

Pursuant to Article 59 of the Act on Scientific Activity and Higher Education(Official Gazette123/03, 198/03, 105/04, 174/04, 46/07, 45/09, 63/11, 94/13 and 139/13), and Article 54 of the Statute of the University of Zadar (revised text, March 2013, amended April 2013, December 2013, February 2014 and April 2014), Rector of the University of Zadar, on 15 May 2014, enacts a revised text of the Ordinance on Study Regulations and Programmes.

The revised text consists of the original text of the Ordinance on Study Regulations and Programmes (October 2012) and the text of the Amendments to the Ordinance on Study Regulations and Programmes (February 2014, April 2014).

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Rector

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ORDINANCE ON STUDY REGULATIONS AND PROGRAMMES

(a revised text)

I GENERAL PROVISIONS

Scope and Contents

Article 1

- (1) The Ordinance regulates the category and level of studies, bodies in charge of the studies, study programmes, undergraduate, graduate, integrated undergraduate and graduate study programmes, postgraduate specialist and doctoral studies.

Article 2

- (1) The terminology used in this Ordinance is neutral and equally relates to male and female persons and therefore cannot be in any way interpreted as discriminatory or preferential.

Article 3

Concept of ECTS

- (1) The European Credit Transfer and Accumulation System (hereinafter: ECTS) refers to a student's workload during the study, and it has been established as a successful method in creating transparent study programmes and job incentives, encouraging student and teacher mobility and recognising academic status among European universities.

II UNIVERSITY STUDY PROGRAMMES

Article 4

Coordinators of Study Programmes

- (1) The University of Zadar is the coordinator of the university and professional study programmes, which are performed at the departments of the University, within its premises or elsewhere.
- (2) A university department (hereinafter: department) is an educational and scientific university unit that participates in the performance of study programmes, and develops scientific and professional work.
- (3) A university study programme is structured according to the program approved by the Senate, following a request submitted by one or more departments, and based on an affirmative opinion of the reviewers who are appointed by the Senate of the University of Zadar.
- (4) The coordinator of a study programme may organise a part of the courses with other (associate) institutions if such organisation improves the educational process and contributes to the enhancement of the quality of the studies. The courses are guided by the unit's teaching staff with the cooperation of experts from other institutions.

Article 5

Categories and Levels of the Study

- (1) Higher education at the University is gained upon completion of academic or professional studies in accordance with the Act on Science and Higher Education (hereinafter: the Act).
- (2) A university study qualifies students for high complexity jobs in the area of science and higher education, business world, public and private sector and society in general and for implementation and development of scientific achievements.
- (3) A professional study programme is established and performed with the aim to enable the acquisition of an appropriate level of knowledge and expertise that are necessary for professional occupations, and to qualify students to directly participate in the practical aspect of a working process.

- (4) A university study consists of three levels:
 - a) undergraduate study
 - b) graduate study
 - c) postgraduate (doctoral or specialist) study
- (5) Every level of the study is completed by gaining a corresponding degree.
- (6) Undergraduate and graduate studies at the University may be integrated, which indicates that the final qualification is achieved after completing integrated undergraduate and graduate levels.
- (7) It is permitted to conduct other educational programmes for acquiring specific competences at the University of Zadar, in accordance with the lifelong learning programme.

Article 6

Undergraduate Study Programme

- (1) An undergraduate study programme generally lasts from 3 to 4 years, during which 180 to 240 ECTS credits are achieved. An undergraduate study programme qualifies students for a graduate study and for specific professional work.
- (2) Upon completion of an undergraduate study, students receive an academic degree of Bachelor (baccalaureus or baccalaurea) with a reference to a specialisation, unless prescribed differently by a specific law.
- (3) In international use and in the English version of the diploma, a “baccalaureus” or “baccalaurea” is an academic degree awarded upon completion of undergraduate studies.

Article 7

Graduate Studies

- (1) A graduate study programme generally lasts from 1 to 2 years, during which 60 to 120 ECTS credits are achieved. The minimum of ECTS credits achieved during both undergraduate and graduate studies is 300 ECTS credits. A graduate study may last longer with a special approval of the Senate of the University of Zadar.
- (2) Upon completion of a graduate study students receive an academic degree of Master with reference to a specialisation.
- (3) The abbreviation of the aforementioned degree is *mag.*, and it is positioned after the name and surname.

Article 8

Integrated Undergraduate and Graduate Study Programme

- (1) Integrated undergraduate and graduate study programmes (hereinafter: integrated studies) generally last from 5 to 6 years, during which the minimum of achieved credits is 300 ECTS credits.

- (2) Upon completion of integrated studies, students receive an academic degree of Master with a reference to a specialisation.
- (3) The abbreviation of the aforementioned degree is *mag.*, and it is positioned after the name and surname.

Article 9

Postgraduate Studies

- (1) Postgraduate studies include postgraduate university studies and postgraduate specialist studies.
- (2) The prerequisite to enrol postgraduate university studies (doctoral studies) is a completed graduate university study.
- (3) The minimum duration of postgraduate studies is three years. In the field of Science, the academic degree of Doctor (Dr. Sc.) is attained by fulfilling all the required conditions and publicly defending a doctoral dissertation. In the field of Art, the academic degree of Doctor (Dr. A.) is attained by fulfilling all the required conditions.
- (4) Exceptionally, the academic degree of Doctor for the field of Science can be attained without completing postgraduate studies, by solely writing and defending a dissertation, if candidates meet all of the following conditions: they have achieved scientific accomplishments of substantial significance so as to fulfil the conditions for election to a research-teaching position; they have acquired a decision about the fulfilment of the required conditions issued by the committee authorised by the University Statute; they have gained the University Senate's approval.
- (5) Exceptionally, the academic degree of Doctor for the field of Art can be attained without completing postgraduate studies, by solely writing and defending a dissertation, if candidates meet all of the following conditions: they have achieved artistic accomplishments of substantial significance so as to fulfil the conditions for the promotion to an artistic-teaching position; they have acquired a decision about the fulfilment of the required conditions issued by the committee authorised by the University Statute; they have gained the University Senate's approval.
- (6) Exceptionally, persons elected and employed to an artistic-teaching position can attain the academic degree of Doctor without completing postgraduate studies, solely on the grounds of their artistic work, a decision on fulfilled conditions issued by a committee authorised by the Statute and the Senate's approval.
- (7) The abbreviation of the academic degree is positioned before the name and surname.
- (8) The University may organise a postgraduate specialist study in duration of one to two years. The degree awarded is Specialist degree in a specific area (*spec.*), in accordance with a corresponding law. The Specialist degree, i.e., its abbreviation, is added to the academic degree from Article 72, Paragraph 3 of the Act. Upon the completion of specialist studies, students gain 60 to 120 ECTS credits.
- (9) Academic degrees awarded upon completion of postgraduate specialist studies shall be determined by a special regulation in the case when specialist development for a specific professional area is prescribed by an appropriate law.

- (10) The University may prescribe ECTS credits accumulation at postgraduate studies in its general legal act.

Article 10

Professional Studies

- (1) Professional education encompasses:
- a short professional study programme
 - undergraduate professional study programme
 - specialist professional graduate study programme
- (2) Professional studies are conducted at colleges. Exceptionally, professional studies can be conducted at universities if approval of the National council is acquired.
- (3) Every level of professional study is completed with the acquisition of a professional degree.
- (4) Short professional studies last from two to two and a half years. Upon completion, students gain from 120 to 150 ECTS credits and earn a professional degree of *Professional Candidate* with a reference to a specialisation in accordance with the appropriate law.
- (5) Undergraduate professional study lasts for three years, and exceptionally, with the National Council's approval, can last up to four years, if in compliance with internationally accepted standards. Upon completion of professional studies students gain from 180 to 240 ECTS credits and earn a professional degree of Bachelor with a reference to specialisation, in accordance with the appropriate law.
- (6) The abbreviation of a professional degree is positioned after the name and surname.
- (7) Graduate professional study lasts one to two years. Upon completion of graduate professional studies, students gain from 60 to 120 ECTS credits and earn a professional degree of a specialist in their field of study, in accordance with the appropriate law.
- (8) The minimum of accumulated credits at undergraduate and graduate professional studies must be 300 ECTS credits.
- (9) The academic degree awarded after the completion of a postgraduate specialist study shall be determined by a special regulation, provided that the specialist development for a professional area is prescribed by an appropriate law.

Article 10.a

Joint and Associated Study Programmes and Cross-Border Cooperation

- (1) Joint studies are joint programmes performed by two or more accredited higher education institutions in the Republic of Croatia. Only one of the institutions is a coordinator. Diplomas are issued with the common seal and signature.
- (2) The University may organize a common study programme with another accredited higher education institution, on the basis of a mutually approved study programme.
- (3) Associated study is a mutual programme of two or more universities out of which at least one is situated outside the Republic of Croatia. Associated study is a mutual programme accredited by all participating states.

- (4) The organisation, performance and completion of both joint and associated studies are regulated by an agreement among higher education institutions, and are implemented pursuant to provisions of the Act.

Article 10.b

Lifelong Learning, Conducting of Programmes not Categorized as Studies

- (1) The University may perform different educational programmes that are not categorized as study programmes by the Act, and are based on surveyed professional educational needs in the context of lifelong learning, labour market requirements, professional training for achieving competences through horizontal education, continuing professional development for the employed, the unemployed, volunteers, institutions, companies, associations etc.
- (2) Programmes of lifelong learning are coordinated by the same unit that performs them.
- (3) Attendants of the programme stated in Paragraph 1 receive a certificate or a credential of the University of Zadar upon completing the programme.
- (4) All programmes and procedures from this article form an integral part of the quality assurance system and are accordingly liable to external evaluation.

Article 11

The Right to Enrolment

- (1) Entrance requirements for undergraduate university studies and undergraduate professional studies include completed secondary education of the minimum of four years, and the state graduation exam. Exceptionally, the Senate of the University of Zadar may decide that the completed state graduation exam does not have to be a prerequisite for admission. In that case, an entrance examination shall be conducted.
- (2) Under specifically stated conditions, units that coordinate undergraduate university studies and undergraduate professional studies may allow a direct enrolment of applicants who have completed secondary education of the minimum of four years and the state graduation exam.
- (3) Entrance requirements for graduate university studies or specialist professional graduate studies are the completion of required undergraduate studies, or of studies equivalent to them, and the fulfilment of conditions requested in the study programme.
- (4) A person who has completed a professional undergraduate study may enrol a graduate university study if it is permissible according to enrolment requirements of the graduate university study programme. A department's expert council determines the enrolment conditions.
- (5) Entrance requirements for doctorate studies are the completion of required graduate university studies, or of studies equivalent to them, and the fulfilment of conditions requested in the study programme. Enrolment conditions are prescribed by the unit that coordinates the study programme.

- (6) Foreign citizens have rights equal to Croatian citizens at enrolment, with the obligation to pay for the studies as prescribed by law and the University's general legal act, or by the department that coordinates the study programme. Foreign citizens must submit their documents (degrees and diplomas) to a process of recognition so as to apply to appropriate levels of the study.

Article 12

Mode of Enrolment

- (1) The enrolment of a specific study level (undergraduate, graduate, integrated, professional, postgraduate specialist or doctoral) is based on an announcement published by the University approximately six months prior to the beginning of courses. The decision about the publication of the announcement is brought by the Senate.
- (2) Candidates for undergraduate, integrated and professional studies apply through the National Central Application System (NISpVU) in order to take the state graduation examination or to enrol in chosen study programmes. In case they take an entrance examination, candidates can also apply at the administrative secretary's office of a department in charge, via the University's official application forms.
- (3) The announcement for every study programme must include information about:
 - a) the admission quotas (the capacity for every study programme) classified by categories and levels of a study
 - b) the enrolment requirements specified by this Ordinance
 - c) the number of places subsidised from the State budget
 - d) the method of conducting the entrance examination , i.e., selection criteria
 - e) the costs of the study for full-time and part-time students
 - f) required documents and the application and enrolment deadlines
 - g) other necessary information
- (4) The announcement is published in accordance with the capacity of a study programme which is determined by the Senate following the request of a departmental expert council. The capacity of the study programme must be in accordance with the teaching load prescribed by the Collective Agreement for Science and Higher Education and other teaching standards.
- (5) The right to enrolment has the applicant who fulfils the conditions determined in the announcement and who enters the enrolment ranking list within the approved quota.
- (6) A department determines the following criteria:
 - a) a suitable secondary school programme for undergraduate enrolment
 - b) the state graduation examination
 - c) points administered to the subjects passed at the state graduation exam in the process of formation of the candidate ranking list
 - d) the conditions for the direct enrolment
 - e) undergraduate study or studies suitable for the enrolment of a graduate level
 - f) suitable graduate studies for the enrolment of doctoral studies

- (7) In case the University organises the entrance examination, it shall be conducted by an enrolment committee appointed by a departmental expert council. After the examination has been conducted, the committee publishes the ranking list on the notice board and on the University's web page. Applicants have the right to appeal against the results to the departmental expert council or to the committee within 24 hours.
- (8) The applicant who satisfies the admission criteria must enrol the first year of the study programme within deadline.
- (9) Original degrees or diplomas that confirm a previously completed level of education must be presented upon the enrolment.
- (10) More detailed conditions for the selection of applicants, contents and ways of conducting entrance examinations are determined by the ordinance of a department that organises and performs the study.

Article 13

Study Programmes

- (1) Studies are organised according to the study programmes approved by the University Senate. The structure of the study programme, its alterations and amendments are closely determined by the Ordinance on Evaluation Procedure of Study Programmes.
- (2) Departments submit proposals or alterations of study programmes to the Senate. In proposing and establishing study programmes, the University and its constituents must ensure that the programmes be
 - a) in a rank of the newest scientific cognitions and proficiency based on them
 - b) coordinated with the common good, national priorities and the needs of the public and private sector
 - c) comparable to the programmes of the EU countries
- (3) The proposal of a study programme must include:
 - a) the proposer's decision about the introduction of the suggested study
 - b) a report about the study programme in Croatian language
 - c) a report about the study programme in English language or some other appropriate foreign language
 - d) the data necessary to make a financial evaluation of expenses for the initiation and execution of the study
 - e) a description of personnel requirements
 - f) a description of space requirements
- (4) A doctoral study programme, in addition to the conditions from the Paragraph 3 of this Article, must also contain the following:
 - a) a system of counselling and guidance through the study
 - b) a list of scientific and developmental projects the programme is based on
 - c) institutional guidance

d) the decision of one or more departments and/or other institutions about the acceptance of the doctoral study proposal

(5) The execution of the study programmes and their quality are monitored by the Quality Assurance Committee of the University of Zadar and other units that participate in the quality assurance process as prescribed by Quality Assurance Ordinance at the University of Zadar.

(6) Elective subjects should cover at least

- a) 15% of ECTS credits at professional study programmes
- b) 15% of ECTS credits at undergraduate study programmes
- c) 20% of ECTS credits at graduate study programmes
- d) 50% of ECTS credits at doctoral study programmes

Elective subjects at professional, undergraduate and graduate studies must cover no more than 50 % of ECTS credits.

Article 14

Syllabus

(1) A study is executed according to a syllabus which must be in compliance with the Act, the University Statute and the ordinance of a department that is the direct manager of a study programme.

(2) A syllabus determines:

- a) teaching staff who shall perform the courses according to the study programme
- b) the location of the classes
- c) the date of beginning and the end of the courses and the schedule of the courses
- d) course types (lectures, seminars, practice, office hours, fieldwork, supervision and control of acquired knowledge, assessments methods)
- e) types of examination, exam periods
- f) literature for the study and exams
- g) the possibility of offering a course in a foreign language
- h) the requirements students need to meet in order to obtain the lecturer's signature
- i) the final grade formation
- j) learning aims and outcomes
- k) other requests necessary for a successful course performance

(3) Syllabi are published at least a week before the beginning of next semester on the official web page of the University or the department. The duties concerning syllabi coordinate the persons appointed by the departmental expert council.

(4) As an exception to the Article 3, a syllabus may be published throughout the academic year if it should change for justifiable reasons. The changed syllabus is also published on the official University's or the department's web page.

Article 15

Academic Year

- (1) The academic year starts on October 1 and ends on September 30 of next calendar year.
- (2) The classes from a single course/subject are organised by semesters in accordance with the syllabus.
- (3) The academic calendar for a new academic year is brought by the Senate by June 1 of a current academic year at the latest.
- (4) The academic year consists of 44 working weeks, out of which 30 weeks pertain to the classes and the remaining 14 weeks, during which no classes are held, to consultation hours, exam preparations, examination and other activities surrounding teaching, scientific and expert work.

Article 16

Course Types

- (1) Course types include: lectures, seminars, exercises, practical training, fieldwork, consultation hours, mentoring, tutoring, project teaching, professional practice, student participation in professional and scientific work and other forms of teaching that contribute to acquiring knowledge, skills, abilities, attitudes and a degree of independence and responsibility.
- (2) Classes can be partially organized through distance learning if so stated in the approved study programme.

Article 17

- (1) Every academic year, the department that organises the study programme is obligated to publish a list of elective subjects on offer to its students, the list of elective subjects from other departments and a list of elective subjects on offer to the students of other departments in current academic year.
- (2) An elective subject is a part of the educational standard, and accordingly, it becomes obligatory if a student chooses it. Only in the case of repeating an academic year it can be substituted with another elective subject.
- (3) An elective subject must contain all the curriculum guidelines –the competences a student needs to acquire, the student's workload (ECTS), a lesson plan, a general programme, the student's obligations, teaching methods, grade formation and evaluation of teaching.

Article 18

Course register

- (1) The course register can be electronic or written and it is conducted on a special form. The held courses are attested by the signatures of the present students. The list must contain the student's name and surname and a handwritten signature.
- (2) The course register must be enclosed to the Report on Delivered Classes in each Semester of a Current Academic Year, which every lecturer must submit to the head of department or section.

III STUDENTS

Article 19

Student Status

- (1) Student status is acquired by enrolment in undergraduate, professional, graduate, integrated, postgraduate specialist and postgraduate doctoral studies.
- (2) Student status is attested by a student grade book (an Indeks in Croatian). The student grade book is a public document whose content is prescribed by the authorised ministry, while its form is prescribed by the University Senate.

Article 20

The Student Grade Book

- (1) A student grade book is issued and validated by the University.
- (2) Information may be entered in the grade book by hand, machine, a seal, special stickers that enable permanent information entry or by other means regulated by special decisions.
- (3) The grade book contains a list of courses offered in a semester and other information about student rights and obligations. A course coordinator certifies a student's attendance at lectures, seminars and exercises with a signature in the grade book and also writes the final grades in it.
- (4) Only individuals authorised by the University are allowed to enter information in the grade book. Students are not authorized to enter any information except those granted by the University.
- (5) In the case of loss or damage of the grade book, a duplicate is issued following a special procedure upon the student's request. The expenses of issuing the duplicate are defrayed by the student.

Article 21

Student Status

- (1) Student status is acquired by enrolment in a university, and it is attested by corresponding student identity documents, whose content, access to them, content editing, manufacturing, issuing, use and cancelling, prescribes the minister by an ordinance, while their appearance is prescribed by the Ordinance on Content and Appearance of Diplomas, Diploma Supplements, Certificates and Credentials at the University of Zadar.
- (2) Every person who fulfils the conditions from Article 77 of the Act is entitled to enrolment, with regard to the University's capacity. If the number of persons fulfilling the conditions from Article 77 exceeds the quota prescribed by a study programme, the right to pursue studies gain those who achieve better results in the classification procedure.
- (3) Students can study full-time or part-time.
- (4) Full-time students study according to the programme based on full-time course attendance (full working hours). Study (programme) expenses for full-time students can be partly or fully covered from the State budget, pursuant to the general act of the University.
- (5) The University is allowed to sign one-year or multi-annual contracts with the authorised ministry on participation in subsidising study expenses of full-time students. It is obligatory that the contracts state the aims of subsidisation, activities and results necessary to fulfil the aims, indicators for tracking the implementation and the dynamics of delivering reports on contract implementation.
- (6) All full-time students sign the Full-time Study Contract on enrolment in undergraduate and graduate levels. The contract regulates mutual rights and obligations of contractual parties, the student's status and study expenses.
- (7) The full-time undergraduate student status lasts for a maximum of 4 years. The full-time graduate student status lasts for a maximum of 3 years. The full-time student status for integrated studies lasts for a maximum of 7 years. Leave of absence is not calculated into the duration of the study.
- (8) Full-time students have the right to health insurance pursuant to special regulations.
- (9) Part-time students study parallel to working or fulfilling other activities that seek specially adjusted hours and course organisation, in accordance with the syllabus. The study expenses are defrayed completely or partially by the student, pursuant to the Senate's decision on the amount of scholarship for part-time students and a particular study programme in a current academic year.
- (10) Part-time students are not provided with health insurance, subsidised meals, residence hall accommodation and other rights reserved for full-time students.
- (11) Part-time students have an equal right to leave of absence as full-time students, during which they do not pay for study expenses.

Article 22

Students under Specific Conditions – Professionally Ranked Athletes

- (1) A departmental expert council may grant the study under special conditions to professionally ranked athletes who enrol as full-time students. Students must file the request in order to receive the grant.
- (2) Departments may determine special conditions for professionally ranked athletes in accordance with their general legal acts by:
 - a) acknowledging their status of professionally ranked athletes at enrolment
 - b) adjusting attendance requirements for courses and practice
 - c) adjusting requirements for enrolment in a semester or an academic year
 - d) naming a tutor
 - e) granting the right to prolong the full-time student status
 - f) allowing leave of absence
 - g) enabling distance learning for particular courses
 - h) adjusting the hours and modes of taking mid-term exams, oral and written exams

Article 23

Exceptionally Successful Students

- (1) A student is considered exceptionally successful if he or she has passed all exams with an average grade of 4.5, and has never repeated a year.
- (2) Exceptionally successful students may be allowed to finish their studies in a time shorter than prescribed. The conditions for the accelerated progress during the study are determined by a departmental expert council.
- (3) Based on the departmental expert council's proposal and the Senate's decision, exceptionally successful students may be allowed to simultaneously enrol another full-time study.

Article 24

Students' Rights and Obligations

- (1) Parallel to the rights prescribed by the Act and the University Statute, students have the right to:
 - a) enrol a suitable study in accordance with the Act, the University Statute, and the conditions determined in the announcement for enrolment in the first year of study
 - b) attend courses defined by a study programme or the programme and courses' syllabi in accordance with the University Statute, this Ordinance and departmental ordinances
 - c) enrol in a higher year of study on the grounds of fulfilled conditions that are determined by the study programme and other legal and University acts
 - d) take examinations in a period and manner determined by the University Statute, this Ordinance and departmental ordinances

- e) quality of education which is based on the quality of the teaching process determined by the University Statute and this Ordinance
 - f) participate in evaluation of courses and teaching
 - g) participate in the work of university units
 - h) choose elective subjects from other study programmes in accordance with the University Statute and this Ordinance
 - i) participate in organised sports, artistic and other activities
 - j) continue the studies after a long-term interruption if granted by the department's council under conditions defined by the council and in accordance with the Act.
- (2) Students have the obligation to:
- a) fulfil their duties in accordance with the University Statute, this Ordinance and departmental ordinances as well as other special act
 - b) participate in evaluation of courses and teaching
 - c) guard the reputation and dignity of the University and their department of study
 - d) act in accordance with the University's Code of Ethics.

Article 25

The Right to Leave of Absence

- (1) A leave of absence is granted to students under following conditions:
 - (a) military obligation
 - (b) pregnancy
 - (c) parental leave until the child reaches 1 year of age
 - (d) a longer period of illness that hinders the students in successful fulfilment of their obligations
 - (e) the international student exchange that lasts longer than 30 days and overlaps with courses at home institution, unless the student gains ECTS credits during the exchange
 - (f) in other justified cases.
- (2) Leave of absence is determined by a decision issued on the basis of the student's explanatory request and accompanying documentation.
- (3) The request is submitted within 30 days from the beginning of the circumstances that prevent the student from fulfilling study obligations.
- (4) A longer illness that is the cause for the leave is considered the illness that lasts at least 40 days in continuation, or 80 days with interruptions during an academic year or the illness that lasts 30 days in continuation during an examination period.
- (5) The student proves the existence of a justified reason described in Paragraph 1 of this Article by obtaining a certificate from the governing military defence body, i.e., by obtaining an appropriate medical or other valid documentation.
- (6) A full-time student who is the holder of his or her rights in an academic year, and is unable to exercise them on account of circumstances stated in Paragraph 1 of this Article, is entitled to the rights until the end of the academic year in which the circumstances arose.

- (7) Leave of absence may be approved for a one-year period or for a two-year period in exceptional cases.
- (8) The leave of absence period is not calculated into the duration of the study.
- (9) If the student has paid the scholarship before the beginning of the leave of absence, the payment will be acknowledged when the study continues. The deputy rector decides on the amount of the scholarship.
- (10) If there is a difference between the current study programme and the study programme that the student attended prior to the leave of absence, the student must enrol courses offered in the current programme.
- (11) If a student does not enrol the courses after the cessation of the leave of absence, he or she loses the student rights.

Article 26

Module and Semester Verification

- (1) A student has a module or semester verified at its ending. The right to a verified semester has the student who receives the signatures from all course coordinators as a confirmation of having fulfilled the obligations from the syllabi and the study programme for all the modules of a course or semester.
- (2) A course coordinator may decline the signature to a full-time student if he or she has been absent more than 30% of the classes or has not fulfilled the obligations required by the course syllabi and defined by the study programme.
- (3) In the case of a schedule conflict, a course coordinator may decline the signature to a full-time student who has been unjustifiably absent for more than 60% of the classes.
- (4) A student who has not received the coordinators signature may not enter for the examination of the course in question.

Article 27

ECTS System–Student Workload

- (1) 1 (one)ECTS credit is equivalent to 25-30 student's working hours, which includes course attendance, examination and all other necessary activities concerning examination. A full-time student gains ECTS credits semesterly.
- (2) Full-time undergraduate and graduate students' workload consists of a minimum of 40 to a maximum of 48 hours a week, out of which 26 hours pertain to class attendance.
- (3) A class period lasts for 45 minutes (the example in Paragraph 2) while a student's working hour lasts for 60 minutes (the example in Paragraph 1).
- (4) Lectures, practice and seminars for part-time students may consist of a maximum of 50 percent of class periods for full-time students.

Article 28

ECTS Credits Accumulation

- (1) ECTS credits are gained after a successful fulfilment of all required obligations and after implementation of suitable methods for the assessment of achievement of defined learning outcomes, i.e., after passing an exam.
- (2) It is considered that a full-time student has fulfilled all his or her obligations in an academic year if he or she has passed all examinations, i.e., has accomplished all other obligations in accordance with the programme, in a manner that a total ECTS credits worth would normally be 30 per semester, i.e., 60 in an academic year, if so determined by a study programme.
- (3) A student must enrol offered elective courses during the first two weeks of the classes, which together with obligatory courses have the total value of 30 ECTS.
- (4) An exceptionally successful student may be granted to enrol more than 75 ECTS credits in every academic year.

Article 29

Transcript of Records

- (1) The coordinator of the study must ensure ECTS Transcript of Records to every student.
- (2) After the part of the study programme is completed, the study coordinator must issue a Transcript of Records on the student's request. After the entire study programme is completed, the study coordinator must issue a diploma supplement to the student, free of charge, in Croatian and English language. If the student requires issuing of the diploma supplement in some other language, a fee may be demanded in accordance with the Act.

Article 30

Acquiring Student Status by Transfer

- (1) The transfer to a similar study of the same level is possible within a university unit, between the units or from another university to the University of Zadar, in accordance with general acts of the receiving unit.
- (2) In transfer from another university to the University of Zadar, the status of a full-time or part-time student is achieved only by enrolment in the second or third year of the study. In this case, the enrolment shall be conducted on the basis of a written decision by which the transfer is allowed.
- (3) A written request for transfer and enrolment in a following academic year is submitted to the departmental expert council by September 15 of a current academic year.
- (4) The transfer decision contains the sum of accumulated ECTS credits, recognized exams and marks, required differential exams, seminar papers and other obligations in accordance with the syllabus, study programme and the rules of the study and a deadline by which they need to be resolved, i.e., by which other obligations need to be

fulfilled. The decision on ECTS credits recognition is issued by the departmental expert council followed by the departments ECTS coordinator's proposal.

- (5) If a course passed at the home university corresponds approximately to the content and volume of a course from the unit's study programme, the departmental expert council may, in agreement with the course lecturer, recognise the exam in its entirety or determine differential obligations of the transfer student.
- (6) The decision on transfer is delivered to the student while its copy and the accompanying documentation are archived in the student's file or returned to the student if the transfer is not approved.
- (7) The results of the exams passed at the home university, and recognized pursuant to Paragraph 4 of this Article, are inputted into the student's record of the passed exams with the courses' original title, marks and ECTS credits. The unit decides the way the marks and ECTS credits will be counted into a total sum necessary to achieve the academic degree at the unit.
- (8) The student whose transfer has been approved must be enrolled within 8 days from the day of the approval.
- (9) The number of transfer students and the unit's own students must not normally be higher than the enrolment quota for that generation.
- (10) The transfer of a student who studies abroad is conducted pursuant to procedure determined by the Act, under conditions determined by the study coordinator.

Article 31

Examination Periods and the Conduct of Examination

- (1) Examination periods are regular and supplementary.
- (2) Regular exam periods are winter, summer and autumn exam periods. An exam period lasts at least four weeks. The examiner must enable at least 2 (two) exam dates separated at least by 14 days.
- (3) The time span between two exam dates in the regular period is fourteen days. 4 (four) exam dates are scheduled for every course during an academic year. On the fourth exam, a student may ask for the examining committee.
- (4) The exams in the winter exam period are organized solely for the courses whose activities end in the winter semester. The exams in the summer semester are organized in June, solely for the courses whose activities end in the summer semester. The exams in the summer exam period are organized solely for the courses whose activities end in the winter semester.
- (5) The exams in the autumn exam period are organised for all courses. The fourth exam, which can be held before the committee, is held between 21 and 30 September, unless it is a pre-requisite course exam, the fourth term of which is held in April.
- (6) The right to take an exam have all the students who have fulfilled the obligations set in the course's syllabus.

- (7) The exams can be theoretical and practical, written, oral or both written and oral, depending on how the procedure is prescribed by the study programme. The overall exam must finish within 5 working days.
- (8) The exams are public. In an oral exam, the examiner and the student have the right to demand public presence.
- (9) In the case of the absence of the course lecturer (that lasts 30 days or more), the head of the unit shall entrust the examination with another lecturer of the same scientific field or with the examining committee.

Article 32

Exam Marking

- (1) A student's acquired knowledge can be assessed and marked during classes or mid-term exams and during other activities prescribed by the syllabus, while the final grade is determined at the exam.
- (2) The students' results at examination or at other knowledge testing are expressed by the following marks: excellent (5), very good (4), good (3), sufficient (2), insufficient (1).
- (3) Only passing marks are written down in the grade book and the entry form, i.e., 5,4,3, and 2. The insufficient (1) mark is a fail mark and it is written down only on the examination list.
- (4) Some classes may be conducted without marking or by descriptive rating, if so determined by the study programme or the syllabus.
- (5) The grade point average is determined as weighted average of all the courses and is rounded to one decimal place, such as:
 - a) the average mark is equal or above 4,5 – excellent (5)
 - b) the average mark is equal or above 3,5 up to 4,5 – very good (4)
 - c) the average mark is equal or above 2,5 up to 3,5 – good (3)
 - d) the average mark is equal or above 2,0 – 2,5- sufficient (2)
 - e) the average mark is below 2,0 – insufficient(1).
- (6) The weighted average is formed by multiplying a mark achieved on a course with its ECTS credits value and then by dividing the sum of all courses and appertaining credits by the total ECTS credits value.
- (7) The course teacher is obliged to present the marked written test on the student's request.
- (8) The mark is written down in the grade book after the final decision on it, and only after the student's approval.

Article 33

Entering for Exams

- (1) A student enters an exam in accordance with the exam entry policy at individual departments, either electronically or, exceptionally, by a validated exam entry form.

- (2) In an exam period, a student must enter an exam within a deadline at the beginning of the first exam period.

Article 34

Exam Calendar and Timetable

- (1) The exam calendar is posted at the beginning of every academic year and it is an integral part of the syllabus; it is posted on the notice board of a department and/or on the University's web page.
- (2) The exam schedule for the entered students is posted on the notice board of a department and/or on the University's web page 3 days prior to an exam date at the latest.

Article 35

Exam Announcement

- (1) An examiner must notify the student about the oral exam results immediately upon the exam completion, and post the written exam results on the notice board of a department and/or on the University's web page.
- (2) The examiner shall mark the student with an "insufficient (1)" notation if the student:
 - a) leaves the room where a written exam is held or quits an oral examination in progress
 - b) does not appear at oral examination that follows the written examination
 - c) is removed from the exam as the consequence of disturbing other students , acting inappropriately or using unallowable aids
- (3) In accordance with the Act, the University Statute and the Ordinance on Keeping Records of Students of Higher Education Institutions, the examiner must keep the records on students' examination achievements for himself or herself. The records are preserved in the department archive.
- (4) The examiner must turn in filled in examination lists of held exams to the department secretary or to the admissions office within a deadline of 7 (seven) days after the exam period.
- (5) In the case of discrepancy between the mark written in the grade book and the one written in the entry form, the mark written in the entry form is considered valid, which can be checked in the examiner's evidence.

Article 36

Mark Appeal

- (1) A student who is not satisfied with the mark has the right to appeal in written form within 24 hours and demand the exam to be repeated before the examining committee.
- (2) The examining committee is nominated by the head of department at which the prevalent part of the study programme is performed, within 24 hours after the receipt of the appeal at the latest.

- (3) The examining committee has three members and its president cannot be the examiner against whose mark the student has appealed.
- (4) The committee's president determines the date of the exam which must be held 3 days after the receipt of the appeal at the latest.
- (5) The examining committee brings the decision about the mark by the majority of votes.
- (6) The examination course before the committee is recorded in the minutes.
- (7) The committee's decision cannot be appealed against.
- (8) The committee's decision about the mark is final.

Article 37

Number of Resits

- (1) The same course exam can be taken 4 times at the maximum which corresponds to the number of exam periods held upon the completion of the course. The fourth time, the exam is held before the examining committee.
- (2) If a student fails the course exam he or she is obliged to enrol the same course, or some other course depending on the study programme, in the next academic year.
- (3) If a student does not pass the exam in a manner determined in Paragraph 1 of this Article, he or she loses the right to full-time studying.

Article 38

Progress through the Study

- (1) A student is entitled to enrol in a higher year of the study if he or she has duly fulfilled all requirements prescribed by the study programme, the Senate's decisions and other general acts of the University constituents; if he or she has returned library materials and has passed all the exams from the courses that enable enrolment in a higher year of the study on the basis of the credit system determined by the study programme.
- (2) A student has the right to appeal to the head of department or to the authorized deputy rector about the decision or the procedure related to the enrolment in a higher year of the study.
- (3) A student who has not fulfilled the conditions for enrolment in a higher year can repeat the year with the obligation to pay for the remaining courses in accordance with the value of unrealized ECTS credits from the previous academic year.
- (4) The student who repeats a year must newly enrol the courses he or she has not passed in the previous year or, in the case of elective courses, replace them with others.
- (5) The student has the right to enrol the same course twice.
- (6) In accordance with the study programme, the departmental expert council may approve the enrolment of individual courses from the higher year of the study to the student who has not gained the right to enrol in a higher year of the study, but has accumulated at least 30 ECTS credits. The ECTS credit value of the courses enrolled

in this manner must not exceed 30 ECTS credits per semester together with the courses the student has not passed in the previous year, i.e., the requirements of which he or she has not fulfilled.

- (7) In the case of alterations of the study programme, the student who enrolls the differential ECTS credits, repeats a year or continues the studies after the leave of absence or an interruption, must pass differential exams in accordance with the new study programme.
- (8) If even after repeating the academic year the full-time student does not fulfil all the obligations prescribed by the study programme of the academic year in question, he or she can continue the studies as a part-time student under conditions stated in Article 37 Paragraphs 3,4,5,6 and 7.

Article 39

- (1) The part-time student chooses his or her workload at enrolment in a higher year of study, but is obliged to pay for and re-enrol in the unresolved courses from the previous academic year. The sequence of enrolment of the selected courses may be determined by the course coordinator for a student who enrolls less than 30 ECTS credits.
- (2) The total sum of ECTS credits of both the unresolved courses from the previous academic year that the student re-enrolls, and the courses from the next academic year cannot be less than 30 ECTS credits or more than 60 ECTS credits.
- (3) A part-time student is entitled to enrol the same subject twice.
- (4) If the student with a part-time status does not fulfil obligations required in the study programme of the specific academic year even after the repeated attendance, he or she can continue the studies in a manner prescribed for the students who have lost the right to a full-time student status, in accordance with Article 37, Paragraphs 4,5,6 and 7.

Article 40

Termination of Student Status

- (1) A student loses the status
 - a) by graduation
 - b) if he or she discontinues the studies at the University, i.e., at the department
 - c) if he or she is expelled from the studies under conditions and the procedure determined by the Statute or other general acts
 - d) if he or she does not complete the studies within a deadline determined by the Statute or some other general act
 - e) if he or she does not fulfil conditions for repeating a year
 - f) for other reasons determined by the Statute or some other general act.

Article 41

Completion of Studies

- (1) Undergraduate and professional studies are completed by passing all exams and finishing other study obligations and by writing a final paper and/or taking a final exam according to the study programme.
- (2) Graduate and integrated studies are completed by passing all exams and finishing other study obligations and by writing a graduate diploma paper and/or taking a final exam according to the study programme.
- (3) The themes of the final paper or the graduate diploma paper must be chosen from the courses performed at the study programme.
- (4) The list of all the courses from the previous paragraph is determined by a departmental expert council.
- (5) The University departments shall regulate by their acts all matters concerning final papers, graduate diploma papers and final exams, such as: a paper title submission, the manner of writing and the appearance of a paper, the final exam application, the grading process, a paper defence procedure, a graduation ceremony, initiating and conducting the procedure of the withdrawal of an academic or professional degree.

Article 42

- (1) Upon completion of an undergraduate study, a student is awarded a diploma which confirms that he or she has completed the study and earned an academic degree.
- (2) Upon completion of a graduate university, integrated undergraduate and graduate university study, postgraduate university and postgraduate professional study, a student earns a degree which confirms that he or she has completed the specific study and earned an academic degree.
- (3) Upon completing a short professional study, a student is awarded a certificate. Upon completion of an undergraduate professional study or a specialist professional graduate study, a student is awarded a diploma which confirms that he or she has completed the specific study and earned a specific professional degree.
- (4) Upon completion of a professional training or improvement programme, the institution of higher education issues a confirmation that states the participant's learning outcomes and ECTS credits, if workload is measured in ECTS credits.
- (5) Together with the certificate, diploma or a confirmation, a student is awarded a diploma supplement in Croatian and English, free of charge. The diploma supplement attests to the exams the student has passed, the achieved grades and other information necessary to understand the attained qualification.
- (6) Diplomas, certificates and confirmations issued by the University are public documents.
- (7) A diploma, degree and diploma supplement content is prescribed by the Minister.
- (8) The appearance of diplomas, degrees and diploma supplements, the content and appearance of certificates and confirmations, as well as information packages for ECTS credits transfer, is prescribed by the University by a special Ordinance.

Article 43

Graduation Ceremony

- (1) A graduation ceremony is a ceremonial conferment of diplomas/degrees, doctorate and honorary doctorate degrees.
- (2) Heads of departments or study coordinators preside over undergraduate and professional university studies graduation ceremonies.
- (3) The University's Rector presides over graduate, integrated and doctoral graduation ceremonies.
- (4) All heads of departments are obliged to attend the ceremony from the Paragraph 3, except when there are no graduands from the departments they lead.
- (5) Graduation ceremony costs are defrayed by students.

Article 44

IV. INFORMATION PACKAGE

- (1) The study coordinator must create an information package as a guide for potential partners, i.e., for students and teaching staff of partner institutions.
- (2) The information package must contain the following information about the studies:
 - a) the programme description, general information on study programmes, particulars about examination system and grading mode, the description of the grading system
 - b) a study programme description, acquired qualifications description, the study structure diagram
 - c) the description of each course of the study programme
- (3) The information package must be prepared in Croatian and English (and/or some other language of the European Union) and published on the web page of the study coordinator.
- (4) Departments must deliver updated information for the information package to the International Relations Office by the end of June for the next academic year.

Article 45

Information about the Study Coordinator

- (1) The information package must contain the following information about the study coordinator:
 - (a) the name and address of the institution
 - (b) the academic calendar
 - (c) the ECTS coordinator's name and address
 - (d) a short description of the institution
 - (e) the enrolment procedure

Article 46

Other Information

- (1) The information package must contain information about:
 - (a) administrative formalities concerning the residence of foreign citizens in our country
 - (b) traffic connections with Zadar
 - (c) prices and conditions of lodging, renting and furnishing
 - (d) prices and living conditions; food, daily childcare, a temporary employment of the spouse
 - (e) health insurance: an insurance policy, medical services, assistance for students with special needs
 - (f) means of studying: libraries, specialist laboratories
 - (g) leisure activities: entertainment and the possibilities of passive and active involvement in cultural and sports life
 - (h) other practical questions

V. ECTS COORDINATION

Article 47

ECTS Committee

- (1) The ECTS Committee at the University of Zadar is a permanent University's task group whose members are: the university's ECTS coordinator, an ECTS coordinator from each university department and a student representative from each university department.
- (2) The Senate appoints the University ECTS coordinator from the ranks of research-teaching lecturers.
- (3) A departmental expert council appoints ECTS coordinators from the ranks of lecturers in research-teaching, artistic-teaching, teaching and associate positions who are employed at the unit.

Article 48

The Committee's Mandate

- (1) The Committee members are appointed for the time of 2 years.
- (2) The authority that has appointed a member of the Committee shall release him or her before the mandate expires if:
 - (a) he or she does not fulfil the member's duties
 - (b) his or her employment or student status with the University ceases
 - (c) he or she has personally requires the release

- (3) In the case of the release of the Committee member, his or her place is occupied by a newly appointed member. He or she continues the released member's mandate to its expiration.

Article 49

The Committee's Tasks

- (1) The Committee's tasks are:
 - (a) attend to and counsel about effective ECTS functioning at the University
 - (b) draft schemes and propose the University general acts regarding studying and student and teaching staff mobility.

Article 50

Committee's Decision Making Method

- (1) The Committee reaches decisions at the meetings that are summoned and presided over by the University ECTS coordinator.
- (2) The notice about the meeting is delivered to the Committee's members at least 8 days before the meeting.
- (3) The Committee makes legitimate decisions only if a simple majority of members is present. The decisions are made by a simple majority of the present Committee members.

Article 51

ECTS Coordinator's Tasks

- (1) ECTS Coordinator's Tasks are to:
 - (a) summon and preside over the Committee's meetings
 - (b) announce the election procedure for new members when the mandate of current members expires
 - (c) ensure the Bologna process implementation, ECTS principles and suitable procedures at the University
 - (d) ensure a consistent transfer/accumulation management of ECTS credits at all the University's study programmes

Article 52

Departmental ECTS Coordinator's Tasks

- (1) ECTS Coordinator's tasks are to:
 - a) inform teaching staff and students about the ECTS system and its implementation at the University
 - b) in cooperation with the International relations Office and the Office for ECTS Implementation and Academic Recognition of Foreign Higher Education

- Qualifications, inform students about partner institutions , academic recognition procedure of the courses passed at a partner institution
- c) advise a student on how to fill in application forms for studying at partner institution
 - d) prepare information package for the studies coordinated by his or her institution
 - e) help the visiting students in their integration and affirmation

Article 53

Office for ECTS Implementation and Academic Recognition of Foreign Higher Education Qualifications

- (1) The Office's main tasks are to:
 - (a) coordinate the procedure of academic recognition of foreign higher education qualifications and periods of study and to issue a suitable decision in cooperation with the Academic Recognition of Foreign Education Qualifications Committee
 - (b) provide expert assistance in drafting study programme proposals
 - (c) cooperate with the university ECTS coordinator and departmental ECTS coordinators in all matters considering ECTS allocation
 - (d) tuning and guidance in preparing and making information packages
 - (e) cooperate with International Relations Office in all matters that concern mobility and exchange

VI STUDENT MOBILITY

Article 54

- (1) Student mobility refers to studying or practical training at a host institution after which the student returns to the home institution and completes the studies.
- (2) On the basis of the Ordinance on Mobility, International Relations Office coordinates all activities associated with the execution of international student mobility.

Article 55

Student Mobility among Croatian Universities

- (1) Student mobility among Croatian universities is regulated on the basis of special contracts and with the Senate's previous approval.

Article 56

VIII Quality Assurance of the Studies

- (1) Quality assurance of the studies at the University is regulated by the Act on Quality Assurance in Science and Higher Education and by the University quality assurance system internal acts.
- (2) Quality assurance and improvement system at the University of Zadar is a system of rules and activities that is implemented through coordinated activities by all units of

the University of Zadar, in accordance with the Ordinance on Quality Assurance at the University of Zadar.

- (3) Regarding as both choice and commitment to consistently monitor and improve quality of all aspects of its work, the University periodically conducts students' evaluation of teaching process and performance (hereinafter: evaluation).
- (4) Students must participate in evaluation.
- (5) It is recommended that the teaching staff publish evaluation results regarding teaching process and performance of their courses.

IX TRANSITIONAL AND FINAL PROVISIONS

Article 57

- (1) Senior students of the University of Zadar and of its legal predecessors have the right to complete university undergraduate and graduate studies by the end of 2011-2012 academic year, without differential exams, in accordance with the study programme that was valid at the time of their enrolment and which they have duly attended.
- (2) Students who do not complete the study within the deadline stated in the previous paragraph have the right to continue the studies in accordance with the reformed study programme and the conditions determined by departmental expert councils.
- (3) The students to whom has been approved to continue their studies under special terms of study in accordance with Article 37, Paragraphs 3,4,5,6 and of the Ordinance of study regulations and programmes from 2012, have the right to complete the studies within the deadline that lasts twice as long as the regular study programme.

Article 58

- (1) University and professional studies of the University of Zadar and its legal predecessors that were effective to the day the Act on Science and Higher Education came into force are equalised with corresponding university and professional graduate studies according to the Act on Science and Higher Education.
- (2) Persons who have completed university or professional studies of the University of Zadar or its legal predecessors that were effective to the day the Act on Science and Higher Education came into force, have the same rights as persons who have completed corresponding studies according to the Act on Science and Higher Education.
- (3) Academic degrees at the University of Zadar and its legal predecessors that were effective to the day the Act on Science and Higher Education came into force correspond to the academic degrees from the Act on Science and Higher Education: the degree of a professor, graduated archaeologist, historian, historian of art, sociologist, psychologist, pedagogue, communication scientist in tourism and a similar degree of a corresponding profession is equalised to a Master's degree of a corresponding profession,
 - (b) the degree of teacher, educator, communication scientist in tourism and a similar degree of a corresponding profession is equalised to a Bachelor degree of a corresponding profession.

Article 59

Compliance with General Provisions

- (1) All departmental general provisions related to study matters must be complied with within at least 6 months from the date this Ordinance comes into force.

Article 60

On the date of the entry into force of this Ordinance, the following ordinances cease to have effect:

- a.) Ordinance on Study Regulations (January 2006)
- b.) Ordinance on Amendments on Ordinance on Study Regulations, Class: 012-01/09-02/02, Ref.No: 2198-1-79-05/09-01 (October 2009)
- c.) Ordinance on Amendments on Ordinance on Study Regulations, Class: 012-03/11-01/11, Ref.No: 2198-1-79-10/11-01 (September 2011)
- d.) Ordinance on Amendments on Ordinance on Study Regulations, Class: 012-03/11-01/11, Ref.No: 2198-1-79-10/11-03 (December 2011)

Article 61

The Application of Specific Provisions

- (1) The provisions of Article 37 Paragraphs 4 and 5, of Article 39 Paragraph 4 are applied since 2012-2013 academic year.