charge of carrying through the procedure of voting for the nominee.
- (4) The voting committee prepares the ballots and provides the space for the secret ballot.

Article 22

- (1) If no nominee receives a simple majority vote from the members of the Science and Education Council, the vote shall be repeated with only the two nominees who received the highest number of votes in the previous ballot.
- (2) If the repeated ballot also fails to produce a nominee supported by the required number of votes, the ballot is to be repeated for the nominee who received the highest number of votes.
- (3) If the candidate referred to in the preceding paragraph fails to receive a simple majority of the total number of members of the Science and Education Council, the selection procedure shall be repeated.

Article 23

- (1) The procedure of appointment of the nominee and the appointment of the Head must be completed at least 4 months before the nominee shall assume office.
- (2) The Head of the Croatian Studies assumes office on the first day of the new academic year.
- (3) If the new Head is not appointed by the expiry of the term of the previous Head, the Science and Education Council shall propose to the Rector a nominee who meets all the requirements to be appointed an acting Head.
- (4) The Rector shall appoint the acting Head within 30 days, after receiving the approval of the Senate.
- (5) In case the Science and Education Council fails to submit the proposal in due time, the acting Head shall be appointed by the Rector.

Article 24

- (1) The Head of the Croatian Studies may be dismissed before the end of the appointed term if:
 - he requests to be dismissed,
 - fails to fulfil the duties of the office,
 - gravely and persistently violates the provisions of the Constitution, these Regulations or other regulations of the University and the Croatian Studies,
 - compromises the reputation of the office,
 - becomes incapable of performing the duties.
- (2) The procedure for the dismissal of the Head of the Croatian Studies is initiated on the decision to do so which is reached by the Science and Education Council by a majority vote of all members.
- (3) The process is carried out and the decision on the dismissal is made by the Science and Education Council by a simple majority vote of all members within two months from the commencement of the procedure.

Article 25

- (1) If the Head of the Croatian Studies is suspended by the Rector on the grounds of the Head's violation of laws, the Constitution, the Statute of the University, or of those decisions of the University issued in compliance with the said legal framework, the decision on the suspension needs to be confirmed by the Senate by a two-thirds majority vote of all members within 30 days of the suspension by the Rector.
- (2) Should the Senate confirm the suspension, it is taken that the Head is relieved of duty on the day the decision is confirmed by the Senate.

(3) In case of relieving the Head of the office, the Senate shall appoint an acting Head until the procedure of appointment of a new Head is completed.

(4) The procedure for the appointment of the new Head is conducted in accordance with the Statute of the University and these Regulations. The Head who is relieved of duty cannot be the nominee in this procedure.

Collegiate Body

Article 26

(1) The managing body of the Croatian Studies is the Collegiate Body.

(2) The members of the Collegiate Body are the heads of departments and the general secretary of the Croatian Studies.

(3) The work of the Collegiate Body is carried through in the meeting sessions convened and chaired by the Head of the Croatian Studies.

(4) The Collegiate Body may also work in extended sessions, i.e. with heads of organizational units present, respectively other participants invited by the Head.

(5) The quorum required for a valid discussion and decision-making of the Collegiate Body is more than half of the members.

Article 27

The Collegiate Body:

- discusses and assists the Head in making decisions on day-to-day operations,
- prepares meetings of the Science and Education Council.
- performs other duties in accordance with these Regulations.

Science and Education Council

Article 28

(1) The Science and Education Council acts as an academic council of the Croatian Studies.

(2) Members of the Science and Education Council are the teaching and research staff of the Croatian Studies, in particular:

- all full-time employees of the Croatian Studies elected to scientific-educational titles,
- one representative of cumulatively employed personnel in scientific-educational positions per each department,
- scientists - holders of scientific research projects with the Croatian Studies,
- one representative of the employees holding teaching positions,
- two representatives of the employees holding associate positions,
- an appropriate number of student representatives so that undergraduate and graduate students make up 10% and postgraduate students 5% of all the members of the Science and Education Council.

(3) The Head of the Croatian Studies, the heads and the deputy heads of departments make up the members of the Science and Education Council by virtue of their positions.

Article 29

(1) The term of the representatives from the ranks of teaching staff elected to scientific-educational, educational and associate titles in the Science and Education Council is two years. The term of the representatives of the students is two academic years.

(2) A representative in the Science and Education Council may be revoked before his term expires.

Article 30

The Science and Education Council:

- discusses and makes decisions on issues relating to teaching, scientific research and professional activities,
- adopts regulations of the Croatian Studies,
- conducts the election process for members of the scientific/artistic area councils,
- proposes the nominee for the Head of the Croatian Studies,
- approves the annual report of the Head of the Croatian Studies,
- adopts the budget and the financial statement of the Croatian Studies,
- takes care to ensure the quality of the study and the scientific work,
- adopts study programme proposals,
- adopts syllabuses,
- elects the Senate members from the ranks of the staff elected to scientific-educational titles,
- establishes the required teaching staff,
- initiates and implements procedures of election to scientific-educational and other titles according to the Act, the Statute of the University and these Regulations,
- is in charge of the election of teaching and associate staff to appropriate scientific-educational, educational and associate positions,
- issues the approval to the Head of the Croatian Studies to take legally binding actions on behalf of the Croatian Studies when the value of the transactions is more than HRK 500 000 and up to HRK 3 000 000,
- appoints members of the permanent and ad hoc committees and working groups;
- makes decisions on specific issues of interest for the students,
- performs other activities stipulated by the Act, the Statute of the University, these Regulations and other regulations of the Croatian Studies.

Article 31

(1) The work of the Science and Education Council is carried out in meeting sessions.

(2) As a general rule, the meeting sessions of the Science and Education Council are convened and chaired by the Head of the Croatian Studies once a month. The Head shall convene a session when requested to do so in writing by at least one quarter of the members.

If the Head fails to convene the meeting within eight days of receiving the request, the proposing members may convene the meeting themselves.

(3) In the absence of the Head the meeting may be convened by a member of the Science and Education Council appointed by him.

(4) Generally, the Head shall inform the members of the Science and Education Council at the latest three days before the scheduled date.

(5) Notice of the meeting shall include the draft agenda and materials on the issues that are to be discussed according to the draft agenda.

(6) Each member of the Science and Education Council has the right to propose an amendment to the proposed agenda in the beginning of the meeting.

(7) The agenda is adopted by the Science and Education Council.

Article 32

- (1) The Science and Education Council can make decisions or conclusions if the session is attended by the majority of members.
- (2) The Science and Education Council reaches decisions and conclusions by a public majority vote of the members present, unless provided otherwise by these Regulations.
- (3) When making decisions on the issues that influence the internal organization, curricula, or it is otherwise so provided by the Act, the Statute of the University and these Regulations, the Science and Education Council decides by a majority vote of all its members.
- (4) The work of the Science and Education Council and the procedure for adopting decisions can be further regulated by the Statute of the University and these Regulations.

Article 33

- (1) Students' representatives in the Science and Education Council have the right of veto when issues of special concern for students are to be decided.
- (2) Issues of special concern for students are: definition of rights and obligations of students, a change of the system of studies, quality assurance of the study, establishing programs of study, determination of curricula and the student standard.
- (3) A students' veto is effected when voted for by a simple majority of the students' representatives in the Science and Education Council. Upon the suspensive veto, the Senate shall discuss the issue in question anew within the term of 8 days at the earliest.
- (4) The decision on the issue which has been subject to veto shall be put to vote after a repeated discussion, it can be adopted by a majority of votes of all the members of the Science and Education Council and may not be subject to another veto.

The general secretary and the secretary of the Croatian Studies

Article 34

- (1) The general secretary is Head of the Secretariat of the Croatian Studies and the coordinator of professional services within it.
- (2) The Croatian Studies may employ a person to the position of the secretary to the general secretary who shall assist him in his work and stand for him in case of absence.
- (3) Duties of the general secretary and the secretary of the Croatian Studies are to implement the decisions of the Head of Croatian Studies and the conclusions of the Science and Education Council.
- (4) The general secretary and the secretary are appointed by the Head of the Croatian Studies following a public competition.

VI. TYPES OF STUDIES

Article 35

- (1) The Croatian Studies organizes and conducts undergraduate, graduate and postgraduate university studies in the field of social sciences and humanities.
- (2) A university study prepares students for work in science and higher education, business, public sector and in society in general, and also prepares them for the development and application of scientific and professional achievements.

Article 36

- (1) Undergraduate study lasts three years and bears 180 ECTS credits when completed.
- (2) Graduate study lasts two years and bears 120 ECTS credits when completed.
The total number of credits at the undergraduate and graduate levels is at least 300 credits.
- (3) Postgraduate doctoral study normally generally takes three years. Doctoral study bears 180 ECTS credits

Article 37

- (1) ECTS credits may be transferred across different studies.
- (2) Criteria and requirements for transfer of credits are defined in the Regulations on the organization and implementation of undergraduate and graduate studies at the Croatian Studies and by the agreements between the Croatian Studies and other institutions of higher education in accordance with the programmes of particular studies.

Article 38

- (1) Enrolment to study (study programme) is carried by means of a public admission procedure called by the Senate.
The University shall publish the call for admission to undergraduate studies at least 6 months before the classes begin.
Call for admission to graduate and postgraduate studies shall be issued at least one month before the classes begin.
- (2) The conditions and requirements for the enrolment of students whose previously attained education levels are considered inadequate in terms of admission to the Croatian Studies shall be set forth in the Regulations on the organization and implementation of undergraduate and graduate studies at the Croatian Studies for exceptionally talented individuals who are expected to be able to complete the studies in spite of the lack of appropriate education. The Regulations shall also define the conditions required for student transfers between professional studies and university studies, transfers from other universities and transfers between the studies within the University.
- (3) A postgraduate study accepts candidates who have graduated from a graduate university study and meet the requirements defined in the respective study programme and syllabus.

Article 39

- (1) Undergraduate and graduate university studies are implemented as regular studies according to respective study programmes and syllabuses.
- (2) The study programme is adopted by the Senate according to a proposal of the Science and Education Council of the Croatian Studies through work of councils for respective scientific areas.
- (3) The syllabus is adopted by the Science and Education Council of the Croatian Studies, and is made in accordance with the Act and the Statute of the University.
- (4) The syllabus is published before the beginning of classes in the given academic year. It is publicly available and therefore it must also be published on the website of the Croatian Studies.
- (5) When it is justified due to existing circumstances, the syllabus can be amended after the academic year has begun.
The amendment procedure is analogue to the procedure provided in the preceding paragraph.

Examinations

Article 40

- (1) Knowledge of the students can be monitored and assessed in the course of the classes (interim exams, practical classes, etc.), while the final grade is assessed by the examination. Examinations are taken in each of the courses that the student has taken up in accordance with the subject matter covered by the enrolled study programme.
- (2) The student can attend the exam if he has met all the requirements stipulated by the study programme and if he has submitted the examination application in due time as required by applicable regulations.

Article 41

- (1) Exams may be both theoretical and practical. They are taken in writing, orally or in writing and orally, or by performing practical work.
- (2) The practical part of the exam can be done separately from the theoretical and the entire exam must be completed within a maximum of five working days except under especially justified cases.
- (3) Exams are public and the student has the right to take the exam before the public if he so requests.
- (4) Exam results are publicly available and each individual who can produce evidence of existence of their legal interest into the matter may review the exam documents.

Article 42

- (1) Examination terms are divided into winter, summer and autumn examination period.
- (2) Exam calendar shall be defined by the syllabuses for each academic year.
- (3) Examination terms last at least three weeks.
- (4) There shall be at least two exam dates in each exam term for each course and the pause between the dates must be at least 8 days. The exam calendar is published in the beginning of each academic year and it is an integral part of the syllabus.
- (5) In justifiable circumstances, the Science and Education Council may also set an additional exam term period.

Article 43

- (1) The proficiency level of the students in exams and other types of knowledge assessments, including student diligence is expressed in the following grades: excellent (5), very good (4), good (3), satisfactory (2) and unsatisfactory (1).
- (2) The Croatian Studies are required to keep permanent records on examinations.
- (3) Passing grades are excellent, very good, good and satisfactory and those are entered in the records and other documents of the student.
- (4) Unsatisfactory (1) is a failing grade and it is entered only in the records.
- (5) The numerical system of grading correlates with the ECTS grading system in the manner prescribed by the Statute of the University.

Article 44

(1) The student has the right to appeal the grade and the right to take the exam before a teacher committee following the appeal. In the case of an appeal concerning the written exam, the teacher committee shall re-evaluate the student's written exam in his presence.

(2) The manner of conducting the exams, their schedule, cancellation of application, failure to take the exam, examination procedure following an appeal, the manner of keeping records of exams and all other issues related to the implementation of examinations shall be regulated by the Regulations on the organization and implementation of undergraduate and graduate studies at the Croatian Studies.

Article 45

(1) An exam in one and the same course can be taken up to four times. The fourth time the exam shall be taken before an examination committee.

(2) A student who failed to pass the exam in four attempts is required to enrol in the course again in the next academic year.

(3) Should the student fail to pass the exam in the manner set out in paragraph 1 of this Article even after re-enrolling in the course in question, the student shall lose the right to study.

Article 46

(1) A student may enrol in only those courses for which he meets the requirements according to the study programme and the syllabus.

(2) The student is entitled to enrol in the next academic year after fulfilling all the obligations, expressed in obtained ECTS credits, which he has taken on upon admission to the previous year of study.

(3) The conditions and obligations that must be met for the student enrolment in the next academic year will be defined in the Regulations on the organization and implementation of undergraduate and graduate studies at the Croatian Studies.

Completion of Study

Article 47

(1) Undergraduate study is completed by passing all the exams, fulfilling other student obligations and completing the final paper, and by passing the final exam, when so required by the study programme.

(2) Graduate study is completed by passing all the exams and fulfilling other student obligations, writing the graduate dissertation, passing the public graduate exam in accordance with the study programme and on the condition of having obtained a minimum of 300 credits.

(3) Taking the final graduate exam shall be detailed in the Regulations on the organization and implementation of undergraduate and graduate studies at the Croatian Studies in accordance with appropriate regulations of the University.

(4) Postgraduate study is completed by passing all the exams, writing the doctoral dissertation and defending the dissertation in a public procedure.

(5) The process of application, assessment and defence of the doctoral dissertation will be detailed in the Regulations on the organization and implementation of postgraduate studies in accordance with applicable acts of the University.

Article 48

(1) Upon completion of an undergraduate study, the student is issued a certificate thereupon and a certificate of the academic title of a bachelor (baccalaureus/baccalaurea) with a designation of profession or academic major.

(2) Upon completion of a graduate study, the student is issued a diploma and a certificate of the academic title of a master with a designation of profession or academic major.

(3) Upon completion of a postgraduate university study the academic title of a doctor of science (dr.sc.) is awarded.

The academic degree is added to the name of the holder by placing its abbreviation before the full name and an abbreviated title is placed after it.

(4) A student of a postgraduate study who has acquired more than 120 ECTS credits in the course of fulfilling his study obligations may be granted a certificate/confirmation on the obtained number of ECTS credits.

(5) In addition to a certificate, diploma or confirmation, the student is issued a diploma supplement regarding his study which confirms the passed exams, the grades acquired and the number of obtained ECTS credits. Upon his request, the student may be issued an interim supplement diploma before the completion of study.

VII. STUDENTS

Article 49

(1) A status of a student is acquired by enrolment in a full-time study. A student document is issued for the purpose of identification and documentation of the status.

Full-time students are those who study according to the programme based on the full-time schedule. The tuition fee for a full-time study, in part or in its entirety, is subsidized depending on the score achieved by the student in the course of the admission procedure or study and in accordance with the availability of funds from the state budget according to the regulations of the University.

(3) A student shall meet his academic and financial duties in accordance with the Act, the Statute of the University, these Regulations and the regulations of the Croatian Studies.

Article 50

The Croatian Studies shall admit the enrolling students within the constraints of the enrolment quotas, in accordance with the Statute of the University.

Article 51

The enrolment process is conducted on the basis of a public admission procedure. The call for admission to undergraduate studies is issued at least 6 months before the classes begin, while for graduate and postgraduate studies the call shall be issued at least one month before the classes.

Article 52

(1) The selection of applicants for admission to undergraduate studies is carried out based on the results of the admission procedure.

(2) The candidate acquires the right to enrol based on the overall score achieved in the admission procedure. The number of obtained points is calculated on the basis of high school grades of the candidate and the points scored in the admission test.

(3) The selection of candidates for admission to graduate and postgraduate studies will be carried out according to the conditions laid down in the curriculum and syllabus of the respective study.

Article 53

(1) A student maintains the status of a regular student for the planned duration of the study and at most for twice that duration. The duration of the studies referred to in this paragraph does not include periods of abeyance.

(2) A student who has failed to meet the requirements set out in paragraph 1 of this Article may continue and complete his studies and pay the tuition in accordance with the conditions defined in the regulations of the Croatian Studies.

Rights and obligations of students

Article 54

(1) The rights and obligations of students are:

- to attend the classes regularly and fulfil all their obligations belonging to the respective study programme, syllabus, and the general and specific regulations of the University and the Croatian Studies,
- to participate in the evaluation of the quality of teaching and teachers in the manner prescribed by the regulations of the University and the Croatian Studies,
- to enrol in subsequent semesters or years of study upon fulfilling the obligations set forth in the respective study programme and syllabus,
- to take exams in the manner and within the time limits specified by the general and specific regulations of the University and the Croatian Studies,
- to complete the study according to the enrolled programme and within the time limits provided in the regulations of the University and the Croatian Studies.

(2) The students are entitled to:

- quality of received education and educational process in accordance with the respective study programme,
- quality of teaching staff,
- freedom of opinion and expression,
- participation in the scientific and professional projects according to their abilities and needs of the Croatian Studies,
- take up courses and attend exams of their own choosing in other study programmes available at the University, in accordance with applicable regulations,
- chose a teacher if the course is taught by more than one,
- consultation,
- to select a mentor in undergraduate and graduate level study, as well as a supervisor in the postgraduate program,
- to use the library and other resources at the disposal of the Croatian Studies,
- to participate in decision-making in the University and the Croatian Studies in accordance with the Statute, these Regulations and other applicable acts,
- to attend exams in an alternative manner if required by their psychological or physical condition,
- psychological, spiritual, and other forms of counseling support in accordance with the regulations of the University,

- to participate in organized sports activities aimed at supporting personal psychophysical development,
- to participate in student organizations with the University and the Croatian Studies, in accordance with their rules, and
- to file complaints to the Head of the Croatian Studies or to the University in the event of a violation of their rights.

(3) The students are obliged to:

- respect the regulations of the University and the Croatian Studies,
- uphold the reputation and dignity of the University, students, teachers and other members of the academic community, and
- act in accordance with the code of ethics of the members of the university community.

The disciplinary responsibility of students, especially disciplinary conducts, disciplinary proceedings and disciplinary sanctions shall be governed by the Regulations on the disciplinary responsibility of students of the Croatian Studies.

Article 55

A student may be granted a request to transfer from one study to another within the Croatian Studies and within the University, or transfer from another University, in accordance with the Regulations on the organization and implementation of undergraduate and graduate studies at the Croatian Studies and the curriculum of individual studies.

Article 56

At a request of a full-time student an abeyance period may be granted during military service, pregnancy of a student, up to one year of the child's age for student parents, during a long illness, and in other cases when appropriate, in accordance with the Regulations on the organization and implementation of undergraduate and graduate studies.

Article 57

Student status shall be terminated:

- upon completion of the study,
- upon deregistration from the Croatian studies in which case the termination of student status is effective on the date of the deregistration certificate,
- if the student fails to enrol in the following academic year (or semester),
- if the student fails to obtain at least 35 ECTS credits in two consecutive academic years,
- by a decision of a disciplinary proceeding, being effective on the date the decision on exclusion becomes final,
- for other reasons provided by the Statute of the University or a regulation of the Croatian Studies.

Demonstrators

Article 58

(1) In order to encourage students to scientific and professional work and to assist the teaching staff and associates, especially in practical classes, demonstrators may be selected for certain lectured subjects.

(2) The procedure followed for the appointment of demonstrators, as well as other issues related to the demonstrator, will be provided by the Regulations on the organization and implementation of undergraduate and graduate studies.

VIII. TEACHERS, SCIENTISTS AND ASSOCIATES

Article 59

(1) Educational, scientific and technical activities of the Croatian Studies are carried out by employees whose qualifications are confirmed by election to appropriate scientific-educational, educational, associate and professional titles, according to the Act and the Statute of the University.

(2) Educational, scientific and professional activities of the Croatian Studies can be conducted by staff with no contractual relationship with the Croatian Studies when they are elected to nominal titles in accordance with the Act and the Statute of the University.

(3) Other individuals can take part in the teaching activities provided that the stipulations provided by the Act and the Statute of the University are met and that those individuals possess skills and knowledge that can contribute to the quality of the teaching process or scientific research and professional work.

Up to one third of total lectured matter in a given course can be taught by such individuals provided that the main part of the course is born by staff elected to scientific-educational titles.

Article 60

For the purpose of promotion of teaching and scientific research activities at the Croatian Studies, a guest speaker, lecturer, scientist or an international expert in a scientific field can be invited, in accordance with the Act and the Statute of the University.

Such individuals may hold lectures without being elected to scientific-educational titles by the decision of the Senate or the council for the respective scientific area for not more than two consecutive academic years.

Article 61

(1) Teachers are elected to scientific-educational, educational and associate titles under conditions stipulated by the Act, the National Scientific Council, the Rector's Conference, the Statute of the University and the regulations of the University and the Croatian Studies.

(2) Scientific-educational titles are: assistant professor, associate professor and full professor.

(3) Educational titles are: lecturer and senior lecturer.

(4) Associate titles are: research assistant and senior assistant.

(5) The rights and obligations of the teaching staff are provided in the Act, the Statute of the University, these Regulations and the provisions adopted in accordance with these Regulations.

(6) In their work at the Croatian Studies the teachers adhere to the teachers' code of ethics.

Election to titles and corresponding employment positions

Article 62

(1) General requirements for election to scientific, scientific-educational and educational titles are provided by the Act and the provisions set forth by the National Scientific Council and the Rector's Conference.

(2) Teachers are elected in the scientific and scientific-educational and corresponding positions in the course of the same proceeding, and employment contracts for indeterminate periods shall be concluded with them with the obligation of re-election or promotion every five years in accordance with the provisions of the Act.

(3) The election to the titles referred to in Article 61 of these Regulations can be carried through without concluding an employment contract by electing the individual to a non-tenure title if they are to take part in the lecturing of a part or the entire course.

(4) A person elected to scientific-educational, educational and associate titles should meet the necessary psychophysical and other conditions prescribed by the regulations of the University.

Procedure of election to titles and corresponding employment positions

Article 63

(1) The election to titles is carried out in accordance with the provisions of the Act, the Statute of the University, and these Regulations. The election method shall be based on a public call for admissions published in the "Official Gazette", the newspapers and on the website of the Croatian Studies.

(2) In each individual election or re-election procedure the Science and Education Council makes a decision to issue a call for admission and appoint an expert committee to conduct the election procedure to scientific-educational and educational titles.

(3) If none of the applicants have already been elected to corresponding scientific titles, a procedure for election to the scientific-educational title in accordance with the provisions of the Statute of the University shall be carried through.

Article 64

(1) The election to scientific-educational, scientific, educational and associate titles and the election to non-tenure titles shall be initiated by the Science and Education Council of the Croatian Studies.

(2) The procedure for obtaining a scientific title may be instigated by a candidate who believes they meet the requirements for the election to the particular scientific position.

(3) When the Croatian Studies are authorized to conduct the election, the election procedure is carried through by the Science and Education Council with the approval of the scientific area council or the confirmation from the Senate in case of election to the titles of a full professor and scientific advisor.

(4) If the Croatian Studies are not authorized to conduct a part of the procedure for election to a scientific title, the election procedure shall be conducted by an authorised organisational unit, while the election to the scientific employment position and to the scientific-educational title shall be conducted by the Science and Education Council of the Croatian Studies.

(5) Competition for election to the same or a higher scientific-educational or scientific title and to the corresponding employment position due to the expiry of the term for which the employee was elected in the previous competition shall be announced at least three months before the expiry of the term. By a special decision of the Science and Education Council and with the consent of the employee, the competition may also be announced earlier than one

year before the expiry of the term to which the employee was elected, but not before three years from the previous election pass.

(6) The council authorized to carry out the procedure of election to the scientific title shall appoint an expert committee with an odd number of members. If the competition is announced by the Croatian Studies, one representative of the Croatian Studies shall be appointed a member of the expert committee. A member of the expert committee shall hold the same or a higher scientific title with regard to the one for which the election is requested.

(7) If for some of the applicants an election to an appropriate scientific title needs to be completed, the authorized council shall issue and submit an opinion and proposal to the corresponding field committee. The council shall base the opinion and proposal on the report and the proposal of the expert committee within one month.

(8) Upon the decision of the field committee, the expert committee referred to in paragraph 6 shall submit to the authorised council a report putting forth the applicant(s) proposed for the election to the scientific-educational title and the corresponding employment position.

(9) If there is no need to conduct the procedure for election to a scientific title for any applicants, the expert committee referred to in paragraph 6 shall submit a report to the authorized council.

(10) The scientific area council confirms the elections to scientific-educational titles, except for the titles of a full professor and a scientific advisor, which are confirmed by the Senate.

(11) All the applicants for election to titles and corresponding employment positions shall be informed on the results within 15 days of the completion of the procedure.

(12) If the Senate or the scientific area council fail to confirm the election conducted by the Science and Education Council, the election shall be cancelled.

Article 65

(1) A university graduate at an associate employment position of an assistant may receive a fixed-term employment contract concluded for the period of six years at the most. The assistant shall be obliged to enrol at a postgraduate study.

(2) The assistant who has within the term of six years or within a shorter term completed the postgraduate study and obtained a doctorate may receive a fixed-term contract for the associate employment position with the title of a senior assistant. The duration of such an employment contract may extend at the most ten years from the conclusion of the employment contract under paragraph 1 of this Article.

(3) Assistants and senior assistants shall assist in conducting a part of the teaching process, knowledge assessments, scientific and professional activities in accordance with these Regulations and other regulations of the Croatian Studies.

(4) Each assistant shall have a supervisor appointed by the council of that department.

(5) The Science and Education Council shall assess the assistants' work. The assessment shall be based on the written report of the supervisor containing the evaluation of the assistant's performance in the scientific and educational work as well as in the postgraduate study. The assistant has the right to review and express his opinion on a negative report of the supervisor. If the assistant's performance receives a negative evaluation, the procedure for dismissal with notice shall be instituted.

Article 66

(1) The Science and Education Council may propose to the University to award professor emeritus titles to deserving retired professors.

(2) The requirements and the procedure of awarding the honorary title of professor emeritus and the corresponding rights are provided for in the Statute of the University and a separate regulation of the University.

Article 67

(1) The employment contract for an employee who holds a scientific-educational and educational title shall cease with the end of the academic year in which he has reached 65 years of age.

(2) If there is a need for the continuation of his work, the employment of a full tenured professor may be extended until the end of the academic year in which he has reached 70 years of age. The decision on the extension shall be made by the Science and Education Council and confirmed by the scientific area council. A special attention shall be paid to the employee's scientific contribution, achievements in the teaching process and education of young scientists and teachers.

(3) A teacher's employment contract may be cancelled only with the consent of the Science and Education Council with prior opinion of the Head of the Croatian Studies, except when the cancellation is mandated by the Act or is a result of disciplinary proceedings.

Article 68

(1) Activities of teachers and associates outside the Croatian Studies, as well as financial and other interests that arise from such activities must not be in conflict with the interest of the University and of the Croatian Studies.

(2) In their public activities, all the teachers and associates must clearly state whether they are acting on their own behalf or on the behalf of the University or the Croatian Studies.

(3) The teachers and associates employed by the Croatian Studies may not enter contracts with other legal subjects without the consent of the Croatian Studies.

(4) The teachers and assistants who are full-time employees of the Croatian Studies can work with another employer for up to one-third of full-time employment.

Article 69

(1) The failure to fulfil the responsibilities and the breach of the rules of conduct, which are mandated by these Regulations or by separate regulations, as well as any damage to the reputation of the University or the Croatian Studies or their employees shall constitute grounds for disciplinary responsibility.

(2) The disciplinary responsibility shall be regulated by a separate regulation.

Article 70

(1) An employee elected to the scientific-educational title of a full or associate professor may, after six years of employment with the Croatian Studies in the scientific-educational title and under conditions defined by the Statute of the University, use a free paid study year (sabbatical) for scientific improvement or work in the science and research (writing textbooks, scripts etc.).

(2) Use of sabbatical year is subject to approval by the Science and Education Council.

(3) A separate Decision on the use of the right to sabbatical year shall also define the manner in which the Croatian Studies shall provide uninterrupted teaching process in the subjects

covered by the employee during the academic year, as well as fulfilment of other obligations of the absent employee.

Article 71

(1) An employee elected to the scientific-educational title or employed at a scientific position may be allowed to use paid or unpaid leave for stay with another academic institution in the country or abroad as part of a program of professional advancement if that is in the interests of the educational and scientific activities of the Croatian Studies. In this case the Croatian Studies shall ensure that the teaching process proceeds uninterrupted, as well as that other obligations of the absent employee are covered.

(2) A leave referred to in the paragraph 1 of this Article is subject to approval by the Head of the Croatian Studies, while for periods longer than a month it is subject to approval by the Science and Education Council.

Article 72

(1) The teaching work at the Croatian Studies is subject to evaluation in accordance with the regulations of the University.

(2) Regular evaluation of teaching staff shall be carried out at least once in every two years.

(3) Regular evaluation of teaching work must take into consideration the results of student surveys.

(4) The Science and Education Council shall evaluate the performance of teaching.

(5) The teaching staff whose work is subject to evaluation must be able to express their opinions on the proposed evaluations, opinions and decisions before the final decision on the evaluation is made.

IX. SCIENTIFIC AND PROFESSIONAL WORK

Article 73

(1) The scientific research work of the Croatian Studies is performed by teachers elected to scientific-educational titles and holding corresponding positions and the persons elected to associate and research positions.

(2) Postgraduate university students, as well as students of undergraduate and graduate studies and other participants in the scientific and teaching process may take part in the scientific work.

(3) The persons referred to in the previous paragraphs of this Article shall participate in the scientific work in the manner and according to the procedures determined by the Act, the Statute of the University and these Regulations.

Article 74

(1) Freedom of scientific and professional research and creativity, mutual cooperation and association is an academic freedom which, according to the Constitution of the Republic of Croatia and the Act, belongs to all members of the academic community.

(2) Scientific and professional research activity is a fundamental right and obligation of the employees of the Croatian Studies who are elected to scientific-educational titles, scientific and associate positions, and as such is determined by the Statute of the University, these Regulations and employment contracts.

- (3) Research activities of the employees referred to in paragraph 2 are realized through:
1. assuming contractual obligations and working in research programs, projects, analyses, providing expertise, as well as through
 2. individual research and creativity.

X. FUNDING

Article 75

(1) The work of the Croatian Studies is financed, according to the Act and the Statute of the University, from the state budget funds intended for the University, which are from the university budget allocated to Croatian Studies, and from the own revenues of the Croatian Studies.

(2) The Croatian Studies may acquire revenue only through activities which will not be detrimental to the realization of the fundamental tasks of the Croatian Studies, and which will solely be undertaken for the purposes of performing and developing the activities of the Croatian Studies in accordance with these Regulations.

(3) A part of the revenue earned on the market the Croatian Studies refer to the university budget to be used for capital investments and development programmes, in accordance with the Statute and the regulations of the University.

XI. PUBLICITY OF WORK AND TRADE SECRET

Article 76

(1) The work of the Croatian Studies is public.

(2) The Croatian Studies are required to timely and accurately inform the public about its activities.

(3) The Head of the Croatian Studies and the authorized employees may officially inform the public about the activities of the Croatian Studies through public media.

(4) Informing the public is done through public media by issuing public statements, individual orally delivered notices, publishing of regular and special publications and information posted on bulletin boards or web pages, as well as in other appropriate manners.

(5) Exercising the principle of publicity may not contravene the trade secret interests of the Croatian Studies.

Article 77

(1) Trade secret shall include the information the disclosure of which to an unauthorized person could have detrimental consequences for the business interests of the Croatian Studies.

(2) Trade secret particularly refers to the following information:

- information classified as trade secret by the Head of the Croatian Studies,
- information which the Croatian Studies or its employees learn from other legal entities as information protected by trade secret,
- information which refers to the assignments performed by the Croatian Studies for the public authorities if it is protected by an appropriate level of secrecy,
- information concerning tenders until the publication of results,
- other data which are by law or other regulation determined as classified.

(3) The information protected by trade secret may be disclosed to other persons by the Head of the Croatian Studies or a person authorized by him.

XII. TRANSITORY AND FINAL PROVISIONS

Article 78

(1) The officials of the Croatian Studies elected for duty prior to the entry into force of these Regulations shall remain in office until the expiration of the terms for which they were elected.

(2) The Academic Council constituted under the regulations that were in force before these Regulations have entered into force shall continue to operate until the Science and Education Council is constituted under these Regulations. The Science and Education Council of the Croatian Studies will be organized under the provisions of these Regulations within 30 days of their entry into force.

(3) Student representatives who have so far participated in the Academic Council shall continue to perform the duties of the student representatives in the Science and Education Council, and their deputies shall also become student representatives in the Science and Education Council so that the percentage requirement would be met in accordance with the Act and the Statute of the University.

(4) The term of office of student representatives referred to in paragraph 3 of this Article shall be extended until the new elections in accordance with the regulations concerning the Student Union and the provisions of these Regulations.

(5) For the purposes of election of student representatives to the Science and Education Council, the undergraduate students shall be taken to include both the students of undergraduate studies and the students of graduate studies.

The students of postgraduate studies will choose their own representatives whose term will commence in the beginning of 2005/2006.

Article 79

(1) Students enrolled in the undergraduate and postgraduate master's or doctoral studies before the establishment of the undergraduate and postgraduate studies in accordance with the provisions of the Act shall have the right to complete their studies according to the programme and conditions which were in effect when they originally enrolled in the first year of study and shall have the right to acquire appropriate degrees according to the regulations which were applicable before the Act came in effect.

(2) The students referred to in the previous paragraph shall be entitled to complete their studies within the time they have remaining to complete their studies according to the original programmes, extended for two years.

Article 80

(1) The general regulations provided for in these Regulations shall be adopted within six months from the date of entry into force of these Regulations.

(2) Until the adoption of the regulations under the provisions of these Regulations, the existing regulations of the Croatian Studies and the University shall remain in effect, except for the provisions which are inconsistent with the Act, the Statute of the University and these Regulations.

Article 81

The provisions of the Act and the Statute of the University shall directly apply to all the matters not covered by these Regulations.

Article 82

With the entry into force of these Regulations, the Regulations on the structure and activities of the Croatian Studies, University of Zagreb (No.: 01/88-1195, dated 24 November 1995), cease to be valid.

Article 83

These Regulations shall enter into force on the eight day from the date of their publication on the bulletin board of the Croatian Studies and after the approval by the Senate.

Number: 920/08-05-OP
Zagreb, 12 September 2005

Chairman of the Academic Council:
Prof. Marko Pranjić, PhD

The Regulations were published on the bulletin board of the Croatian Studies, University of Zagreb on 8 May 2006

The approval for these Regulations was granted by the Senate of the University of Zagreb in accordance with the opinion of the Committee for Statutory Matters, approval of the Senate No.: 01-1915/21-2005 dated 18 April 2006.

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