

UNIVERSITY OF ZADAR

UNIVERSITAS STUDIORUM JADERTINA

THE S T A T U T E

of the University of Zadar
(expurgated text)

PREAMBLE

The University of Zadar originates from the Faculty of Philosophy, the first dislocated higher education institution in Croatia, founded in 1955, and is following the spatial and cultural continuity of the first university on the Croatian land – *Studium Generale Sancti Dominici Jadræ*, established in 1396. In 1553, having changed its name into *Universitas Jadertina*, this university became a privileged university with the right to grant the highest academic titles. It was discontinued during the French rule in Dalmatia; however, the continuity of higher education in Zadar was not interrupted. In 1806 there was founded the Central College, consisting of seven programmes of study with the status of higher education. Due to persistent work and efforts, the process of establishing a new university was initiated and completed in the new circumstances of free and independent Croatia. On July 4, 2002 the Croatian Parliament passed the Act on the Establishment of the University of Zadar.

The course of academic events and the organizational structure of the University has been entirely transformed by the establishment of the integrated university, the introduction of the Bologna studying system, with major personnel changes, and a constant increase in the number of faculty and the University constituent units. New programmes of study and research, the affirmation of suppressed and forgotten values, and the unique geographical and cultural environment have significantly raised the interest of the international academic community for cooperation with our University. This was further assisted by the interest of local and international students, a rich and dynamic publishing activity, many new national and international projects, a new relationship of the community with the University (and vice versa), a new European context, and the first signs of an active partnership with the economy...

The goals aimed at by the University have been set in the strategic documents (general and scientific strategy, while the new strategies are in the process of development). The University of Zadar will be autonomous and free by its own choice, oriented towards the improvement of the quality of its teaching, research, and expert activities, and towards the international cooperation, joint and collaborative projects, its students and local citizens, its natural and spiritual environment, its heritage, and innovations.

Because of all of the above mentioned reasons, in addition to the legal and organisational changes in higher education and at the University itself, and because of constant alterations and amendments of the currently valid documents, it has proved to be necessary to adopt a new Statute of the University of Zadar.

Pursuant to Article 10, Paragraph 1 of the Act on the Establishment of the University of Zadar (Official Gazette No 83/02) and Article 59, Paragraph 2, Item 11 of the Science and Higher Education Act (Official Gazette No 123/03, 198/03, 105/04, 174/04, 2/07 – The Decree of the Croatian Constitutional Court, 46/07, 45/09, 63/11, 94/13, 139/1, and 101/14) and Article 39 of the University Statute (expurgated text of July 2014), Rector of the University of Zadar on May 27, 2015 confirms the expurgated text of the Statute.

The expurgated text of the Statute consists of the expurgated text of the Statute of November 26, 2014 and the Statutory Decision of May 27, 2014, in which the time of their coming into force is stated.

CLASS: 012-01/11-01/02

REG. No: 2198-1-79-06/15-18

In Zadar, on May 27, 2015

Rector

Professor Ante Uglešić

S T A T U T E

OF THE UNIVERSITY OF ZADAR

I. GENERAL PROVISIONS

Article 1

The Subject of Standardisation

This Statute (hereinafter: the Statute) establishes the issues of the status, the organisation, activities and the management of the University of Zadar (hereinafter: the University), the powers and decision-making procedures of the University bodies, the method of organisation and execution of the study programmes, the status of faculty, associates, researchers and other employees, the status of students, financing of work, as well as other issues of importance for the University of Zadar.

Article 2

The Status of the University

The University of Zadar is a legal entity – **INSTITUTION**, entered into the Court Register of Institutions at the Commercial Court of Zadar and in the Register of Higher Education Institutions and the Register of Scientific Organisations led by the Ministry of Science, Education and Sports.

The name of the university is ***SVEUČILIŠTE U ZADRU (THE UNIVERSITY OF ZADAR)***.

The seat of the University is in ***ZADAR, 1 ULICA MIHOVILA PAVLINOVIĆA***.

The University also uses its name in the English language: **UNIVERSITY OF ZADAR**.

The University Day is **MARCH 25**.

The founder and the holder of the University of Zadar founder's rights is **THE REPUBLIC OF CROATIA**.

The University is represented by **THE RECTOR**.

Article 3 *Coat of Arms, Seal and Stamp*

The University has its own coat of arms, seal, stamp and flag.

The University's coat of arms has a round shape. In its centre there is a drawing of the Church of the former Liceum of St. Demetrius with the inscription "Sveučilište u Zadru" and „*Universitas studiorum Jadertina*“, followed by the years **1396** and **2002**.

The University also has a seal consistent with the University's coat of arms.

The University's flag is blue and white with the imprinted coat of arms of the University of Zadar in the middle.

The ceremonious flag of the University is blue and white, where on the face of the blue color there is the coat of arms of the University of Zadar imprinted in gold, and on the white side there is the coat of arms of Saint Dominic monastery where the first University of Zadar and Croatia was located.

The seal and the stamp with the coat of arms of the Republic of Croatia consist of the name and the coat of arms of the Republic of Croatia, and the name and seat of the University.

The documents that are issued by the University on the basis of public authority are verified with the seal or the stamp with the coat of arms of the Republic of Croatia.

Article 4

In the context of their basic activities, the organisational units – i.e. the university departments and other organisational units within the University structure – have the right and the responsibility to use the University's name, coat of arms and the flag, and use them either partially or entirely in their own insignia.

In any other case, the use of the name, coat of arms and the flag shall be approved by the Rector.

Article 5 **Tasks of the University**

The tasks of the University are scientific, artistic and developmental research, especially the realisation of the research programmes of strategic interest for the Republic of Croatia, artistic creativity and expert work, on which the undergraduate, graduate, integrated undergraduate and graduate, as well as postgraduate education are founded.

The University accomplishes all of its tasks in accordance with the needs of the community.

Congruent with its tasks from paragraph 1 of this Article, the University is an educational institution that links scientific research, artistic creativity, study and teaching, and in this way it develops research, expertise and arts, prepares students for professional work based on scientific cognition and methods, as well as on artistic values. As such, the University educates the scientific and artistic youth, participates in the realisation of students' social interests, and promotes

international, especially European cooperation in higher education and in scientific and artistic activities.

The University integrates the functions of its constituent units (functional integration of the University) in a way that it ensures a unique and coordinated operation of its bodies in accordance with the strategic and developmental decisions on academic issues and on the profiling of scientific research, with the unique and coordinated operations in financial and legal matters, investments, developmental plans, as well as in engagements with the external partners in research activities and higher education.

The University ensures the internal and external mobility of students and faculty, rational use of human and material resources, the development of interdisciplinary and multidisciplinary studies, as well as the inspection and a continuous growth in quality, and in the competitiveness of pedagogical, scientific, artistic and expert work.

The University develops an integrated information and library system.

Article 6 Fundamental Principles of Operation

The University activities are based on:

- academic freedom, academic self-government and autonomy of the University,
- cooperation among all members of the academic community,
- ethics of all members of the academic community,
- transparency of work,
- relationship with the educational system,
- international quality standards,
- encouragement and appreciation of specific national issues,
- protection of intellectual property,
- indivisibility of the University pedagogical work and scientific research or artistic creativity,
- European humanistic and democratic tradition and convergence with the European system of higher education,
- respect and affirmation of human rights and freedom (the inadmissibility of discrimination on the basis of race, sex, language, religion, political or other conviction, national or social background, property, place of birth, education, social status or other characteristics),
- the unity of expert and educational work with the goal of training for specific expert knowledge and skills,
- the concept of life-long learning,
- the relationship with pre-tertiary education,
- the interaction with the community, and the responsibility for developing social responsibility of students and other members of academic and scientific community.

Article 7

Constitutional Framework of Operations

The University and its constituent parts perform activities of special interest for the Republic of Croatia in the area of science and higher education, and enable the citizens of the Republic of Croatia to fulfill their constitutional right of obtaining higher education.

Foreign citizens enrol in the studies under the same conditions as Croatian citizens; however, congruent with the decree of the competent national authority, the University or its research-teaching constituent parts, foreign citizens may be required to pay partial or full tuition.

Article 8

Inviolability of the University Space

The University's space is inviolable.

The State authorities may intervene at the University only with the Rector's permission, following the decision of the relevant Court and if there exists an imminent danger to people's health and lives, or danger to the property.

As an exception, the search of the University's space may be ordered only by the relevant Court provided all required conditions of the Code of Criminal Procedure are met. The search at the University may be performed without the presence of the Rector or the person he has authorised, only if they have not appeared on time and without legitimate reason.

Article 9

Academic Community and Academic Freedom

Members of the University academic community are all teaching staff, researchers, associates, students, and other participants in the process of higher education, scientific and artistic research, artistic activities and professional work.

The University guarantees academic freedoms to the lecturers, scientists, associates, researchers and students. Academic freedoms include the freedom of scientific research and creativity, teaching, mutual collaboration and association, in accordance with the Croatian Constitution, international agreements, and legal acts.

The academic self-government at the University includes:

- definition of study regulations and student enrolment,
- election of the Rector and the teaching staff,
- management of the University resources.

In accordance with the law the autonomy of the University of Zadar involves:

- organisation of internal structure,
- definition of teaching, research, and professional programmes,
- financial autonomy in accordance with the law,
- decision-making in regards to the acceptance of projects and international cooperation,
- other forms of autonomy in accordance with the law.

Academic freedoms, academic self-government and the autonomy of the University also include its responsibility towards the community in which it operates.

II. THE UNIVERSITY ACTIVITIES

Article 10

The activities of the University of Zadar include:

- organisation and performance of the University undergraduate and graduate studies, integrated University undergraduate and graduate studies, as well as postgraduate studies,
- organisation and performance of professional studies in accordance with the law regulating higher education,
- organisation and running of programmes of permanent and life-long education,
- performance of scientific/artistic and high-skilled work with the conditions established by special regulations,
- publishing, librarian and information activities related to the requirements of teaching, research, and professional work,
- production of expert opinions and reviews,
- archaeological excavations,
- work related to research, study, preservation, restoration, conservation, maintenance, renovation, usage, and transportation of cultural goods,
- publishing activity,
- printing activity,
- reproduction of recorded media,
- accommodation in student dormitories,
- other accommodation,
- restaurants,
- cafeterias and catering,
- rental of real estate,
- secretarial and translation activities,
- adult and other education,
- activities of buildings for cultural purposes,
- activities of arts facilities,
- buying and selling of goods,
- preparation of food and food services, preparation and service of drinks and beverages, and provision of accommodation,
- student nutrition,
- brokerage and organisation of student nutrition,
- serving as agent in the employment of students and pupils (members of the student-service),
- sales and brokerage of catering services,
- cultivation of crops, garden plants and ornamental plants,
- cultivation of vegetables, flowers, ornamental plants and seedlings,
- viticulture,
- cultivation of fruits, nuts and similar fruit, crops for making drinks and spices, except for viticulture,
- production, trade and import of planting material,
- maintenance of the variety of parent trees and storage of the seed samples,
- production and trade of fruit and vegetable juices,
- production, transport, and processing of grapes for wine (except for processing of grape juice and concentrated grape juice),
- production and distribution of wine and other products made of grape and wine,
- production and distribution of fruit wines and other products on the basis of fruit wines.

- scientific research and development,
- research and experimental development in natural, technical, and technological sciences,
- other research and experimental development in natural, technical and technological sciences,
- other professional and research activities,
- consultancy in the field of agriculture,
- technical testing and analysis,
- hygienic food inspection, control of food production, testing for quality and reliability,
- preparing food for consumption at another place with or without serving it (in a vehicle, at shows), as well as catering of that food,
- trade mediation in foreign and domestic market,
- information society services
- other activities serving to carry out the previous activities, if they are on a smaller scale and are performed customary in relation to these activities.

III. ORGANISATION OF THE UNIVERSITY

Article 11

The University establishes its departments (research-teaching constituents, artistic-teaching constituents, and professional constituents), the Rector's Office, the University Library, centres and other organisational units (institutions and companies) with the goal to fulfil the needs of all members of the University's academic community.

III. 1. UNIVERSITY/PROFESSIONAL DEPARTMENTS

Article 12

A University department is an organisational unit of the University that participates in delivering the University study programmes and conducts scientific research, teaching, and highly professional activities in a single research field or in an interdisciplinary research area.

A professional department is an organisational unit of the University that participates in the delivery of professional study programmes, and organises and carries out highly professional activities.

In a University department there are, as a rule, all teaching staff and the University associates from a certain research field or an interdisciplinary research area or field.

In a professional department there are teaching staff and the University associates who conduct professional study programmes in accordance with the existing Science and Higher Education Act.

The University departments operate as subsidiaries of the University in the meaning of the Institutions Act, and have their own subaccounts.

The University departments may participate in legal transactions using the University name and their own name, in the name and interest of the University.

The basic act of a department is the departmental Ordinance, in which the structure and the scope of activities are defined in detail, in accordance with the Founding Decree and the Statute.

The decision on the structure and organisation of work in the department is issued by the Rector at the suggestion of the departmental expert council, and with the Senate's approval.

An employee engaged in the department retains the rights and the responsibilities at the institution at which he or she is employed.

Article 13

The University consists of 26 (twenty six) departments and these are:

- Department of English Studies
- Department of Archaeology
- Department of Economics
- Department of Ecology, Agronomy and Aquaculture
- Department of Ethnology and Anthropology
- Department of Philosophy
- Department of French and Iberoromance Studies
- Department of Geography
- Department of German Studies
- Department of Information Sciences
- Department of Teachers and Preschool Teachers Education
- Department of Kinesiology
- Department of Classical Philology
- Department of Croatian and Slavic Studies
- Department of Linguistics
- Department of Teacher Education Studies in Gospić
- Department of Pedagogy
- Department of History
- Department of History of Art
- Department of Psychology
- Department of Sociology
- Department of Italian Studies
- Department of Tourism and Communication Studies
- Department of Health Studies
- Maritime Department
- Department of Religious Sciences

Article 14

Administration of a University/Professional Department

A University/professional department has:

- Head and his or her Deputy,
- Expert Council of the Department.

A University/professional department may also have other bodies whose structure, founding method, scope of activities and responsibilities are determined by this Statute and the departmental Ordinance.

Article 15

Head of Department

A lecturer in a research-teaching position may be elected as Head of Department.

A lecturer in a research-teaching position or a college lecturer may be elected as Head of a Professional Department.

Head of Department is elected by the Departmental Expert Council with a simple majority (over 50%) of its member votes, after the receipt of the Rector's opinion of the candidate's work programme.

Head of Department is elected for a period of two years.

The same person may be elected as Head of Department no more than two times in a row.

As an exception, the same person may be elected more than two times in a row if the conditions for the election of another person do not exist.

Head of Department reports to the Departmental Expert Council, to the Rector and the Senate.

If the expert council does not elect a Head of Department, an Acting Head of Department will be appointed by the Rector for a period of one year.

Article 16

Rights and Responsibilities of the Head of Department

Head of Department represents the Department, manages its work and is responsible for its activities.

Head of Department chairs the Expert Council and:

- adopts the Rules of Procedure of the expert council activities, at the proposal of the Departmental Expert Council,
- organises the work of the Department and its operations,
- executes the decisions of the Departmental Expert Council,
- is responsible for the Department's financial activities and may dispose of the resources in the amount of up to 30,000.00 (thirty thousand) HRK net, without the Rector's approval,
- performs other activities in accordance with the law, the Statute and the Rector's decisions.

Head of Department may be a member of the Senate.

Article 17

Deputy Head of Department

Deputy Head of Department assists and replaces the Head of Department when he or she is absent.

Deputy Head of Department is elected by the Department's Expert Council with a simple majority (over 50%) of its member votes at the proposal of the Head of Department.

A lecturer in a research-teaching position may be elected as Deputy Head of Department.

A lecturer in a research-teaching position or a college lecturer may be elected as Deputy Head of a Professional Department.

Deputy Head of department is elected for a period of 2 (two) years.

Deputy Head of Department reports to the Head of Department and the Departmental Expert Council.

Article 18

Dismissal of Head of Department and Deputy Head of Department

Head of Department and Deputy Head of Department may be dismissed before the end of the period for which they have been elected, if:

- they request the dismissal themselves,
- they permanently lose the ability to perform their duties,
- there appear to be such reasons that, in accordance with special regulations or employment regulations, the employment contract becomes void,
- they do not act in accordance with the regulations or general acts of the University and/or the Department,
- they do not execute the decisions of the University bodies and/or the University Department or act against them,
- they abuse the position of the Head of Department /Deputy Head of Department or overstep their authority,
- they cause major damage to the University due to their unscrupulous or erroneous work,
- they cause heavy damage to the reputation of the position in which they serve.

The Departmental Expert Council and/or the Rector decide on the dismissal of the Head of Department.

The Head of Department, the Departmental Expert Council, and/ or the Rector decide on the dismissal of the Deputy Head of Department.

The Departmental Expert Council decides on the dismissal of the Head of Department with a simple majority vote, following the dismissal proposal by at least 1/3 (one-third) of the members.

The University Senate must confirm the decision from Paragraphs 2 and 3 if they relate to the dismissal of the Head of Department.

After the Senate's confirmation, the Head of Department is considered dismissed.

Article 19

Departmental Expert Council

A Departmental Expert Council consists of all lecturers who hold research-teaching positions, one representative of teaching staff who holds a teaching position, one representative of the associates and one representative of students.

Expert Council of a Professional Department consists of the teaching staff in teaching positions and research-teaching positions, one representative of associates and one representative of students.

Article 20

Jurisdiction of Departmental Expert Council

Departmental Expert Council:

- elects and dismisses the Head of Department
- elects and dismisses the Deputy Head of Department at the proposal of Head of Department,
- at the proposal of Head of Department, the Expert Council adopts the Ordinance regarding the Department activities and other departmental general acts,
- proposes the teaching, research, and professional programmes to the Senate,
- proposes teaching plans and programmes from its area of activity,
- issues a decision on the organisation and conducting of postgraduate doctoral study in the area of its activities,
- participates in the development of the University teaching plans and programme proposals, and approves them,
- initiates the process for the election to positions,
- appoints the leaders for undergraduate students,
- performs other activities in accordance with the Statute regulations, the Department's Ordinance, and the Departmental Expert Council's Ordinance.

Article 21

The Department's Expert Council may propose a member of another University's expert council for a member of the Expert Committee in the process of election to research-teaching positions.

Article 22

Organisational Units of a University and a Professional Department

Organisational units of a University and a Professional Department are divisions, which are set up on the basis of principles regarding the organisation of research, or teaching, or professional activities.

Head of Division is elected by the Division Council, by public voting or secret ballot, and the winning candidate is required to receive a simple majority (over 50%) of votes of all members of the division council.

A lecturer in a research- teaching position may be elected as Head of Division.

As an exception, a senior teaching assistant may be elected as Head of Division, if there is no lecturer in a research-teaching position present in the Division.

If the Expert Council does not elect a Head of Division, the acting Head will be appointed by the Rector for a period of one year.

A lecturer in a research-teaching position, a college lecturer, or a senior instructor may be elected as Head of Division in a Professional Department.

In departments and divisions, chairs may be established based on the principles of contiguity of research areas and fields, i.e. on their similarities and interrelatedness among disciplines.

The following conditions need to be fulfilled in order to set up a Chair:

- at least 3 employees among whom one elected in a research-teaching position,
- teaching activities in several contiguous courses

Each individual employee may be a member of only one chair. The number of chairs in each department is determined by the University Administration or the Department.

III. 2. SCIENTIFIC-RESEARCH ORGANISATIONAL UNITS

Article 23

Scientific-Research Centre

In order to organise and promote scientific-research activities, the University establishes Scientific-Research Centres as organisational units of the University or of its constituents.

The following scientific-research centres operate as organisational units of the University:

- **Centre for Adriatic Onomastic Research,**
- **Centre *Stjepan Matičević*,**
- **Centre for Karst and Coastal Research,**
- **Centre for Interdisciplinary Maritime and Marine Research**

Scientific-research centres may participate in delivering the university studies, or organise and conduct teaching activities in a single research field, or in an interdisciplinary research area or field.

In scientific-research centres there are, as a rule, the University scientists/researchers from a certain research field or an interdisciplinary research area or field.

Scientific-research centres operate as subsidiaries of the University within the meaning of the Institutions Act and have their own subaccounts.

Scientific-research centres may participate in legal transactions under the University's name and their own name, in the name and in the interest of the University.

Scientific-research centres have their Head, Deputy Head and an Expert Council.

The Expert Council consists of all researchers in research-teaching positions and one representative of associates and/or researchers.

The basic act of a Scientific-Research Centre is the Ordinance which determines in detail the structure and the scope of work in accordance with the Founding Decree and the Statute. The Ordinance is adopted by the Expert Council of the Scientific-Research Centre at the proposal of the Head.

Work positions in Scientific-Research Centres are defined by the Ordinance on the Organisation and Systematisation of Posts at the University of Zadar.

Article 24 ***Academic Institute***

Academic Institute is a constituent unit of the University which is established with the purpose of conducting scientific/research activities in one or more related research fields, and as a rule, linked to the process of higher education at the University.

Academic Institute is established and functions as a subsidiary of the University within the meaning of the Institutions Act.

Academic Institute is established by the Senate on the basis of a study establishing the scientific and professional justification for the foundation of an Academic Institute. The study

is carried out by a special commission on the basis of a proposal by at least one research-teaching constituent unit of the University or at least two lecturers elected in the field or an interdisciplinary research area for which the academic institute is being established.

The internal organisation of the Academic Institute, its bodies and powers are determined by the general act of the Academic Institute which is adopted by the Institute's Expert Council with the approval of the Senate. Academic Institute participates in legal transactions under the University's name and its own name.

Academic institutes are not legal entities, so the University acquires the rights and the responsibility for their activities.

Work positions at the Institutes are determined by the Ordinance on the Organisation and Systematisation of Work Positions at the University of Zadar.

Scientists/researchers and associates of the Institute shall participate in teaching activities at the University.

Article 25 ***Management of the Academic Institute***

Academic Institute has its Head and an Expert Council.

Article 26 ***Head of Institute***

Head of Institute is appointed by the Senate at the proposal of the Academic Institute's Expert Council.

The Head:

- takes care of the research and professional specialisation of scientists/researchers, associates and professional associates of the Institute,
- convenes and chairs the Expert Council sessions,
- performs other functions in accordance with the law, Statute and other general acts of the University and the Institute.

Head reports to the Institute's Expert council, the Rector and the Senate with regard to the issues of the work legitimacy, implementation of the Statute and the decisions of academic bodies.

Head's mandate lasts for two years. The same person may be elected as Head no more than two times in a row.

A scientist/researcher from the Institute in a research position (research adviser, senior research associate and research associate) may be elected as Head of Institute.

Applicants for the Head of Institute have to submit their own work programme for the term of office. The work program must be in accordance with the University strategic documents.

The process of appointing the Head must be completed at latest two months before the expiration of the mandate of the current Head.

If a Head of institute is not elected within the deadline of this Article or if it is concluded that the current mandate is illegitimate, the Rector will within the period of one month propose the appointment of an Acting Head of Institute (who meets the required conditions) for a period of one year.

Article 27

The Dismissal of Head of Institute

Head of Institute may be dismissed from duty even before the expiration of his or her mandate if he or she:

- requests a dismissal,
- permanently loses the ability to perform his/her duties,
- there appear such reasons that, according to special regulations or the regulations defining labour relations, make his or her work contract void,
- does not act in accordance with the regulations or general acts of the University and/or the Academic Institute,
- does not execute the decisions of academic bodies and/or Academic Institute,
- abuses the position of Head of Institute or oversteps his/her scope of authority,
- causes major damage to the University due to his/her unscrupulous or irregular work,
- causes heavy damage to the reputation of the position in which he/she serves.

A proposal for the dismissal of Head of Institute may be submitted by the Senate, the Rector or at least one third of members of the Institute's Expert Council.

Article 28

Expert Council of the Institute

The Institute's Expert Council consists of all of the Institute's scientists/researchers in appropriate research positions (research associates, senior research associates and research advisers), one representative of persons in the associate posts (assistant or senior assistant) and one representative elected in a professional position (professional associate, senior professional associate or professional adviser).

The Institute's Expert Council performs the activities within its authority at sessions.

The Institute's Expert Council legitimately discusses and makes decisions at sessions where more than a half of the total number of its members are present.

The Expert Council adopts decisions with a simple majority of votes of present members.

Article 29

The Institute's Expert Council:

- establishes and implements the institute's scientific and professional strategy,
- discusses and decides on the scientific and professional issues,
- conducts one part of the process for the election into research positions and election into research, associate and professional posts when the institute is authorised for this,
- provides Head of Institute with the opinion and proposals about the realisation of conditions for the development of scientific and research activities, adopts Rules of Procedure of its work,
- adopts the Ordinance of the institutes' activities with the previous approval of the Senate,
- performs other duties determined by the law and the Statute.

III. 3. OTHER ORGANISATIONAL UNITS

Article 30

Centres for Expert Professionalism or Teaching

The University establishes academic Centres for expert professionalism or teaching, which become organisational units of the University or its constituent parts.

At the University there are the following Centres for expert professionalism or teaching that operate as organisational units of the University:

- **Centre for Gymnastics and Student Sports,**
- **Centre for Foreign Languages.**

A Centre is established by the Senate as an organisational unit of the University, at the proposal of Rector or some other authorised proposer (Department's Expert Council).

The Centre established as an organisational unit of the University acts in legal transactions in its own name and in the name of its founder. It has its own subaccount and operates as a subsidiary of the University within the meaning of the Institutions Act.

The Centre is represented and managed by Head of Centre. Head is appointed at the proposal of Rector.

The Centre has an Expert Council that consists of all lecturers in research-teaching, and teaching positions, and one representative of associates.

The basic act of a Centre is the Ordinance which determines in detail the structure and the scope of operations in accordance with the Statute and the Founding Decree. The Ordinance is adopted by the Centre's Expert Council at the proposal of Head.

The posts in the Centre are established by the Ordinance on the Organisation and Systematisation of Posts at the University of Zadar.

Article 31
The Centre for Student Standard of Living

The Centre for Student Standard of Living is a constituent unit of the University that has been established in order to satisfy the students' needs, including:

- organising student accommodation,
- organising student nutrition,
- mediating in temporary and occasional employment of students,
- mediating in medical examinations of students,
- mediating in organisation of athletic, cultural and entertainment needs of students in cooperation with the University Student Council.

The Internal organisation of the Centre for Student Standard of Living, its bodies and their powers, as well as other issues, are determined by a special Ordinance.

Article 32
University Library

The University library system, which consists of the University Library and other functionally integrated libraries of the University constituents, operates as a unique communication centre through which scientific and expert information is being exchanged as a result of expert processing of the collections of relevant libraries in Croatia and abroad, as well as other sources of scientific and expert information.

The internal organisation of the University Library and other issues relevant for its work are determined by a separate Ordinance.

Article 33
Student Counselling Service

The Student Counselling Service provides expert, advisory and educational assistance to students, with the goal of improving the quality of their life.

The organisation of Student Counselling activities is determined by a special Ordinance.

III. 4. ESTABLISHMENT AND OPERATIONS OF OTHER LEGAL ENTITIES

Article 34
Companies

The University may establish (or co-establish) companies for the purpose of commercialisation of research achievements, discoveries, patents or artistic achievements, encouragement of cooperation with business people or strengthening of the knowledge-based economy.

A part of the company profit that belongs to the University shall be used primarily for improvement of the University operations.

Establishment, organisation and operations of legal entities that are founded by the University shall be regulated by the Companies Act.

Article 35 *Centres as Legal Entities*

In addition to being founded as organisational units of the University, Centres may also be established as legal entities, in accordance with the regulations of the Institutions Act.

A Centre is represented and managed by Head of Centre.

Head of Centre is appointed by the Senate after the previous opinion of the Rector.

The act which establishes a Centre defines separately the following: organisation and activities of the Administrative Council, internal organisation of the Centre, activities and other issues relevant for the Centre operations.

The Centre has its own Statute which is adopted by the Administrative Council after the previous approval of the Senate.

III. 5. RECTOR'S OFFICE

Article 36

Rector's Office is the organisational unit of the University which performs professional, legal, administrative, financial, technical and other general activities of mutual interest for the University and its constituent units, in accordance with the law, the Statute and other general acts.

By performing the activities from its scope of authority, Rector's Office ensures the conditions for legitimate, timely and regular performance of duties and powers of the Rector and other bodies of the University, as well as the requirements needed to perform functions, activities, and tasks of their constituent units.

Rector's Office may consist of organisational units (common professional services, offices, centres) for the functional integration of the University.

The decision on the establishment of organisational units is made by the Rector.

The internal organisation of work positions in the Rector's Office is determined by Rector.

IV. THE UNIVERSITY BODIES

Article 37

The University has:

- The Rector,
- The Senate,
- The University Council.

IV. 1. RECTOR

Article 38

Rector is the leader of the University and in this position he or she has the rights and the responsibilities of the institution's director.

Rector is also a member of the Croatian Rectors' Conference.

The symbols of Rector's honour are the chain and the Rector's sceptre.

Rector's chain consists of 11 metal medallions. On the face of the central medallion there is a copy of the University's coat of arms, and on the back a copy of the old University's coat of arms. On the face of the other ten medallions there are the contours of notable buildings from Zadar's area, and on the back there are the images of ten Croatian and Zadar's historically significant scientists and public figures.

Rector's sceptre has a holder with multiple profiles and a head in a circular shape, where on the face there is the present University's coat of arms, and on the back there is the coat of arms of the old University.

Article 39

Rector's Jurisdiction

Rector:

- represents the University,
- makes business decisions in accordance with the existing regulations,
- prepares and proposes the agenda for the Senate sessions,
- presides over the Senate,
- organises the University activities and business affairs,
- adopts general acts in accordance with the Statute,
- proposes the measures for the improvement of the University activities to the Senate,
- executes the decisions of the Senate,
- participates and decides on the activities of the Rectors Conference,
- bestows the Rector's Award and other awards and recognitions of the University to the students and staff,
- performs other activities in accordance with the law and the Statute.

Article 40

Rector has the right to independently undertake all legal transactions in the name and interest of the University, not exceeding the value of 500,000.00 HRK (five hundred thousand HRK) net.

In order to undertake legal transactions which exceed in value the amount from the previous paragraph, the Rector shall need the approval of the Senate.

Article 41

Rector may appoint permanent and temporary commissions for performing certain activities from their jurisdiction, as well as for the preparation of the Senate sessions.

The number of the commission members and their scope of activities are determined by the decision on the commission appointment.

Article 42

Rector reports to the Senate for his/her work.

Once a year, Rector submits to the Senate a report on his/her work and the University affairs.

Article 43

Candidature for the Position of Rector

A lecturer who has a rank of Full Professor may be elected as Rector.

Every Full Professor employed at the University of Zadar may submit his/her candidature for the Rector in a written form in accordance with the procedure established in this Statute.

Candidates for the Rector may also be proposed by expert councils of the University departments, with the mandatory approval of the candidate.

All members of the Senate are included in the electorate for the election of Rector.

Rector is elected through the secret ballot, with the simple majority of votes of the electorate.

If none of the candidates succeeds to win the majority of the electorate votes in the first round, in the second round there will be the election between two candidates who received the greatest number of votes in the first round.

If even in the second round none of the candidates wins the simple majority of votes of the total number of the electorate members, the procedure of candidature and election will be repeated.

Rector is elected for a period of 4 (four) years and his/her mandate may be repeated once.

Article 44

The Procedure for the Election of Rector

The procedure for the election of Rector is initiated by the Senate on the basis of its decision, at least six months prior to the expiration of the current Rector's mandate.

Simultaneously with the decision from the previous paragraph, the Senate shall select among its members a Commission of 3 (three) members who shall collect the candidates' proposals for the election of Rector.

The Commission shall submit a report to the Senate regarding the collected proposals for the election of Rector. With the report there will also be enclosed candidates' curricula vitae and the work programmes.

The election of Rector has to be undertaken by the beginning of the academic year at latest.

Article 45 ***Election Session***

It is the Rector's duty to convene the Senate session within a period of 15 (fifteen) days from the day the Senate Commission submits the report on the collected proposals for the election of a new Rector. At the Senate session at which a new Rector is elected, the President of the Commission reports to the Senate on collected proposals of the Commission for the election of a new Rector.

The report of the Commission about the candidates for Rector, their curricula vitae and work programmes are submitted to the members of the Senate together with an invitation to the session at which the election for a new Rector will take place, at least 15 days prior to the Senate session.

At the Senate session at which a new Rector is elected, the Senate selects three of its members to form the Commission for implementation of the process for the election of a new Rector.

The course of the session at which the election of Rector and Deputy Rector is taking place is regulated in more detail by Rules of Procedure for the course of the session at which a new rector is being elected, and which is adopted by the Senate.

Article 46 ***Rector's Temporary Inability to Perform his/her Duties***

In the case of Rector's temporary inability to perform his/her duties (illness, study tour, etc.), the Senate shall authorise one of the Deputy Rectors to perform Rector's duty during the period of his temporary inability.

The Senate, at the proposal of Rector or one of Deputy Rectors, determines by its decision the temporary inability lasting up to 6 (six) months from the day of the session at which the decision was adopted, with the possibility of an extension.

The authorised Deputy Rector has all powers and he/she performs all Rector's duties established by the law and the Statute.

Article 47 ***Rector's Dismissal***

Rector may be dismissed from duty before the expiration of the period for which he/she has been elected if he/she:

- does not perform the Rector's duties,
- requests a dismissal himself/herself,
- violates legal regulations, statutory regulations or the University general acts,
- abuses the position of Rector,
- causes damage to the reputation of the function in which he/she serves,
- loses the ability to perform his/her duties.

The decision about the initiation of the process for Rector's dismissal is adopted by the Senate with a simple majority of votes of the total number of the Senate members.

The Senate decides on dismissal by secret ballot and the decision requires a two-third majority of all members of the Senate.

In case of Rector's dismissal, the Senate appoints an Acting Rector, and the process for election of a new Rector must begin within the period of 30 (thirty) days.

The process of Rector's dismissal is analogous to the election procedure.

Article 48 ***Deputy Rectors***

Rector is assisted in his work by Deputy Rectors.

Rector may also appoint other assistants, with the approval of the Senate.

The scope of activities, as well as the rights and responsibilities of Deputy Rectors and Rector's Assistants are determined by the Ordinance on the Organisation of Posts at the University of Zadar and/or by Rector's decision.

Rector may authorise a Deputy Rector to substitute him/her in representing the University and in preparing and chairing the sessions of the Senate.

Article 49 ***Appointment of Deputy Rectors***

A lecturer in a research-teaching position of Full Professor or Associate Professor may be elected as Deputy Rector.

Deputy Rectors are appointed and dismissed by the Senate at Rector's proposal, with a simple majority of votes of the entire number of the Senate members.

If a candidate for a Deputy Rector does not receive the simple majority vote of the entire number of the Senate members, the election procedure is repeated.

A proposal for the appointment of Deputy Rector has to include:

- name of the Deputy Rector's function,
- Deputy Rector's field of expertise and a professional curriculum vitae.

The mandate of Deputy Rectors and Rector's Assistants lasts for 4 years or until the expiration of the Rector's mandate.

The same person may not be elected as Deputy Rector more than two times in a row.

Article 50
Deputy Rector's Dismissal

Deputy Rector will be dismissed from his/her duty before the expiration of the mandate if he/she:

- requests a dismissal himself/herself,
- does not perform the Deputy Rector's duties,
- violates the regulations of the Constitution, the Statute or the University general acts,
- abuses the position of a Deputy Rector,
- causes damage to the reputation of the function in which he/she serves,
- loses the ability to perform his/her duties.

A proposal for the dismissal of Deputy Rector is submitted by Rector or by one third of the Senate, and the dismissal is adopted by the Senate with a simple majority vote of all members.

Article 51
Administration of the University

In functional terms Rector and Deputy Rectors make the Administration of the University.

Article 52
General Secretary of the University

The University has a General Secretary.

General Secretary is the Head of professional services in the Rector's Office.

General Secretary manages the University affairs that do not belong to the domain and scope of activities of Rector and Deputy Rectors, and are related to representing the University in legal transactions in the interest and for the account of the University, conducting preliminary negotiations with other institutions of higher education about interrelationships in extracurricular and research work, and performing all activities to improve the status, prestige and material gains of the University outwards, including abroad, as well as integration into the system of the European universities.

The University General Secretary reports for his/her work to the Rector and Deputy Rectors, and receives from them orders in regards to his/her duties.

IV. 2. THE SENATE

Article 53
Structure of the Senate

The Senate is the elected expert body of the University of Zadar.

The mandate of the Senate members lasts for 2 (two) years.

The Senate is elected in accordance with this Statute in a manner that there is ensured a balanced representation of various areas of science as well as of the individual research and teaching constituent units of the University, so that:

- each constituent unit of the University that provides instruction in academic undergraduate and/or academic graduate and/or academic integrated undergraduate and academic graduate study registered in the appropriate register of study programmes, elects 1 (one) member among the lecturers in research-teaching positions;
- instructors in teaching positions (instructors, senior instructors, language instructors, senior language instructors, and college lecturers) elect 1 (one) representative;
- teaching associates (teaching assistants and senior teaching assistants) elect 1 (one) representative;
- project associates – research assistants elect 1 (one) representative;
- administrators (non-teaching staff) elect 1 (one) representative;
- at least 10% of the Senate members are the students of undergraduate, graduate and integrated undergraduate and graduate studies;
- at least 5% of the Senate members are postgraduate students.

Student representatives of the University undergraduate and graduate studies, and integrated undergraduate and graduate studies are elected by the Assembly of the Student Union in accordance with a special law.

Rector is a member of the Senate by rank.

Deputy Rectors and a representative of the Union of Science and Higher Education participate in the Senate activities, but do not have voting rights.

Heads of University Centres, other academic institutions and legal entities may participate in the work of the Senate, but without voting rights.

Rector presides over the Senate sessions.

Rector may authorise one of the Deputy Rectors to substitute him/her in preparing and chairing the Senate sessions.

Article 54 ***Jurisdiction of the Senate***

The Senate makes decisions on all academic, professional, scientific and artistic issues, including the decisions on the organisation of research, professional and teaching activities, selection of teaching staff, and the developmental and business plans.

Within its jurisdiction the Senate also:

- makes decisions on the issues related to the University developmental strategy,
- decides on the educational, research, artistic and professional activities,
- makes decisions on academic issues,
- makes decisions on development and research plans,
- sets the capacity of study programmes and the enrolment policy, determines the enrolment quotas and establishes the standards of studying (at the same time monitoring their application),
- conducts and entrusts the constituent units with the procedure of obtaining doctorates,
- grants honorary doctorates,
- chooses professors emeriti and researchers emeriti,

- decides on the conditions of studying and the student standard of living,
- coordinates international cooperation,
- makes decisions on publishing activities,
- adopts the Statute and other general acts of the University,
- elects the Rector and at his/her proposal appoints the Deputy Rectors,
- appoints the members of the University other bodies,
- confirms the selection of heads of departments,
- appoints the heads of other constituent units of the University if the Statute does not set otherwise,
- elects the teaching staff and associates if the Statute or the Statute-based regulations do not set otherwise,
- makes decisions on the establishment, the bases of organisation and repeal of the University constituent units, and coordinates their activities and business affairs,
- makes decisions on the establishment of scientific-technological parks and other companies,
- sets the financial policies and adopts the budget of the University, discusses financial reports, approves the balance sheet and decides on capital investments,
- performs other activities determined by the Statute and other general acts.

Student representatives participate on an equal footing with other members of the Senate in its work, except in the process of obtaining master's degrees and doctorates, honorary doctorates, naming of professors emeriti and confirmation of full professors and college lecturers.

The Senate may establish expert and advisory bodies in order to improve the activities within its jurisdiction.

Article 55 ***The Senate's Methods of Work***

The Senate performs the activities from its jurisdiction at sessions.

The Senate may legitimately discuss and make decisions if there are more than $\frac{1}{2}$ (one half) of the total number of its members present at sessions.

The Senate adopts decisions with a simple majority vote of the present members of the Senate.

The Senate decides with a simple majority vote of the total number of its members on the adoption of the Statute, adoption of the study programmes, adoption of the financial plan, granting the Rector the approval to dispose of the amounts larger than 500,000.00 HRK net (five hundred thousand HRK), granting honorary doctorates, and in other instances specified by the law.

The decisions on the change of status of the University constituent units or on the exit of certain constituent units from the University are made by the Senate with a $\frac{2}{3}$ (two third) majority of the total number of votes.

In case of a divided number of votes, the Senate's decision is reached by the vote of Rector or the presiding member of the Senate.

The Senate's activities and decision-making are prescribed by the Ordinance on the Senate's Operation and in accordance with this Statute.

Article 55a
Dismissal of the Senate Members

A member of the Senate may be dismissed from his/her duty before the expiration of the mandate from Article 53 paragraph 2 of this Statute if he/she:

- requests dismissal himself/herself,
- does not perform the duties of the Senate member,
- permanently loses the ability to perform his/her duties,
- there appear such reasons that, according to the special regulations or labour relations regulations, render his/her work contract void,
- abuses the position of the Senate member,
- causes major damage to the University due to his/her unscrupulous or irregular work,
- causes major damage to the reputation of his/her position due to his/her behaviour,
- by termination of a student status.

Dismissal of a Senate member may be initiated by: the member him/herself, Rector, at least 1/3 of a departmental expert council, and the Assembly of the Student council (for the student).

Decision on the dismissal of a Senate member is made by the Senate with a simple majority of votes.

The Senate takes note about the dismissal of the student member of the Senate.

Article 56
Issues of Special Interest for Students
(student suspension veto)

Student representatives in the Senate have the right of a suspension veto when the issues of special interest for students are being decided.

Issues of special interest for students are: regulating the rights and responsibilities of students, change of the study system, ensuring the quality of studies, adoption of study programs, setting the implementation plan of instruction and the quality of student life.

After the suspension veto has been applied, the decision is taken out of the voting procedure and the Senate discusses it again after the expiration of the 8-(eight)-day period at the earliest.

In the repeated voting there is no suspension veto and an equal decision may be made with a two-third majority vote of the present members of the Senate.

Article 57
Changes of Status

On the basis of a mandatory study to justify status changes, the procedure of status changes for a University constituent unit may be initiated by: Rector, at least 1/3 (one third) of the Senate members, President of the University Council and Head of a University constituent unit.

Based on the submitted written initiative to begin the procedure of status changes, the Senate appoints a Commission that is required to submit to the Senate a report on justification of the implementation of status changes. The report is to be submitted in a period of 90 days since the day of the Commission appointment.

The Commission from the previous Paragraph consists of 5 (five) members: two (2) members of the Senate, two (2) members of the constituent unit whose status change is being discussed, and one (1) member of the University Council.

President of the Commission is chosen by the members of the Commission between themselves.

Based on the Commission's report, the Senate makes the decision on the status change of the University constituent unit within the period of 60 days since the day the report was received.

There is a possibility of appeal against the Senate's decision within a period of 15 days since the day the authorised proposer received the decision. The appeal is submitted to the Senate who is obliged to make the decision concerning the appeal at the next session.

There is no possibility of appeal against the decision of the Senate concerning the appeal; however, an administrative dispute may be initiated.

If the Senate does not make a positive decision on the status change of the constituent unit, the initiative to begin the procedure of the constituent status change may not be submitted before the expiration of a one year period since the adoption of the Senate's negative decision.

The Senate will not accept and carry out the status changes of University constituents that endanger the University's unified and coordinated operations, or if they are contrary to the University strategic and developmental goals.

Article 58

The Senate's Area Expert Councils

The Senate establishes separate Area Expert Councils for the execution of all processes related to the election to research-teaching positions, teaching, and associate positions, processes of providing opinion for election to the research-teaching, teaching, and associate positions, as well as the proposals of opinion and decisions on the grading of dissertation synopses and grading of dissertations. The Area Expert Councils are:

- **Expert Council for Humanities, Arts and Interdisciplinary Area of Arts,**
- **Expert Council for Social Sciences,**
- **Expert Council for Biomedicine and Health, Biotechnology, Natural Sciences, Technical Sciences and Interdisciplinary Area of Science.**

For the discussion on issues of common interest for the University research, teaching, and professional activities, the Senate establishes:

- **Plenary Expert Council.**

In the process of adoption of strategic documents that determine the development directions of the research and teaching activities at the University, a discussion at the Plenary Expert Council must take place.

Article 59

Members of the Expert Council for Humanities, Arts and Interdisciplinary Area of Arts are lecturers in research-teaching and artistic-teaching positions from the area of Humanities, Arts and Interdisciplinary Area of Arts.

Members of the Expert Council for Social Sciences are lecturers in research-teaching positions from the area of Social Sciences.

Members of the Expert Council for Biomedicine and Health, Biotechnology, Natural Sciences, Technical Sciences and Interdisciplinary Area of Science are lecturers in research-teaching positions from Biomedicine and Health, Biotechnology, Natural Sciences, Technical Sciences and Interdisciplinary Area of Science.

Members of the Plenary Expert Council are lecturers in research-teaching positions from all areas.

Area Expert Councils, as well as Plenary Expert Council are presided by, and their activities are organised by the Deputy Rectors or persons authorised by Rector.

Expert Councils may be established by expert and advisory bodies in order to provide assistance to the activities in their jurisdiction.

Expert Councils act in accordance with the Ordinance relating to their operations and consistently with the research areas to which they belong.

Expert councils also adopt the Rules of Procedure relating to their activities.

Article 60

The Council for Postgraduate Studies

The Senate establishes the Council for Postgraduate Studies for the purpose of successful implementation of postgraduate studies, monitoring the quality of postgraduate specialist and doctoral studies, and all other requirements regarding postgraduate studies at the University of Zadar.

The Council for Postgraduate Studies consists of two members from each of the current Area Research Councils at the University of Zadar, and the Deputy Rector for Science.

Members of the Council for Postgraduate Studies are proposed by Area Councils with a well substantiated proposal, and the decision is issued by the Senate.

The Council for Postgraduate Studies is chaired by the Deputy Rector for Science, and he is substituted by one of the Deputy Rectors.

The Council for Postgraduate Studies proposes the Ordinance on Postgraduate Studies which is issued by the Senate. The Council for Postgraduate Studies issues the Rules of Procedure of its activities.

IV. 3. UNIVERSITY COUNCIL

Article 61

University Council is a body that deals with the University development and its interaction with the society, and it discusses and confirms strategic and development decisions of the Senate.

The University Council oversees the execution of the University tasks from Article 5 of the Statute, taking into consideration the legality of its operations, the rational use of human resources and material resources, and the implementation of the Senate decisions.

The University Council shall not execute the activities which would have an impact on the autonomy of the University.

Article 62

Structure of the University Council

University Council consists of 6 (six) members.

The University Senate appoints 3 (three) members among whom 2 (two) members are lecturers in research-teaching positions, and 1 (one) member is a student chosen among the full-time students.

The Ministry of Science, Education and Sports appoints 1 (one) member.

The Municipality of Zadar appoints 1 (one) member.

Croatian Chamber of Commerce, The Zadar County Chamber appoints 1 (one) member.

Members of the Senate and Heads of the University constituent units may not be members of the University Council.

Members of the University Council elect the Council's President among themselves.

Article 63

Members' Mandate and Member Dismissal

Mandate of the University Council members lasts for 2 (two) years and shall not be repeated.

A member of the University Council may be dismissed from his/her duty before the expiration of the mandate for which he/she has been appointed, following his/her own request, at the request of the body that has appointed him/her, or by the Senate's decision.

A member of the University Council may be dismissed from the Council duty following the Senate's decision, or the decision of the body that has appointed him/her if he/she:

- causes damage to the reputation of the body of which he/she is a member,
- by his/her decisions violates the legal or subordinate regulations, the Statute, or the University general acts,

- there appear such reasons that, according to special regulations or the regulations defining labour relations, make his/her work contract void,
- loses the status of a student,
- loses the ability to perform the duties of the Council member.

In the above stated cases the Senate may substitute the Council member by another person, after the facts causing the application of the previous paragraph had been established beyond dispute.

The mandate of a member appointed in this way lasts until the expiration of the substituted member's mandate.

Article 64

University Council's Methods of Work

The University Council performs its activities at sessions.

Rector participates in the Council's work without the right to vote.

The Council may legitimately make decisions if more than one half of the Council members are present at the session.

The Council adopts decisions with a simple majority vote of the total number of Council members.

In the process of decision-making every member of the Council has the right to put forth a different opinion in cases where his/her opinion significantly differs from the generally adopted opinion of the Council.

In cases of more serious irregularities in the University operations, especially if the authorised bodies did not eliminate the observed irregularities, the Council may convene the Senate session in order to discuss the actual issue, may inform the Founder about the irregularities, and propose the necessary measures, including the changes of the Founding Act, the Statute, and other general acts of the University.

At least once a year the University Council submits a report to the Founder concerning the realisation of the University activities, the University development and its interaction with the community in which it operates, performing the University duties in accordance with Articles 3 and 53 of the Act on Science and Higher Education, and particularly the legitimacy of its operations and the rational use of its human and material resources.

The University Senate is informed about the submitted report.

The Council's activities are determined in more detail by the Rules of Procedure.

Article 65

Appointment of the Council Members and Election of its President

The Senate issues a decision on the execution of the process of candidature for the Council members, and appoints a Committee for the appointment of the Council members. The Senate's decision on the execution of the process of candidature for the Council members establishes the deadlines for the procedure of candidature, for collection of proposals and for the election of the Council members.

The process of candidature and collection of proposals for the Council members may not be shorter than 30 days.

Research-teaching constituent units make proposals for the Council members by choosing among the employees in research-teaching or arts-teaching positions, so that candidates for the Council members are elected at the Expert Councils meetings, and these proposals are submitted to the Election Committee.

Committee for the election of the Council members establishes a list of proposed candidates for the Council members and informs the Rector.

It is the Rector's duty to convene the Senate's session no later than 15 days after the receipt of the list with the proposed candidates.

The Senate shall elect the Council members by secret ballot, and the candidates who are elected by the Senate with the highest number of votes are appointed for the Council members.

V. THE UNIVERSITY EMPLOYEES

Article 66

Persons in research-teaching positions, teaching positions, associate positions, professional positions and all other persons that perform duties related to the operation of the University have an employment contract with the University.

A status of an employee is regulated by general legislation on labour if it is not determined differently by the law or by this Statute.

Employment conditions for each particular category of the University employees are determined separately by the Ordinance on the Organisation and Systematisation of Posts at the University of Zadar.

Employment contract is signed by the employee and the Rector.

V. 1. TEACHING STAFF, ASSOCIATES AND RESEARCHERS

Article 67

Obtaining Positions at University

At the University, the teaching, research, artistic and professional activities are performed by researchers, lecturers, associates and persons elected to professional positions, whose qualifications are established by election into research-teaching, teaching, artistic-teaching, teaching, associate and professional, as well as research positions.

Along with the activities determined by the law and other regulations, the teaching staff, associates, and researchers at the University and its constituent units shall participate in the activities of Expert Councils and other working bodies, and perform other duties in accordance with the Statute and other general acts of the University and its constituent units.

Article 68

Research-Teaching, Artistic-Teaching, Teaching, Associate and Professional Positions

Research-teaching and artistic-teaching positions at the University are Assistant Professor (Asst. Prof.), Associate Professor (Assoc. Prof.), Full Professor (Professor) and Tenured Full Professor.

Research-teaching positions in their research component are comparable to the research positions as follows:

1. Assistant Professor – Research Associate,
2. Associate Professor – Senior Research Associate,
3. Full Professor – Research Adviser,
4. Tenured Full Professor – Tenured Research Adviser.

Teaching positions are Instructor, Senior Instructor, College Lecturer, Language Instructor, Senior Language Instructor, Artistic Associate, Senior Artistic Associate and Artistic Adviser.

Associate positions are Assistant and Postdoctoral Fellow.

Professional positions are Professional Associate, Senior Professional Associate and Professional Adviser.

Article 69

Requirements for Election into Research-Teaching, Teaching, Research, and Associate Positions

General conditions for election into particular positions are established by the law: minimum requirements for election are prescribed by the Ministry of Science, Education and Sports Area Research Councils (hereinafter: the Ministry) and by the Rectors' Conference, whereas special requirements may be issued by this Statute and the departmental Ordinance.

Article 70

As an exception, persons who do not fulfill all the requirements from the previous Article of this Statute may also be elected into research-teaching positions, if they are internationally recognized and well-known as top-level researchers or experts.

A decision on the election of the teaching staff from paragraph 1 of this Article is issued by the University authorised Expert Council, agreed by the Senate.

Article 71

Visiting Lecturers

For the purpose of the improvement of teaching and research work, the University may invite and nominate distinguished researchers from the country or from abroad as visiting lecturers that shall lecture or participate in research projects.

The University may entrust one-third of a course to experts who are not elected into a research-teaching or artistic-teaching positions on condition that the main part of the course is lectured by persons elected into research-teaching, artistic-teaching, and teaching positions.

A renowned international professor, distinguished expert or artist who has not acquired a research-teaching or artistic-teaching position by Croatian regulations may be entrusted with a lecture from a certain course with the consent of the University Senate.

The decision about invitation and nomination of a visiting lecturer is issued by the University Senate following the motion of the Expert Council of the department that has entrusted a course to the lecturer.

After gaining the University Senate's consent, the University and the visiting lecturer conclude a contact that regulates mutual rights and obligations

Article 72

The University Senate may entrust a lecturer from outside the University with teaching a part or a complete course.

The University Senate may entrust a researcher with teaching a part or a complete course, on the condition of a previously given and positively evaluated lecture in front of lecturers and students, in accordance with the procedure prescribed by the Rectors' Conference.

The University Senate may entrust a professional with teaching a part or a complete course on the condition of a previous election into a part-time research-teaching or teaching position.

Teaching of tutorials may be entrusted to associates from outside the University.

Teaching of a part or a complete course may be entrusted to a lecturer, an internationally recognised researcher or a top-level expert from abroad.

Persons under sections 3, 4 and 5 of this Article are elected into part-time positions under the conditions and according to procedures determined by the Science and Higher Education Act and the Statute without the obligation of contractual employment.

Article 73

The Procedure for Election into Research Positions

For the purpose of a better harmonisation of the election criteria and more efficient teaching, the University collects decisions on the announcement of competitions of departmental or centre expert councils and announces a joint public competition for election and re-election of lecturers, associates and researchers.

The procedure of election or re-election must be completed by the end of June, or January, so that the elected person may start working from the following semester.

Consolidation and coordination of the election procedures at the University is executed by the professional services of the Rector's Office.

Article 74

Heads of departments or centres shall notify in writing the employee about his/her re-election no later than 6 (six) months before deadline.

Article 75

The Procedure for Election into Research Positions and Corresponding Employment Positions

The procedure for election into research-teaching and artistic-teaching positions and corresponding employment positions is conducted through a public competition published in the Official Gazette, daily newspapers, on the University website, and on the official jobs portal of the European research area. The competition must be open for minimum 30 days.

Article 76

If some of the applicants have not previously been elected into a required research position, during the procedure for election into a research-teaching position the election into a research position is also conducted, in accordance with the Article 35 of the Act.

After the completed elections into research positions of all eligible applicants, within 60 days the Expert Council of the University, after considering the conditions set by the Rectors' Conference and provisions of the Act, elects into a research-teaching position and into a corresponding employment position the applicant that fulfils the competition conditions to the maximum extent.

Within maximum 90 days from the competition closure, the Area Expert Council of the University elects into teaching or professional position and corresponding employment position the applicant who fulfils the competition conditions and the conditions of the Rectors' Conference.

All applicants shall be notified of the competition results within 15 days from its completion.

The applicant that was elected into a research-teaching position of assistant professor may be elected into the research-teaching employment position of assistant professor.

The applicant that was elected into a research-teaching position of associate professor and worked in the research-teaching employment position of assistant professor or in the research employment position of research associate or senior research associate for at least five years may be elected into the research-teaching employment position of associate professor.

The applicant that was elected into a research-teaching position of full professor and worked in the research-teaching employment position of associate professor or in the research employment position of senior research associate for at least five years may be elected into the research-teaching employment position of full professor.

The applicant that was elected into a research-teaching position of tenured full professor and worked in the research-teaching employment position of full professor or in the research employment position of research adviser for at least five years may be elected into the research-teaching employment position of tenured full professor.

If it is clearly established that an employee fulfils the conditions for election into a higher research-teaching employment position in relation to the one to which he/she is being elected, by a special decision of the Area Expert Council and with authorisation of the employee, the competition for election from sections 6 and 7 of this Article may be announced before the deadlines prescribed by the mentioned sections, but not earlier than three years after his/her previous election into a lower employment position.

The provisions of this Article shall be applied correspondingly to lecturers elected into artistic-teaching positions and artistic-teaching employment positions.

Article 77

The application for election into appropriate position should be submitted to the Area Expert Council of the University together with the proof of fulfilment of the requirements for election.

The applicant notifies the corresponding field committee or the area research council about the application.

The Area Expert Council of the University shall appoint a professional committee within 30 days from the day of receiving.

Based on the submitted documents, the professional committee shall file their report within 30 days from appointment and evaluate whether the applicant fulfils or does not fulfil the requirements for election. The professional committee shall recommend the Expert Council to elect or not to elect the applicant into a position.

Based on the report by the professional committee and the decision by the Area Expert Council of the University, an opinion and recommendation shall be submitted to the corresponding field committee within 30 days.

The field committee shall either confirm or reject such an opinion and recommendation within 60 days.

Missing the above deadline cannot result in obtaining the position.

If the field committee misses the deadline from the previous section, the applicant may demand a decision upon his /her application from the Area Expert Council.

If the election procedure is conducted by an Area Council, in case of missing deadlines, the applicant may address the National Science Council.

Article 78

In all other process situations of the procedure for election into a position, the corresponding provisions of Articles 35 and 36 of the Science and Higher Education Act shall be applied.

Article 79

Requirements for Election to Research-Teaching Positions

A person can be elected to a research-teaching position if he/she is registered with the Register of researchers/scientists led by the Ministry of Science, Education and Sports, having as well acquired a research position in the appropriate field, and/or if he/she has fulfilled the conditions for acquiring the respective research position and conditions with respect to educational, teaching and professional work prescribed by the Rectors' Conference, provided that such a person has all the necessary psychophysical characteristics, as well as the other qualities defined by the University Statute or other general regulations of the University.

Testing of necessary psychological and physical characteristics of the holder of a research-teaching position is determined once in a five year period at re-election, the same as before the signing of the first employment contract.

During transition of the holder of a research-teaching position from another higher education institution to the University of Zadar, the testing from the preceding paragraph of this Article is implemented, unless the holder of this research-teaching position had submitted the requested certificate of the authorized medical institution of the HEI from which he/she has moved to a new position.

Testing of the existence of necessary psychophysical characteristics of the persons referred to in paragraphs 2 and 3 of this Article shall be carried out at an authorized institution that operates in the area of the regional self-government unit.

Refusal to undergo the testing of psychophysical characteristics and the established lack of necessary qualities, deriving from the test results of the authorized institution from the preceding paragraph of this Article, are the reason for impossibility of the election or re-election in the research-teaching position.

Article 80

In addition to the conditions prescribed by the Act, area research councils, and the Rectors' Conference, expert councils are allowed, in accordance with this Statute, to prescribe in their Ordinances the additional special conditions for the election in research-teaching and research positions.

Article 81

If an expert council of the University is not authorised to determine if the candidate has fulfilled the conditions for the election, it will seek the opinion and suggestions of another competent expert council.

Competent expert council is obliged to give the requested opinion within three months.

Article 82

Final decision on the selection of candidate(s) is made by the Area Expert Council of the University that had announced the vacant position(s).

Article 82.a

Evaluation of the Assistants', Postdoctoral Fellows' and Mentors' Performance

University evaluates the performance of assistants every year. Grading is based on mentor's written report, in which the candidate's success is evaluated in terms of his/her research or artistic, and teaching activities, and in terms of his/her success in postgraduate university studies.

At least once every two years a postdoctoral fellow should submit a report to the Area Expert Council on his/her work, on which basis his/her success in research, artistic and/or teaching performance is evaluated.

If an assistant or a postdoctoral fellow is evaluated negatively two times, the Senate issues the opinion on the second report. If the second negative report, which also contains the observations of the assistant or the postdoctoral fellow, has been adopted, Rector initiates the procedure for regular termination of employment (termination caused by the employee's misconduct).

The contents, criteria and the procedure for adopting the report referred to in paragraphs 1, 2 and 3 of this Article shall be prescribed by the University general act.

At least once every two years the University evaluates the work of the assistant's mentor based on the report on activities, and on the report and evaluation done by the assistant with regard to the mentorship of the researcher. Mentor, who has been evaluated negatively twice, may no longer be appointed as a mentor.

Contents and criteria for evaluation and appointment of mentors are determined by the University general act.

Article 83

Professor Emeritus/Emerita

The University may award the honorary title of *Professor Emeritus/Emerita* to their meritorious retired full professors.

A candidate for the honorary title of Professor Emeritus/Emerita must have had special contributions for the development and progress of the University as well as the internationally recognized teaching and research excellence.

Professor Emeritus/Emerita may participate in the teaching process at postgraduate level, and/or be a member of the committee in the election procedures to research-teaching positions and in the procedures for obtaining a doctoral degree.

Professor Emeritus/Emerita may participate in research activities at the University.

Article 84

The Senate or a department, with the prior approval of the Rector, initiates the procedure of awarding the honorary title of Professor Emeritus/Emerita by submitting the substantiated proposal to the Senate.

The substantiated proposal must contain the candidate's consent to the election, his/her curriculum vitae and a description of the special merits on which basis he/she has been proposed to be awarded the honorary title.

Article 85

Having received the submission from the previous Article of this Statute, the Senate appoints the Committee, consisting of the odd number of members (at least three) from the rank of full professors. Most members of the Committee must be from outside the department that submitted the proposal.

Article 86

The Senate decides on awarding the honorary titles based on the positive report of the expert Committee.

Article 87 *Sabbatical Year*

University lecturers elected to research-teaching positions and college lecturers, having spent 6 (six) years at the University in a research-teaching position or teaching position of a college lecturer, are allowed to take a sabbatical year for research and training in the form of a scholarship or for research and expert activities (writing textbooks, handbooks or monographs).

During the sabbatical year, the lecturer is entitled to a salary that he/she would have while working at his/her workplace.

Sabbatical leave in duration of a year is approved by the Senate for lecturers involved in teaching the courses that are carried out and organised by the University.

Sabbatical year is approved to the lecturer on the basis of the Ordinance on Sabbatical Year and in accordance with the sabbatical schedule adopted by the Senate.

Sabbatical year will be granted provided that the lecturer's department had ensured no interruption would occur in a regular course of teaching classes for which the respective lecturer is in charge.

Article 88 *Paid and Unpaid Leave*

If it is in the interest of improving the teaching process and research activities at the University, teachers, associates, researchers and scientists may obtain a paid or unpaid leave for the purpose of travel, stay and professional development in other research or educational institution in the country or abroad.

Such leave may be granted for a certain period pursuant to the general labour regulations, but no longer than a year.

It is approved by the expert council of a department or a University centre and the Rector of the University.

The approval procedure is determined by a special Ordinance.

Article 89 ***Honorary Doctorate***

An Honorary Doctorate may be granted by the University to distinguished persons, who have contributed to the development of the University, to the Croatian science and culture and to the world science.

The procedure of granting an Honorary Doctorate is determined by the Ordinance adopted by the Senate.

Article 90 ***Rights and Obligations of Teaching Staff and Associates***

Teaching staff and associates are required to fulfil their teaching and other duties properly and in accordance with the general acts of the University, which includes the duties referring to the research and professional work performed at the University.

They are required to pay special attention to work with the students, and to encourage them to work independently and participate in professional and scientific research activities.

Article 91 ***Code of Ethics***

In their work, activities and behaviour at the University, all academic teaching staff, scientists, associates and researchers are obliged to follow the moral and ethical principles, and principles of scientific truth and objectivity, as well as protect the reputation of the University.

The Senate issues the Code of Ethics, which contains provisions on the conduct in performing the teaching duties on all occasions and in accordance with the dignity and reputation of the University.

Specific provisions of the *Code of Ethics* of the *teaching* profession may also be determined by other general acts of the University and by department, in accordance with this Statute.

Article 92 ***Disciplinary Proceedings***

Teaching staff and associates are subject to disciplinary regulation regarding the violation of their work and other work-related duties, and also, in this relation, the cases of serious damage caused to the reputation of the University, in accordance with the Labour Act, the Statute and the general acts of the University.

Article 93
Awards and Recognition

University staff, students, and other meritorious individuals may be awarded for their successful work and contribution to the reputation of the University, in the form and manner determined by a special Ordinance adopted by the Senate.

Article 94
Working outside the University

Research, teaching, or professional activities of the employees performed outside the University and the financial and other interests arising from such activities must not be in conflict with the interests of the University, its departments or centres, in accordance with special ordinances.

Individual interests have to be subordinated to the interests of the University and its departments.

The interests of the University or its departments are represented by Rector and heads of departments.

The contractual relationship of lecturers and associates with other legal entities outside their home institution of employment is not permitted if it is a relationship that would have a negative impact on the work of the University or if it is the matter of a contract with the company or institution whose activities are in competition with the University activity.

Without a written approval of the Rector, a course lecturer or an associate is not permitted to start a contractual relationship with another institution or a company.

If a course lecturer acts contrary to the preceding paragraph of this Article, or if he/she lectures at another institution administering the same type of study, such an act is considered to be a severe breach of a working duty for which the Rector initiates proceedings in accordance with the Ordinance on the disciplinary responsibility of employees.

In case of a dispute the University Council acts as the competent authority.

VI. STUDENTS

Article 95
Student Status

A student is a person enrolled in a study at the University who meets his/her academic and financial obligations in accordance with the law, this Statute and general acts of the University.

Student status is proved by the student's transcript or by some other legitimate document.

Article 96
Students' Rights and Responsibilities

Students participate in the University activities by:

- attending lectures, tutorials, seminars and other forms of the teaching/learning process,
- participating in the teaching process as demonstrators,
- participating in scientific-research and professional projects at the University through their representatives elected according to the Student Union Act and other student organisations, the Statutes of the Student Union and general acts of the University.

Article 97

Students may have full-time or part-time status.

Full-time students are those who study according to the programme which is based on a full teaching schedule (full-time work).

Costs of the full-time study (study programme) are partially or fully subsidised from the State Budget, depending on the success that the student has achieved in the classification process or in a particular academic year.

Part-time students are those who are involved in a study programme and work as well, or perform another activity that requires a specific programme. The costs of such a study are completely covered by students themselves.

Article 98

Top Athletes

The University may allow a regular full-time student who has the status of a top athlete or a first rate artist, to study on the enrolled course of study under the conditions stipulated for part-time students.

Article 99

Mentors to Students

Every student at the University has the right to have an adviser/supervisor from the ranks of university lecturers or associates, who helps him/her in work by providing advice, and especially in choosing the courses and in completing the final /diploma paper.

It is mandatory to assign a departmental mentor to postgraduate students, whereby if possible, the wishes of the student will be taken into consideration.

A student has the right to make an appeal to the Rector of the University regarding a certain decision or a process by which he/she was not satisfied.

More detailed provisions on departmental tutors and mentors are set out by a special general act.

Article 100

Students are required to comply with the provisions of the law, the Statute and other general acts of the University.

In the case of non-compliance with the stipulated duties, a student may become a subject to disciplinary responsibility.

The provisions on student disciplinary responsibility are determined in more detail by the Ordinance on student disciplinary responsibility.

Article 101

Students may receive the following prizes for their work and contribution to the promotion of the University:

- Rector's Award,
- Award of the University or Department,
- University Foundation Awards.

Detailed regulations for each particular award are determined by a special Ordinance issued by the Rector with the approval of the Senate.

Article 102

Enrolment in the Following Academic Year

Students are entitled to enrol in the following year of study if they have met all the requirements set forth by the curriculum in accordance with the Statutes, the Study Programme and the Ordinance on Studying.

A student may be granted the right to enrol in the course from a higher year of study, in accordance with the Statute, the Study Programme, and the Ordinance on Studying.

Students may re-enrol in the same year of study under the conditions set forth by the Ordinance referred to in paragraph 1 of this Article, provided that all financial obligations with the University have been previously settled.

Article 103

Interruption and/or Deferment of Studies

Student duties are deferred:

- during voluntary military service,
- during pregnancy of a female student, until the child is one year old,
- during a longer illness and in other justified cases of interruption of studies.

Other justified cases may be determined by the University Senate by a special act.

Article 104

Termination of Student Status

Student status is terminated:

- upon completion of studies,
- upon withdrawal from the University,
- if the student is excluded from the study according to the procedure and under the conditions laid down by the Statute or other general acts of the University,
- if the study program is not completed within the term established by the Statute or Ordinance on Studying,

- for other reasons determined by the Statute or Ordinance on Studying.

Article 105

The University may approve of the continuation and completion of the study programme to a student who lost the right to study at another institution of higher education, under the conditions and within the period determined by the Ordinance on Studying and this Statute.

Total duration of the study may be limited for each study programme by a decision of the Senate or the University department that runs it, with the prior approval of the Senate.

Conditions for transition from one study program to another within the University or for switching from another institution of higher education are determined by the expert council of the department to which the student has transferred, separately for each single case and based on the substantiated application made by the student.

Article 106 *Student Union*

Student Union and other student organisations are established at the University in accordance with the provisions of the Act on Student Union and other student organisations.

Student Union of the University of Zadar is organised as a non-party and non-political electoral representative body of undergraduate and graduate students that protects the interests of students, represents them in the higher education system and participates through the elected representatives in decision-making bodies of the University and its constituent units.

Membership in the Student Union is acquired or lost by acquiring or losing i.e. terminating the student status in undergraduate and graduate programs, in accordance with the provisions of the law, this Statute and the Ordinance on Studying.

Student Union has a Statute which regulates the operating mode of the Student Union, Student Union bodies, composition, mode and jurisdiction of each body of the Student Union, method of appointment of a student ombudsman, method of election of student representatives into higher education bodies, responsibility of the bodies and members of Student Union for failure to meet the duties they were entrusted with, and related to the operation of the Student Union, as well as other issues relevant to the work of the Student Union.

The mandate of the Student Union members lasts for two years and may be repeated once.

As an exception, a mandate of the Student Union may last less than two years in accordance with the Act referred to in paragraph 1 of this Article.

Article 107

The University provides space for work to the Student Union and the student ombudsperson, co-funding for their activities, as well as administrative and technical assistance.

Rector ensures the legality of the work of the Student Union and other student organisations operating at the University.

Article 108
Student Elections

Rector ensures the lawful and timely implementation of student elections and allows for all students an equal participation in elections.

All University students are entitled to participate in elections for the Student Union.

All students of the University have the right to elect and to be elected as student representatives in the Student Union.

VII. UNIVERSITY STUDY

Article 109
Types of Study

Higher education at the University is obtained by a university and a professional type of study.

University study prepares students for engagement in academic activities in science and higher education, in the world of business, in public sector and society in general, and enables them for development and application of research and technical achievements.

Professional study provides students with an appropriate level of knowledge and skills which enable them to engage in professional occupations and provide them with the qualifications to take up employment immediately.

University and professional studies are being coordinated with the European educational system, on the basis of the positive experiences in other higher education systems.

Article 110
Levels of University Study

Education at the University involves three levels:

- Undergraduate university study,
- Graduate and Integrated Undergraduate and Graduate university study,
- Doctoral study and Postgraduate Specialisation

University studies are organized and conducted at the University.

Each level of study programme is completed by obtaining a particular title or degree.

Certain degree programs, being approved by the National Council for Higher Education, are implemented in integrated form through the first and second level of study.

Each level of study referred to in paragraph 1 of this Article shall be in accordance with the European Credit Transfer System (hereinafter: ECTS) by which one complete year of study as a rule corresponds to 60 ECTS credits.

Article 111
Transfer of ECTS credits

ECTS credits may be transferred among different programmes of study within the University.

The criteria and conditions for the transfer of these credits are determined by general regulations of the University constituent units with the consent of the Senate.

ECTS credits may also be transferred among the University and other universities in Croatia and abroad. In that case, the criteria and conditions for the transfer of credits are determined by an agreement between the institutions of higher education.

Article 112
Undergraduate Study

At undergraduate level, which typically lasts for three (3) years, students earn 180 ECTS credits.

Undergraduate study prepares students for graduate study and gives them the possibility of employment in certain professions.

Upon completion of undergraduate studies, students are awarded with an academic title of Bachelor/Bachelorette (*baccalaureus/baccalaurea*), with reference to a specialisation, if it is not determined otherwise by special legal regulations.

Article 113
Graduate Study

At the graduate level, which typically lasts for two (2) years, students earn 120 ECTS credits.

The total number of credits earned after completing both undergraduate and graduate studies is at least 300 ECTS credits.

Upon completion of both graduate and integrated undergraduate and graduate university studies, students are awarded the following academic titles:

1. for university medical programmes, the academic title of Doctor (Dr) with an indication of the field of study, i.e. Medical Doctor,
2. for other university programmes, the academic title of Professional Master (Mag), with an indication of the field of study.

Abbreviation of an academic title is placed after the name and surname of the person

Article 114
Postgraduate Study

Postgraduate university study usually lasts for three (3) years, and upon fulfilment of all the

stipulated requirements and after a public defence of the doctoral thesis, the student is awarded the academic title of *Doctor of Science (Dr. Sc.)* or *Doctor of Arts (Dr.A)*.

Abbreviation of the academic title is placed after the name and surname of the person

University may organise postgraduate specialist studies lasting from one to two years. Upon completion, the student is awarded the title of University specialist with reference to a specialisation (univ. spec.) in accordance with special legal regulations.

Article 115 ***Professional Study***

Professional studies are:

- short professional study,
- undergraduate professional study,
- specialist professional graduate study.

In order to carry out a professional study it is required to obtain the approval of the National Council for Science, Higher Education and Technological Development.

Each level of professional study is completed upon having obtained a specific professional title.

A short professional study lasts for two to two and half years and students earn from 120 to 150 ECTS credits. Upon completion of a short professional study, students are awarded a professional title of Professional Candidate with reference to a specialisation, in accordance with special legal regulations.

Undergraduate professional study lasts for three years. In exceptional cases, with the approval of the National Council for Science, Higher Education and Technological Development, undergraduate professional study may last for up to four years, when it is in accordance with internationally accepted standards. Upon completion of undergraduate professional study with 180 up to 240 ECTS credits, students are awarded the professional title of Professional Bachelor/Bachelorette (*baccalaureus/baccalaurea*) with a reference to a specialisation in accordance with special legal regulations.

Abbreviation of professional title shall be placed after the name and surname of the person.

Specialist professional graduate study lasts for one or two years and students can earn from 60 to 120 ECTS credits. Upon completion of the specialist professional graduate study, students are awarded the professional title of a Specialist of the respective profession, pursuant to special legal regulations.

The number of credits earned after the completion of both undergraduate and specialist professional graduate studies is at least 300 ECTS credits in total.

In cases where for a certain area of expertise there is a legal requirement for a specialist professional training at the level of specialist professional graduate study, the relevant professional title shall be determined by a regulation which is issued pursuant to a special law.

By completing the studies with less than 180 ECTS credits, the relevant professional title shall be determined pursuant to a special law.

By completing the studies with 180 or more ECTS credits, the relevant professional title of Bachelor/Bachelorette (*baccalaureus/baccalaurea*) is awarded, with a reference to a specialisation, pursuant to a special law.

Abbreviation of professional title shall be placed after the name and surname of the person.

Article 116

Conjoint Study and Cross-Border Cooperation

Conjoint study is a joint programme delivered by two or more accredited institutions of higher education in the Republic of Croatia, whereby only one educational institution administers the study.

The University may establish a conjoint study together with other accredited institutions of higher education in the Republic of Croatia on the basis of a jointly determined study programme.

Combined study is a joint program by two or more institutions of higher education, of which at least one is located outside the borders of the Republic of Croatia.

Combined study may be established if the higher education institutions are accredited in accordance with the European standards and guidelines for quality assurance in higher education or equivalent standards of quality.

Organisation, administration and completion of a conjoint and a combined study shall be regulated by an agreement between the institutions of higher education, and will be carried out in accordance with the provisions of this Act.

Accreditation process of conjoint studies and combined studies is carried out at all higher education institutions in the Republic of Croatia which participate in the issuance of a certificate or a diploma upon completion of a conjoint or a combined study, in accordance with the provisions of the law that regulates quality assurance in Science and Higher Education for the corresponding institution of higher education.

A foreign institution of higher education may conduct its study program on the Croatian territory under the following conditions: that the specified higher education institution and the study programme being carried are accredited in the home country; and that the specified higher education institution is registered in the Register of Higher Education Institutions of the relevant Ministry of the Republic of Croatia. Further to this, the specified higher education institution must be registered with the Commercial Court Registry of Institutions of the Republic of Croatia, and the study must be accredited by the National Accreditation body of the Republic of Croatia, in compliance with to the procedure stipulated by the Minister.

Article 116 a

Lifelong Learning, Administration of Programmes that are not Considered a Study, and Requirements for Differential Study Programmes

The University may administer various professional, educational programmes that are not considered a study in terms of the Act, and are based on the principles of lifelong learning.

Methods and forms of conducting the activities that are based on the principles of lifelong learning are regulated by general acts of the University, including the methods and procedures for determining the requirements to allow for the differences in programmes, for the purposes of changing a study programme and/or enrolling in a study, completing an earlier initiated study programme, and recognition of competences acquired outside the study programme, which are the requirement for admission to the study.

Article 117 ***Coordinators of the Study Structure and Delivery***

The University administers and delivers the academic and professional study programmes in the departments, centres and University institutes, based on the decision of the Senate and in accordance with this Statute.

University study programmes may be partly delivered by the University clinics, University clinical centres, University hospitals and University institutes and/or scientific research institutes outside of the University of Zadar, provided that:

- the convenor/coordinator of the study programme has no adequate equipment necessary to deliver the curriculum,
- it significantly improves the educational process.

With reference to the study programme from the first paragraph of this Article, students enrol in a study programme at the University where they also attend the majority of their classes according to the syllabus and the programme of study.

Methods and conditions of the delivery of this study are closely regulated by a Contract between the University and the contractor, with a prior consent of the Senate.

Article 118 ***Admission to Studies***

Admission to studies is conducted on the basis of a public competition announced by the University, at least six months prior to the beginning of lectures. The decision on opening the public competition is issued by the Senate.

Competition for each programme of study includes data information on: the number of quota places available (capacity of a study programme), requirements for admission and enrolment, manner of conducting the classification i.e. admission procedure, cost of the study and documents to be submitted, as well as the deadlines for application and enrolment.

The competition is opened in accordance with the capacity of each study programme, which is being established by the Senate in accordance with the *Teachers' workload* from the Collective Agreement for Science and Higher Education and teaching standards.

Every person who meets the requirements of the competition, within the capacity of the higher education institution, has the right to be enrolled.

Any person who has completed a four-year secondary school may enrol in an undergraduate university study and a professional study. It is established by the Ordinance of the department which secondary school programme corresponds to each undergraduate or professional study programme.

Any person who has completed a relevant undergraduate study has the right to enrol in a graduate study. It is determined by the Ordinance of the Department which undergraduate study programmes are appropriate for admission to particular graduate study programmes, and as well, what requirements there are for admission of those applicants who have completed some another undergraduate or graduate university study.

Persons who have completed a professional study are entitled to enrol in graduate study programme, if such enrolment is foreseen by the graduate study programme and if the University has an agreement on the transfer of ECTS credits with the other institution of higher education.

When approving the study programme of a graduate study, the Senate establishes the conditions regarding the transfer of ECTS-credits from professional study programmes, whereby the enrolment may be conditioned on taking and passing certain differential and additional exams

One may also enrol in a study without having previously completed appropriate education, if it is an exceptionally talented person, who can be expected to successfully complete the study programme, even without the previous education, under the conditions stipulated by the Ordinance on Studying.

Article 119

Admission to Doctoral Studies

Any person who has completed a relevant graduate study, or has obtained a relevant Master of Science degree, or has completed a relevant four-year undergraduate study in accordance with the regulations in force prior to the enactment of this Statute, may be admitted to a doctoral study in accordance with the Act. The relevance of prior qualification for the admission into doctoral study is determined by the study programme or by decision of the Postgraduate Studies Council.

A person may be admitted to a doctoral study if he/she has an appropriate average grade and a letter of recommendation by at least one lecturer of the University, who is familiar with the academic achievements of the applicant.

Additional criteria for the admission shall be prescribed by a special Ordinance and other University acts.

Article 120

Structure and Manner of Study Delivery

Undergraduate, graduate, integrated undergraduate and graduate, and postgraduate studies are structured and delivered as full-time or part-time studies, in accordance with the study programme and syllabus.

Article 121

Teaching activities at the University are organised into academic years.

With the exception of the provision from the previous section of this Article, teaching activities may be organized into semesters.

Article 122

Teaching activities of studies and study programmes at the University are delivered in the Croatian language and in Roman script.

Teaching activities of foreign languages are delivered in the Croatian language and in a foreign language and corresponding script.

The University may deliver studies or parts of studies in one of the world *linguae francae* in accordance with this Statute and University ordinances.

Article 123

Duration of Studies

Duration of each study is determined on the basis of the programme complexity and the time required for its mastering.

Undergraduate university study lasts from three to four years and students may earn from 180 to 240 ECTS credits.

Graduate university study lasts from one to two years and students may earn from 60 to 120 ECTS credits.

Total number of credits that may be earned in undergraduate and graduate studies is minimum 300 ECTS credits.

Postgraduate doctoral study lasts three years when it is delivered as a full-time study. Students may earn minimum 180 ECTS credits.

Postgraduate specialist study lasts from one to two years and students may earn from 60 to 120 ECTS credits.

Professional studies last from two to three years and with their completion students may earn from 120 to 180 ECTS credits. Exceptionally, with the permission of the National Higher Education Council, professional studies may last up to four years in situations in which that corresponds to internationally accepted standards and with the completion of such a study students earn maximum 240 ECTS credits.

Exceptionally, study programmes may be delivered in an integrated form of the first and second levels, on the basis of a permission of the National Higher Education Council.

Article 124 ***Study Programmes***

Studies are structured in accordance with the study programme.

Study programmes delivered at the University shall be adopted by the Senate in accordance with the Act.

In the process of defining a study programme the University shall especially attend to the programme to be:

- on the level of the most recent research knowledge and skills based on it,
- harmonised with a strategic document of the network of HEIs,
- harmonised with the national priorities and needs of the professional sector,
- comparable to the programmes from EU countries.

Study programmes shall be enacted in accordance with the Statute and other general acts of the University and contains:

- the professional or academic title or degree awarded upon the completion of the study,
- academic requirements for the admission to the study and requirements for enrolment in the following semester or year of study,
- anticipated learning outcomes achieved by the fulfilment of individual study obligations, study modules and the entire study programme, as well as the planned number of hours for each study obligation that leads to the achievement of anticipated learning outcomes,
- for each study obligation, an allocated number of ECTS credits based on the average total workload a student is obliged to invest in order to achieve the anticipated learning outcomes within the particular obligation,
- the form of teaching and the modality of assessment of achieved learning outcomes for each study obligation,
- the list of other study programmes in which ECTS credits may be earned,
- the modality of study completion,
- provisions on the possible right to resume the study for students who interrupted their study or lost their right to continue with the study.

ECTS credits should not be indicated in the postgraduate university study in which the possibility of earning them was not prescribed.

Article 125 ***Syllabus***

Studies are realized in accordance with the syllabus that is adopted by the Expert Council of the University department. The syllabus shall be published before the start of teaching activities in the corresponding academic year, and is publicly available.

The syllabus shall be published on the official website of the University.

The following is determined by the syllabus:

1. lecturers and associates that perform the teaching activities based on the study programme,
2. timetable and locations of teaching activities,

3. forms of instruction (lectures, seminars, tutorials, individual student counselling, examination, etc.),
4. the modality of examination,
5. examination terms,
6. possibility of instruction in foreign languages,
7. other information relevant for an efficient realisation of the study programme.

Article 126

Instruction

In a full-time undergraduate study, teaching activities are performed during thirty weeks in an academic year.

The total teaching workload of full-time students at university or professional studies may be minimum 20 or maximum 30 weekly hours.

On an exceptional basis, the students' workload may be even higher if it involves an increased practical training, which is decided by the corresponding ministry.

When an increased number of practical training hours are necessary in special obligatory programmes, in line with comparable study programmes of foreign HEIs, it is organised beyond the hours prescribed by the preceding sections of this Article.

Article 127

Academic Year

Academic year starts on the 1st of October of the current and ends on the 30th of September of the next calendar year. Teaching activities are organised into semesters or in another way, prescribed by the Senate for each academic year.

Article 128

Examination

Students' learning outcomes may be assessed and evaluated during teaching activities and the final grade is established in the examination.

Examination is conducted from all courses taken by a student in accordance with the teaching materials determined by the study programme.

A student may take an exam if he/she fulfilled all the requirements prescribed by the Act and this Statute.

The results of examination shall be publicly accessible.

A person who can prove legal interest shall have the right to access the examination documentation.

Examination is open to the public and student shall have the right to demand the presence of the public if he/she takes and oral exam.

The University prescribes the issues of examination, examination achievement, complaints on grade, examination terms and other relevant issues in the Ordinance on Studying.

Article 129 ***Completion of Study***

Undergraduate study shall be completed by passing all examinations and, depending on the particular study programme, by producing a final paper and/or passing a final examination in conformity with the study programme.

Graduate study and integrated study shall be completed by passing all examinations, producing a graduate diploma paper and by passing the graduate examination in conformity with the study programme.

Postgraduate study shall be completed by passing all examinations and by producing and publicly defending a scientific or artistic doctoral dissertation.

Postgraduate specialist study shall be completed by passing all examinations, producing a final paper and/or passing an appropriate final examination in conformity with the study programme.

Professional study shall be completed by passing all examinations in conformity with the study programme.

Article 130

By a general act of a University constituent unit, all issues are prescribed with regard to the final paper and graduate diploma paper, and final or graduate examination, such as application for the final paper/graduate diploma paper theme, production and formatting of final paper/graduate diploma paper, application for final/graduate examination, evaluation of final paper/graduate diploma paper, procedure of defending the final paper/graduate diploma paper.

Article 131

Upon the completion of a course of study, student is awarded a corresponding academic or professional degree and title, and other rights in accordance with special regulations.

Article 132 ***Documents of Completion of the Course of Studies***

Upon the completion of a university undergraduate study, a diploma confirming completion of studies and obtaining of specific academic title is issued to the student.

Upon the completion of a university graduate study, a university integrated undergraduate and graduate study, a university postgraduate or postgraduate specialist study, a diploma is issued

to the student. The Diploma confirms the completion of a study and acquisition of an academic title or degree.

Upon the completion of a short professional study, a certificate is issued to the student, and upon the completion of an undergraduate professional study and a specialist graduate professional study, a diploma is issued to the student that confirms the completion of the study and acquisition of an academic title.

Upon the completion of a programme of professional education, HEI issues a certificate to the attendant that comprises the description of attendant's obligations and ECTS credits, if the workload within the programme is measured with ECTS credits.

In addition to the certificate or diploma, a diploma supplement in Croatian and English is issued to the student, free of charge, which contains the list of passed examinations, grades, and other information necessary for the interpretation of the acquired qualification.

Diplomas and certificates issued by the University are public documents.

The content of diplomas and diploma supplements is prescribed by the Minister.

The form of diplomas and diploma supplements, the content of certificates and ECTS transfer information packages shall be prescribed by the University.

Article 133

Validation of Foreign Higher Education Qualifications

The procedure of validation of foreign diplomas and academic or professional qualifications shall be conducted in accordance with a special act, or based on bilateral or multilateral agreements binding on the Republic of Croatia.

Article 134

Revocation of Academic Title and Degree

Academic or professional title or degree shall be revoked if it is established that it was not obtained in accordance with the prescribed requirements or that it was obtained by violation of study rules and policies.

Initiation and implementation of the revocation of academic or professional degree and title shall be conducted in accordance with the Act and its procedure shall be prescribed by Ordinance on studying.

Article 135

Revocation of the Doctorate of Science Degree

Doctorate of science shall be revoked if it is established that the doctoral dissertation was plagiarized or falsified.

The procedure of revocation of the doctorate of science is conducted by the Senate based on a request of the authorized Expert Council.

The Senate shall appoint a five-member Committee that examines and evaluates the proposal for revocation of doctorate of science.

The Senate shall decide on the basis of the Committee's report.

Detailed provisions on the procedure of revocation of doctorate of science and honorary doctorate shall be determined by a general act of the University in accordance with the Act and this Statute.

Article 136

If the Senate adopts a decision on revocation of the doctorate of science, the Rector shall annul the diploma of the doctorate of science.

The person whose doctorate of science was revoked shall return the diploma of the doctorate of science to the University.

The diploma of the doctorate of science is invalidated by an impressed clause of annulment.

The decision on revocation of the doctorate of science is inserted into the Book of Doctorates of the University.

By revocation of the doctorate of science, the corresponding research positions are also annulled.

VIII. SCIENTIFIC, PROFESSIONAL AND ARTISTIC WORK

Article 137

Employees of the University are obliged to participate in scientific-research, professional and artistic projects.

Activity from the previous section is based on the academic freedom of a University employee and is contracted in the form of projects, analyses or expertise.

Article 138

Through departments and centres, lecturers, associates, researchers and other employees of the University propose scientific-research projects, artistic or professional works or other forms of activities, accompanied by a written notification to the Rector or the Head of the Department.

International projects and projects of particular significance shall be contracted with participation and assistance of the University.

Article 139

The criteria of acceptance and final evaluation of scientific-research projects, artistic or professional work shall be prescribed by the Senate or an expert body of other University constituents, or the contractor.

The criteria of acceptance and evaluation of international projects or projects of particular significance for the Republic of Croatia shall be prescribed by the Senate pursuant to a committee.

Article 140

The contract on scientific-research projects and artistic or professional work shall be signed by the proposing party, i.e. the leader of the project, the host (Rector or Head of Department) and the ordering party.

Organisational, financial, or other forms of assistance (space, equipment, and infrastructure) shall be provided to the performer of scientific-research, artistic or professional work, depending on the type of activity, by the University or the department, or the contractor according to the provisions of the contract.

Article 141

The amount of fee to the University or department is determined by a special ordinance passed by the Rector with the approval of the Senate.

The fee refers to the utilization of space, equipment, infrastructure and other facilities provided for by the University or department.

Article 142

Full-time lecturers, associates, researchers and scientists of the University may also work for an additional employer, with a written approval of the Rector, but not more than up to a third of their full time.

The approval from the previous section may be issued to persons from the previous section of this Article if their anticipated working activity is not in conflict with their duties and general interest of the University.

Article 143

In their work, lecturers, associates, researchers and scientists shall not act against the interest of the University of Zadar.

Lecturers, associates, researchers and scientists shall not use the name or insignia of the University of Zadar for commercial purposes.

Copyrights and protection of intellectual property in published and publicly presented results of the work of lecturers, associates, researchers and scientists, shall be secured in accordance with regulations on copyright.

IX. FINANCING AND THE UNIVERSITY BUDGET

Article 144

Financial Resources

The University operations shall be financed from resources prescribed by Article 107 of the Act.

The University shall be financed only from resources that do not influence its independence and dignity. The University's revenue may be acquired only through activities that do not harm the realization of the main objectives of the University.

Article 145

University Budget

The State Budget resources, allocated to the University as a lump sum for its activities, shall be distributed to individual expense items by the University budget.

The University and its constituents are financed from the University budget taking into account the determined capacities, the cost of individual studies and the rating of their quality based on evaluation from Article 16 of the Act.

The procedure and criteria for drafting a budget proposal and the procedure for adopting it shall be determined by Ordinance on allocation of resources from the State Budget and part of the income of the constituents of the University of Zadar.

Article 146

The University Budget resources shall be used for:

- gross salaries of lecturers, administrators and other employees,
- gross material expenses,
- international cooperation,
- capital investments,
- publishing activities,

- procurement of teaching and research literature,
- co-financing of developmental projects and improvement of activities,
- covering partial expenses of the student standard,
- activities of the Student Union,
- covering other expenses necessary for the performance of the University activities.

The University Budget comprises the resources allocated from the State Budget as a lump sum for regular operations, resources of research and developmental projects, revenues acquired on the market through the performance of activities of the University and its constituents, and other resources acquired in accordance with the Act and this Statute.

Article 147

Distribution of Resources Acquired on the Market

The amount of resources, expense items, as well as the percentage of the revenues that the University constituents are obliged to allocate to the University Budget shall be determined by Ordinance on allocation of resources from the State Budget and part of the income of the constituents of the University of Zadar, adopted by the Senate.

Article 148

Financing of Research Projects

The University or its constituents may apply for the financing of research, professional and developmental projects, and for collaborative research programmes.

Researchers or groups of researchers may apply for financing with the assent of the head of the University constituent in which the projects are to be conducted.

The University or its constituent may apply for the financing of procurement of research infrastructure and equipment.

The financing of research projects and collaborative research programmes shall be based on a contract signed by the principal investigator and the Rector, and co-signed by the head of the University constituent in which the project is to be conducted.

Article 149

University Foundations, Donations, Sponsorships and the Alumni Club

The University of Zadar may establish foundations, make and receive donations, accept a sponsorship or become a sponsor.

The acceptance of foundation resources, donations, sponsorships or other forms of endowments shall be approved by the Rector or the head of a constituent.

The University may found the Alumni Club of the University.

Provisions on the name, seat and the area of activity of the Alumni Club, as well as the representation, aims, activities, financial resources, membership, governing bodies and the manner of their legal operations, obligations and responsibilities, and other important issues in regard to the work of the Alumni Club, shall be determined by the Statute of the Alumni Club.

Article 150

Foundations shall be established when individual persons or legal entities, by testament, donation or other legal act, allocate certain properties or rights by which resources are provided for the realization of certain aims of the University.

Article 151

The University foundation is established by the Rector with the approval of the Senate in accordance with the Act on foundations and trusts.

The Foundation shall have its regulations that contain provisions on the management of the Foundation and the modality of use of revenue from the Foundation property.

The regulations of the Foundation shall be adopted by the body that governs the Foundation.

The regulations of the University Foundation shall be approved by the Senate.

Article 152

The Senate shall adopt a special Ordinance that should determine the rights and obligations of the University in case of establishing foundations, donations and sponsorships, and other forms of endowment.

Article 153

Internal Financial Control

The system of the internal financial control at the University comprises:

- financial management and control,
- internal audit.

Article 154

For the establishment, development and application of financial management and control the University appoints:

- financial management and control director
- person responsible for the prevention of irregularities and fraud.

Based on the instructions by the Central Harmonisation Unit, the director of financial management and control shall adopt the plan for establishment of financial management and control that shall contain activities necessary for the implementation of financial management and control, deadlines for implementation of individual activities, and persons responsible for each activity.

Article 155

The University, with the authorisation of the Ministry of Finance, organises the internal audit as a shared unit of university constituents with accordance to Ordinance on internal audit.

X. QUALITY ASSURANCE

Article 156

Quality Assurance and Enhancement

The University manages and enhances quality through systematic development and promotion of quality for the purpose of reaching the highest professional level in educational, research, professional and administrative activities at the University.

The internal Quality Assurance and Enhancement System of the University, i.e. the structure, activity and jurisdiction of that System are prescribed by Ordinance on Quality Assurance System of the University of Zadar.

XI. PUBLICITY OF WORK AND CLASSIFIED INFORMATION

Article 157

Publicity of Work of the University

The work of the University shall be open to public.

The University shall be obliged to timely and truthfully inform the public on the performance of its activities.

The University shall inform the public through media, the University website, by individual statements of the University spokesperson, by special publications, and by announcements on notice boards of the University and other constituents and legal entities within the University.

Article 158

Only the Rector and the University spokesperson may inform the public through press, radio or TV, about its business and other activities, and the development of the University.

In addition, the right from the previous section of this Article may be given to heads of institutions and centres that operate as members of the University, and to authorised persons in legal entities founded by the University.

The Rector shall determine the procedure of informing the public about the University operations and business activities by a general act.

Article 159 ***Classified Information***

Classified information comprises the documents and the data whose disclosure to or inspection by unauthorised persons would be against the University operation, harmful to its reputation, or to the interest and reputation of its employees.

The Rector of the University shall prescribe what kind of information is considered classified by a special act.

The following data shall be classified:

- those proclaimed as classified by the Rector,
- those that refer to the measures and manners of conduct in emergencies,
- those that refer to defense,
- those that are proclaimed classified by the competent authorities.

The Rector shall be in charge of the application of provisions from this Article.

XII GENERAL ACTS OF THE UNIVERSITY

Article 160

Statute is the basic act of the University.

Statute is enacted by the University Senate.

Amendments to the Statute shall be made in the same manner the Statute was enacted.

Article 161

The Senate passes other general acts of the University in accordance with the Act and Statute.

Apart from the Senate, general acts of the University are passed by the Rector, the University Council, Expert Councils of the constituents (departments and centres) and constituent heads, each within their jurisdiction.

The Senate passes:

- Statute of the University,
- Rules of procedure of the Senate
- Rules of procedure for the election of the Rector,
- Code of ethics of the University,
- Ordinance on studying,
- Ordinance on postgraduate studies,
- Ordinance on quality assurance system of the University of Zadar,
- Ordinance on the organisation and systematisation of posts,
- Ordinance on disciplinary responsibility of employees,

- Ordinance on operation of the Expert Council for the Humanities,
- Ordinance on operation of the Expert Council for Social Sciences,
- Ordinance on operation of the Expert Council for Natural, Technical and other Sciences,
- Ordinance on operation of the Plenary Expert Council,
- Ordinance on operation of the Council for Postgraduate Studies,
- Ordinance on publishing activities,
- Ordinance on reporting about research, teaching and professional activities of employees and on student evaluation,
- Ordinance on the form of diplomas and diploma supplements, form and content of certificates and information packages for the transfer of ECTS credits,
- Ordinance on the criteria and conditions for the transfer of ECTS credits between different university and professional courses of study,
- Ordinance on the election into research positions, research-teaching and artistic-teaching positions, teaching, associate and professional positions and corresponding employment positions,
- Ordinance on the evaluation of assistants,
- Ordinance on the evaluation of young researchers,
- Ordinance on honorary doctorate,

- Ordinance on awarding the *professor emeritus* honorary title,
- Ordinance on Sabbatical Year,
- Ordinance on selection and evaluation of research projects at the University of Zadar,
- Ordinance on allocation of resources from the State Budget and part of the income of the constituents of the University of Zadar,
- Statute of the Student Union at the proposal of the Student Union of the University,
- Ordinance on financing student programmes and other student activities,
- Ordinance on disciplinary responsibility of students,
- Ordinance on work with volunteers,
- Ordinance on awards and prizes; and other general acts.

The Rector passes:

- Ordinance on labour relations,
- Ordinance on archiving,
- Ordinance on occupational health and safety,
- Ordinance on fire protection.

The University Council passes:

- Rules of procedure of the University Council.

Article 162

The Statute and general acts of the University may not be applied retroactively.

The Statute and general acts of the University shall enter into force on the eighth day after its announcement, unless it is decided otherwise due to just reasons.

XIII TRANSITIONAL AND FINAL PROVISIONS

Article 163

Students of the Department of Teacher Education in Gospić enrolled before the enactment of this Statute, i.e. before the 2011/2012 academic year, are entitled to complete their course of studies in accordance with the study programme and conditions in effect upon enrolment in their first year of studies.

Article 164

The general acts of the University and of its constituents enacted on the basis of the previous Statute shall be applied even after abrogation, until the enactment of corresponding acts based on this Statute, with the exception of those provisions that are not in accordance with this Statute.

Article 165

The Senate organised under the former Statute continues to work until the constitution of the new Senate in accordance with the provisions of this Statute.

The University Council shall be constituted within 60 days of coming into effect of this Statute.

Article 166

It is established that pursuant to Article 2 of the Decision on the abrogation of the Statute and Statutory decisions (Class: 012-01/11-01/01; Reg. no: 2198-1-79-06/11-01) from 28 October 2011, the above mentioned acts from Article 1 of the Decision are abrogated.

Article 167

The use of the nouns *rector*, *deputy rector*, *head*, *general secretary*, *lecturer*, *student*, *students' ombudsman*, *mentor*, etc., in masculine gender in this Statute may not be in any sense interpreted as a basis for sex/gender discrimination or privileging.